



We invite applications for the position of:
**HOURLY ANALYST I/II
(HUMAN RESOURCES)**
Analyst I: \$40.32 to \$54.57 Hourly
Analyst II: \$44.50 to \$60.21 Hourly

“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

Who We Are

At Mountain View we believe that **people** are our number one **resource**. As recipients of the 2020 Cal-ICMA Talent Initiative Award, we enjoy being a **champion for innovative ideas!** We welcome creativity, are **always open** to suggestions for **process improvement**. We are an engaged and close knit team of human resources professionals devoted to providing **outstanding 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**.



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. You will join a **fast-paced, collaborative** environment. In this role, you will coordinate recruitments to fill a variety of positions city-wide. To find out more about our culture and what it’s like to work at Mountain View, please visit our [LinkedIn here](#). This is a part-time, non-benefited position working up to 29 hours per week.

What You Bring:

Analyst I

- A bachelor’s degree from an accredited college or university in a related field
- No professional experience is necessary; paraprofessional experience is desired
- Valid California Class C driver license

Analyst II

- A bachelor’s degree from an accredited college or university in a related field
- One year of experience performing duties similar to a City of Mountain View Human Resources Analyst I
- Valid California Class C driver license

Bonus Points!

- Experience in working on full-cycle recruitment and selection processes
- Public sector experience
- Relevant HR training and/or certifications

Who You Are

- Someone who is **adaptable, flexible** and can offer solutions in ambiguous situations
- You work well in a **fast-paced, team-oriented** environment
- You possess good technical knowledge of HR and like to jump right in to try new things
- You love to **connect** people to the HR information they need
- You can **think** on your feet and you believe **problem solving** is a good group activity
- You enjoy **analyzing** and **resolving** complex challenges
- You value working collaboratively with team members and acknowledging their contributions
- 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
- Someone who has a healthy sense of **work life balance**; you work hard and keep a sense of humor too

What You'll Do

- Spend most of your time working on multiple recruitments for a variety of City job openings including responsibility for developing recruitment strategies and timelines; creating and advertising job announcements; screening applications for required job qualifications; conducting reference checks; making job offers to successful candidates; counseling employees and applicants regarding employment opportunities and selection process; all while ensuring that all phases of the process comply with federal, state and local laws, and City specific regulations and guidelines.
- 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.

Are You Ready? Apply.

Submit your application, supplemental questionnaire, and resume online at www.calopps.org or 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 **Monday, March 9, 2020**. The most appropriately qualified candidates will be invited to a department interview with Human Resources Staff. This recruitment is subject to close at any time. Qualified candidates are encouraged to apply early!

Schedule

- Limited to 29 hours per week and up to 1,000 hours per fiscal year
- Flexible schedule, Monday through Friday between the hours of 7:00 a.m. to 5:00 p.m.

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 pre-employment 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.

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
Hourly Analyst I/II (Human Resources)
Supplemental Questionnaire

Please answer the following questions and submit with your application. Please limit your responses to half a page per each question or less.

1. Please briefly describe your related experience and background in the area of full-cycle recruitment and selection. If you have no experience, please write N/A.
2. Please describe your experience working with applicant tracking systems. If you have no experience, please write N/A.
3. Do you have additional HR experience that you would like to share? If you have no experience, please write N/A.
4. Please tell us how a part-time, hourly position with the City's HR division fits within your professional goals and interests.