



# Now Hiring



## Human Resources Analyst

\$76,824 - \$93,384 Annually

Apply by June 13, 2025

## COMPENSATION & BENEFITS

Approximate Annual Base Salary:  
\$76,824 - \$93,384

The City of Ceres provides a competitive and comprehensive benefits package for employees including:

Insurance: Extensive health, dental, and vision coverage options for employees and dependents of up to \$2,250 per month for Family

Life and Disability Insurance: Term life insurance policy, as well as Accidental Death & Disability coverage

Vacation: Bi-weekly accruals:  
2 weeks for the first year  
3 weeks per year 5-10  
4 weeks per year 11-19  
5 weeks beginning 20

Holidays: 12 paid holidays annually, plus one additional floating holiday per year

Sick Leave: 96 hours per year

Salary Step: Eligible to promote to second step within (6) months

## Minimum Qualifications

- Knowledge/Skills/Abilities
- HR operations, services, and activities of a human resources program.
- Principles, practices, and procedures of human resources administration in the areas of employment, compensation and classification, worker's compensation, employee development, training, and benefits administration.
- Resources to sustain current understanding of modern trends and legal issues in the field of human resources management.
- Employment and employee relations issues.

### Education and Experience:

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:*

- Bachelors Degree from an accredited college or university: AND
- Three years of increasingly responsible professional Human Resources administration experience.

See full job description located at:  
<https://www.ceres.gov/DocumentCenter/View/867/Human-Resources-Analyst-PDF>