



Midpeninsula Regional Open Space District - *JOB ANNOUNCEMENT*

Management Analyst II (Human Resources)

Annual Salary Range: \$95,461 - \$119,219
plus full benefits including CalPERS pension

Open until filled – first review of applications on September 13, 2021

Midpeninsula Regional Open Space District's Human Resources Department (HR) has an excellent career opportunity for an experienced and motivated Human Resources Analyst who will serve as a business partner to departments and will participate in the daily operations and activities including recruitment and selection, HRIS management, compensation, and benefits administration. The ideal candidate will be organized, detail-oriented, analytical, and a collaborative self-starter with excellent oral and written communication skills.

About Midpen: Midpen is a regional greenbelt system in the Santa Cruz Mountain region comprised of more than 65,000 acres of land with nearly 250 miles of trails in 26 extraordinary open space preserves, permanently protected for natural resource conservation, public enjoyment and recreation. Midpen is a public agency with a focused mission that guides our work, and where every employee makes an impact. If you are looking for an outstanding opportunity to contribute to the legacy of open space protection, natural resource restoration and outdoor recreation, working with an incredible team of like-minded colleagues, we invite you to apply for this position! Check out the [Working for Midpen video](#) on our Employment Opportunities page.

About the Position: Midpen aims to recruit and retain employees who embody professionalism, accountability, and respect, who value working in an environment focused on inclusivity, diversity, and equity. The HR Analyst is part of a cohesive team of six (6) in the HR Department, which is part of the Administrative Services business line. The HR Analyst is responsible for recruitments across various business lines, managing and supporting HRIS functions, job analysis and classification, compensation, and benefits administration. This position may also support training and development, employee and labor relations, and special projects for the department. The HR Analyst consults with supervisors regarding personnel related issues, needs, and services; counsels employees on human resources programs, policies, and processes; explains program provisions, procedures, and eligibility requirements; and assists employees with forms and human resources documents. This position requires strong research, analytical, and problem-solving skills as well as the ability to interpret data and make recommendations. The HR Analyst may also support the HR Technician as needed. For additional information about the position, click here for the complete [Job Description](#).

A Few Reasons Why You May Love This Job

- Collaborative work that directly supports Midpen's mission to protect and restore the natural environment and contributes to providing nature's benefits to everyone
- You'll be part of a talented and dynamic team of bright, energetic, and motivated professionals with a passion for the outdoors, trails, and preserving open space!
- Excellent employee benefits, including medical, dental, vision, tuition reimbursement, and a retirement pension through California Public Employees Retirement System (CalPERS)

Work Environment: This position requires on-site work in an office environment as part of the Human Resources Department at the Midpen's offices in Los Altos, California. Following onboarding and successfully meeting job performance expectations, may be eligible for the flexible work program. This position reports to the Human Resources Manager.

Education and Experience: We realize your time is valuable, so please apply only if you have at least the required minimum qualifications outlined here: 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: Equivalent to graduation from an accredited four-year college or university with major coursework in business administration, public administration, or a related field and three (3) years of professional analytical experience, or two (2) years of experience equivalent to Management Analyst I at the District.

Licenses & Certifications Required: Possession of a valid California Driver's License.

Benefits: Midpen provides an excellent benefits package including health, life & disability insurance as well as CalPERS pension. Please see the [Benefits](#) page on the District website for details.

How to Apply: A note to applicants who currently live outside of the San Francisco Bay Area: before committing to the application process, and if you haven't done so already, we suggest evaluating the feasibility of relocation. We recommend researching the cost of living in the San Francisco Bay Area, the cost to relocate, and typical commute times to Los Altos from outlying areas.

Ready to apply? Great! We welcome your application online at [CalOpps.org](https://www.calops.org).

Open until filled – first review of applications on September 13, 2021. Applicants with the most relevant experience and qualifications suitable for the position will be contacted for an interview.

The following application items are required to be considered:*

1. Fully completed CalOpps employment application
2. Cover letter
3. Resume
4. Supplemental question responses

**Incomplete CalOpps employment applications, or applications without the required application items listed here, will not be considered for the position.*

Midpeninsula Regional Open Space District is an Equal Opportunity Employer

Applicants with disabilities may request reasonable accommodation by contacting the Human Resources department at 650-691-1200.

Put your passion for Open Space to work!