

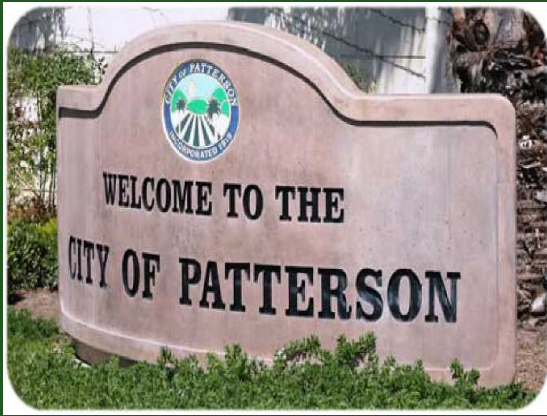


The City of Patterson
Invites your interest in the position of

Human Resources Analyst



APPLICATION DEADLINE: Open Until Filled



THE COMMUNITY

In a Metropolitan Statistical Area, the City of Patterson is the heart of the San Joaquin Valley and the vibrant City offers residents a safe, diverse, and friendly community rich in heritage. The City has a resident population of 22,000 and is located in Stanislaus County. It is 45 miles southeast of Livermore, is part of the Modesto corridor, and is known as the “Apricot Capital of the World”.

Historically, agriculture has been the City’s primary economy. Over the past decade, due to prime land availability near the I-5 corridor, the City has transitioned into a hot spot for large Distribution Centers such as Amazon and Restoration Hardware and many others, and is evolving into a rapidly growing modern city.

Today, Patterson continues to take pride in its rich heritage while promoting balanced growth in a well planned community. New neighborhoods blend well with the historical homes of Patterson’s past. Commercial and industrial growth have adhered to our design guidelines which helps build and maintain a vibrant and well planned Business Park.

THE ORGANIZATION

The City operates under a Council-Manager form of government. The City Manager is responsible for all City Departments to include Administration, Finance, Public Works, Recreation & Community Services, Fire, Community Development and Engineering.

The City’s Mission proudly promotes a healthy, safe, and exciting community with dedication to delivering excellent services and engaging meaningful public participation.

The City employs over 100 full time employees working in Administrative, Engineering, Finance, Fire, Public Works, Planning, Human Resources, Recreation and Community Services.

The annual budget for Fiscal Year 2018/19 is approximately \$72,000,000.

Any combination of experience & training that would likely provide the knowledge, skills and abilities to perform the job:

A Bachelors' degree from an accredited college or university with major course work in human resources, public administration , business administration or related field and 3 years of professional experience as a Human Resources Analyst or an Associates' degree with 5 years of experience as an HR Generalist.

Possession of a valid California driver's license is required.

THE POSITION

The Human Resources Director is looking for a highly qualified Human Resources Analyst to assist with the day-to-day operations of department programs to include recruitment and selection, policy development and implementation, classification and compensation, labor relations and risk management.

The position is unrepresented and at will.

THE IDEAL CANDIDATE

The City is searching for a self-motivated high energy HR professional with a track record of working in all areas of human resource, with strong experience in classification and compensation, recruitment and selection as well as demonstrated excellence in providing quality customer service to operating departments and the public. Successful candidates will also possess: social/professional media proficiency in recruiting with dynamic networking expertise branding the City to stand out in the market; the talent to identify and understand complex problems and concepts, apply logical thinking and quantitative methods to gathering and analyzing information, make decisions and exercise good judgment based on available data, design solutions to problems as well as formulate and articulate action plans; excellence in managing and prioritizing multiple work tasks and projects efficiently, effectively, and simultaneously; excellent written and verbal communication skills to effectively interact with internal and external customers; ability to set high goals for personal and group accomplishment and using measures to monitor progress toward goal achievement.

COMPENSATION & BENEFITS

Annual Salary: \$65,244 up to \$79,308 DOQ

Holidays: 12 days per year.

Vacation: Starting from 9.5 hours per month and up

Administrative Leave: 40 hours (prorated the first year based on hire date)

Sick Leave: Accrue 8 hours per month.

Retirement: Qualified candidates currently or within the last six (6) months a member of CalPERS or subject to reciprocity with another eligible retirement plan may be a “classic member” and may be enrolled in the City’s 2.7% @ 55 plan. Employee pays employee contribution rate of 8% on a pre-tax basis.

Non-classic or “new members” will be enrolled in the 2% @ 62 plan. Employee will be required to pay 50% of the normal contribution rate as prescribed by PEPRA on a pre-tax basis. The City does not participate in Social Security.

Health: The City currently contributes 100% of the CalPERS Kaiser Family Rate for health coverage.

Additional Benefits: The City provides dental and vision insurance for the employee and his/her dependents. Employees can chose to participate in the City’s Deferred Compensation Plans.



Candidates must complete and submit:

- A City employment application,
- Cover letter and resume detailing experience and training,
- Responses to the supplemental questions

Applications and resumes will be screened according to the qualifications described in the brochure. The most qualified candidates will be invited to an oral interview and in-basket examination.

The candidate chosen for the position must successfully pass a pre-employment medical examination and a drug screen, fingerprint background check and reference check.

If you desire to work for a small and growing community, Apply at: www.ci.patterson.ca.us, or mail or bring application documents to:

City of Patterson
Attn: Human Resources Department
1 Plaza, P.O Box 667, Patterson, CA 95363

*For questions about the recruitment, contact
Di Smith, Director of Human Resources at
209-895-8013 or by email at
dsmith@ci.patterson.ca.us*

*The City of Patterson is an equal opportunity
Employer encouraging workforce diversity.*