



We invite applications for the position of:  
**SENIOR HUMAN RESOURCES ANALYST**  
\$95,732 to \$119,665 Annually\*

*"Working in this role provides the opportunity to join a driven and supportive team and to grow in all disciplines of HR. Personally, what I find most rewarding are the connections with people throughout the organization and work that strives to make a positive impact on the organization." – Lindsey Bishop, Senior Human Resources Analyst*

### Why Consider the Human Resources Team at the City of Mountain View?

At Mountain View we believe that that people are our number one resource. We are always looking for **better ways of doing things** and enjoy being a **champion for innovative ideas**. We are an engaged team of human resources professionals committed to providing **exceptional service** to the employees and departments we serve, and we want you to join us! When you become part of the City of Mountain View family, you will find this is not just a J-O-B, it is a way of life for those who love what they do and want to make an **impact**. The City currently has one vacant position with a second new position that has been requested for approval by City Council during the Fiscal Year 2019-20 budget adoption process.

### About This Role

We want an **energetic, self-motivated**, and **experienced** human resources professional to join the Human Resources Division of the City Manager's Office with the City of Mountain View. You will join a **fast-paced**, but **collaborative** environment. In this role, you will work as a human resources generalist, with supervision over several program areas listed below. For more detailed information about this position, please review the detailed job description for Senior Human Resources Analyst on the City's website [here](#). To find out more about our culture and what it's like to work at Mountain View, please visit our Life page on **LinkedIn** [here](#).

### Who You Are

- Someone who is **adaptable, flexible** and can offer solutions in ambiguous situations
- You value working collaboratively with team members and acknowledging their contributions
- An HR leader who is not afraid to jump right in and try new things
- Your vocabulary includes **"what if we try it a different way?"** instead of "that's the way we've always done it"
- You value relationships and are able to work in **partnership** with employees and departments to make sure their needs are met
- You **think on your feet** and you believe problem solving is a good group activity
- Analyzing and resolving complex issues is something you enjoy
- You like to take the **initiative** to accomplish large scale projects
- An **enthusiastic** training and event planner, with the chops to pull things off in a variety of circumstances
- You seek training and professional activities that will keep you engaged in the pulse of HR current events
- Someone who has a healthy sense of **work life balance**; you work hard and keep a sense of humor too

### What You Bring

- Two years of recent and increasingly responsible analytical experience in human resources administration
- Bachelor's degree from an accredited college or university with major coursework in public administration, business administration, human resources, or a related field
- Possession or, or ability to obtain, a valid Class C California Driver License

### Bonus Points

- Experience working as a lead or supervisor for a public agency in Human Resources is highly desirable

### What You'll Do

- Spend most of your time working on multiple complex projects in different areas of Human Resources that will require you to carry each project through to the completion
- Provide leadership in multiple areas, such as, Organizational Development, Employee Engagement, Leaves, Classification and Compensation, HRIS System, and Retiree Benefits
- Provide assistance to the Human Resources Manager in Employee and Labor Relations
- Use your planning, analytical, and technical skills to work on special projects
- Work both independently and with a team to accomplish division goals
- Roll up your sleeves to contribute to initiatives driven by the bigger picture and what is best for the organization

## What We Offer

- Benefits: Comprehensive benefits package including generous paid leave and group health coverage.
- Retirement: CalPERS retirement (2.7% at 55 formula for classic members; 2% at 62 for new members); employees contribute 11.5% for classic members; 10.5% for new members to CalPERS with no Social Security deduction.
- Wellness: Wellness minded culture including access to an onsite employee gym and incentive pay for participating in the City's wellness program; up to \$100/month City contribution for mass transit expenses, with \$10/month minimum employee contribution; discounts for carpools and ride-shares; a bicycle commute incentive; and, following an initial training period for new employees and department head approval, the ability to work a 9/80 schedule or work remotely one day per week.
- Employee Appreciation: Employee events and activities
- Educational Incentives: Opportunity to utilize \$2,000 in tuition reimbursement for education advancement annually, with an additional one time opportunity for up to \$20,000 for the completion of a work related Bachelor's or Master's degree or approved leadership programs.
- Career Development and Technology Stipend: Management Development Funds - \$1,000 annually.
- Professional Support: Department budgeted funds to attend a professional conference, in addition to a robust internal training program to promote career growth and succession planning.

## Are You Ready? Apply

Submit your application, resume, and cover letter online at [www.calopps.org](http://www.calopps.org) or to the Human Resources Division; City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. Application materials will be screened on a continuous basis with a first application review date of Friday, May 24, 2019. Qualified candidates are encouraged to apply early!

## Interview Process

Candidates with the most relevant qualifications will be invited to the following process:

- Skype interviews – Depending on the number of candidates, the first round of interviews may be conducted via Skype. Tentatively scheduled for the **week of June 3rd.**
- Oral board interview/practical exercise (pass/fail). Tentatively scheduled for the **week of June 10th.**
- Department interview – Candidates who pass the oral board interview will be invited to interview with staff for a more in-depth discussion regarding the position and their qualifications for the position. Tentatively scheduled for the **week of June 10th.**

Depending on the number of applications, the above process may be altered.

## Fine Print

Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Division upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Mountain View is an Equal Opportunity Employer (EOE).

Prior to hire, candidates will be required to successfully complete a preemployment process, including employment verification and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination.

\*Incentive pay up to 20% beyond this control point range may be awarded by the City Manager through the management performance evaluation process for meritorious performance.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract, and any provisions contained in this bulletin may be modified or revoked without notice.

### CITY OF MOUNTAIN VIEW CULTURAL IDEALS

Empower People · Foster Collaboration · Support Continuous Learning · Enhance Our Community · Champion Wellness ·  
Lead with Empathy · Embrace Change & Innovation