



The Organization

The Town of Los Gatos is a general law city operating under the Council/Manager form of government. The Town Manager and Town Attorney are appointed by and directly report to the Council. The Town's full and part time employees are organized into the following departments: Parks & Public Works, Community Development, Police, Library, and Administrative Services (Town Manager's Office Administration, Clerk Administration, Finance, Information Technology and Human Resources). The Town's fiscal year 2018/19 General Fund budget is approximately \$42.3 million.



The Community

Nestled in the base of the majestic Santa Cruz mountains, located about 60 miles south of San Francisco, Los Gatos offers a small town charm with a high level of community pride. With an approximate population of 31,000, Los Gatos is a unique community offering natural beauty that inspires a healthy lifestyle. Los Gatos has a strong economic presence, with an award-winning downtown that offers unique shopping and dining, as well as local and regional favorites.



The Town of Los Gatos

Invites application for

Human Resources Analyst

(Working title for the Administrative Analyst classification)

Open Until Filled

First review of applications: **August 26, 2018**

Salary Range: \$6,350 - \$8,208 monthly
(includes a 5% confidential premium)

Placement within the range depends on qualifications.

Join the Town of Los Gatos and take your professional career to a whole new level of impact and engagement!



The Department

The Human Resources Team consists of the Director, Analyst, and Specialist. The Department's primary role is to support a workforce of 149 FTE's by providing effective and efficient services related to employee recruitment and retention, benefits administration, professional development, training, organizational development, compensation and classification administration, employee relations, safety and workers' compensation administration, and policy and procedure development and administration. Human Resources partners with Town Departments to assist in the development of a workforce to provide the highest quality service to the community.

The Position

The Human Resources Analyst is responsible for highly complex and technical work that requires a breadth of HR knowledge and the ability to work in a highly demanding and fast-paced environment, while producing quality results. This position supports the HR Team in carrying out employee policies, procedures, and programs that support the mission, vision, and service delivery priorities of the Town. The specific duties of the position include conducting recruitment, selection, and classification activities in a lead capacity; providing information and interpreting relevant laws, rules, policies, procedures, and MOU's for staff at all levels; administering and updating salary schedules and benefits information; assisting in administration of the Town's workers' compensation program; responding to public records act requests and other requests for information developed and maintained within the HR department; and managing special projects as assigned.

This position is a confidential, at-will, non-exempt classification.



Small Town Service, Community Stewardship, Future Focus





Compensation and Benefits

The salary range for the position is

\$6,350 - \$8,208 monthly

(range includes a 5% confidential premium)

The Town offers an attractive benefits package which includes:

Retirement: Public Employees' Retirement System 2% @ 60 plan for qualified "classic employees" as defined by CalPERS; 2% @ 62 plan for "new members".

Retiree Medical: The Town provides a substantial contribution toward the purchase of CalPERS medical insurance for employees who retire from the Town on or after age 50; contribution increases based on eligible dependents covered on the retiree's medical plan.

Health Care: The Town provides a generous employer contribution toward the purchase of medical, dental, and vision coverage; employees may waive coverage and receive a cash allocation up to \$400 per month.

Insurances: \$50,000 Town-paid term life insurance; short-and long-term disability insurance; employee assistance plan.

Paid Leaves: 10 days vacation accrual; 12 days sick accrual; 3 days personal leave; and 10 holidays per calendar year.

Section 125 Flexible Spending

Accounts: Voluntary pretax employee contributions up to \$2,600 for health care expenses and up to \$5,000 for dependent care expenses per year.

Deferred Compensation: The Town offers an optional 457 Plan through ICMA.

Our Ideal Candidate

The successful candidate will join a small but dynamic team of human resource professionals and will possess the following competencies:

- Excellent customer service skills with a focus of continuously going the extra step to deliver highly competent and professional services
- Attention to detail when composing recruitment announcements, creating employment offer letters, administering employee benefits, and calculating health contribution rates and salary schedules
- Strong computer skills; particularly, experience using MS Office products and HRIS databases
- A self-starter who is highly energetic, motivated, and demonstrates solid analytical skills
- Technical knowledge related to public sector recruiting, benefits administration, classification and compensation, and workers' compensation administration
- An ability to manage multiple projects simultaneously, with competing deadlines, in a fast-paced environment while keeping focused on quality results
- Flexibility to adapt to changing priorities and excellent organizational skills
- Strong oral and written communication skills
- Ability to focus in a shared office environment with frequent interruptions

Minimum Qualifications

- Bachelor's Degree from a college or university in Public Administration, Business Administration or a related field; or equivalent combination of education and experience.
- Two (2) or more years of professional administrative experience related to Human Resources.
- Human Resources experience with a public agency is preferred.
- Experience working with Sungard Pentamotion and NeoGov is highly desirable.

Application and Selection Process

Are you ready to apply for this unique and rewarding opportunity? Don't wait, submit an application and responses to the required supplemental questionnaire by clicking [here](#) no later than **August 26th** as the recruitment may close at any time after the first review of applications. Candidates whose qualifications best match the position will continue in the selection process. Meeting the minimum qualifications does not guarantee continuation in the process.

Recruitment Schedule:

(Please note: The dates below are firm)

First review of applications: **August 26, 2018**

Oral Panel Interview: **September 5, 2018**

Second Interview: **September 11, 2018**

Anticipated Start Date: **October 22, 2018**

Equal Opportunity Employer (EOE). Reasonable Accommodations: Please call (408) 399-5739 at least five (5) days in advance of the selection process. The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.