



The City of Emeryville is now seeking
a qualified candidate for

HUMAN RESOURCES ANALYST



At a glance:


- ✓ Full-time
- ✓ Salary: \$8,801 - \$10,811
Monthly
- ✓ Outstanding benefits

Why choose us:


We provide work-life balance, including a hybrid work schedule and a 35-hour workweek. We are a small City with a big impact, which is committed to inclusivity, and we provide free parking.

***The close date for this recruitment is:
Friday, August 8, 2025 at 11:59 PM***

Apply Today!

 [\(510\) 596-4390](tel:(510)596-4390)

 <https://www.ci.emeryville.ca.us/>

 1333 Park Ave.
Emeryville, CA 94608

STEP INTO A NEW CAREER TODAY!

THE CITY

From its incorporation in 1896, the City of Emeryville has evolved from an industrial hub to a contemporary city of arts and innovation, which continues to evolve and grow into a modern 21st-century urban community with retail, office, hospitality, and biotechnology sectors. Emeryville offers a thriving arts community and the Bay Street retail and residential project. The City is home to over 1,000 businesses, including nationally recognized brands Peet's Coffee, Grocery Outlet headquarters, Grifols, IKEA, Tanium, and computer animation pioneer Pixar. From retail stores to technology firms, businesses in Emeryville benefit from a small and personal city government, an active and engaged residential community, and a thriving local business community.

POSITION

The City of Emeryville is currently seeking an engaging, methodical human resources paraprofessional. The Human Resources Analyst performs professional-level human resources services in the areas of recruitment and selection, classification, compensation, employee and labor relations, disability and leave management, benefits administration, risk management, or other human resources activities. The selected candidate will advise departments on human resources matters and exercise central management oversight in human resources policy matters. In addition, the successful candidate will handle special assignments requiring complex research and analysis; provide technical assistance and task or project-based direction to lower-level Human Resources staff, and perform other related work as required.

IDEAL CANDIDATE

The ideal candidate will possess a strong blend of analytical, technical, and interpersonal skills, coupled with relevant experience and a solid understanding of human resources principles and practices. The selected candidate will be a skilled professional with a blend of technical expertise, analytical capabilities, and strong interpersonal skills, enabling them to leverage data to drive informed human resources decisions and contribute to the overall success of the organization.

BENEFITS

The City of Emeryville offers an excellent comprehensive benefits package that includes: Medical, dental, and vision coverage for employee + family, along with life/AD&D, long-term disability, and an Employee Assistance Program. Annual leaves include: vacation, sick leave (unlimited accrual), 14 paid holidays, floating holidays, and administrative leave. Retirement benefits include participation in the CalPERS pension (2% @60 for legacy members or 2% @62 for new members).

Recruitment Services provided by:



QUALIFICATIONS

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: Equivalent to graduation from a four-year college or university with a major in human resources administration, business or public administration, psychology or a related field.

Experience: Two (2) years of increasingly responsible experience in a human resources technician position or above. Experience in technical human resources work may be substituted for the education on a year-for-year basis.

HOW TO APPLY

To be considered for this exciting opportunity, candidates should apply by submitting an application and resume to <https://www.governmentjobs.com/careers/emeryville>. Or scan the QR code below.

Documents should be in PDF or Word format. All materials must be included to be considered as a candidate.

Application Deadline: Friday, August 8, 2025, at 11:59 PM

Candidates with a disability who may require special assistance in any phase of the recruitment process or additional inquiries about the position should please contact the Human Resources Department at jobs@emeryville.org.



SCAN ME



THE CITY OF EMERYVILLE IS AN EQUAL OPPORTUNITY EMPLOYER