



CITY OF MORGAN HILL
invites applications for the position of:

Senior Human Resources Analyst

SALARY: \$42.54 - \$55.91 Hourly
\$7,374.00 - \$9,691.00 Monthly
\$88,488.00 - \$116,292.00 Annually

OPENING DATE: 01/25/2018

CLOSING DATE: Continuous

DESCRIPTION:



CITY OF MORGAN HILL
SENIOR HUMAN RESOURCES ANALYST
\$7,374.00 - \$9,691.00 Monthly
\$88,488.00 - \$116,292.00 Annually

THE COMMUNITY:

Located in the southern part of Silicon Valley, Morgan Hill's thoughtful planning has made it one of the most desirable communities in Santa Clara County. With a growing population of approximately 44,000, Morgan Hill provides the ideal balance between jobs, housing, recreation, and open space. The City has optimum housing options, abundant shopping, regionally recognized wineries, and an historic Downtown with award-winning restaurants, and charming boutiques.

Morgan Hill is a family oriented, vibrant, and progressive community where residents and visitors enjoy a wide range of outdoor and indoor activities. The City is known for its regional, world-class recreational facilities that attract over 1.3 million visitors annually. The community enjoys public art, many local street fairs, summer music festivals, and holiday parades. Downtown Morgan Hill has become a destination for popular events, including the Mushroom Mardi Gras, Fourth of July parade and fireworks, Taste of Morgan Hill, and the Friday Night Music Series. With an average temperature of 70 degrees, Morgan Hill offers abundant year-round recreational activities including cycling, golfing, swimming, and boating. Nestled next to Henry Coe State Park, Morgan Hill provides easy access to over 79,000 acres for camping, backpacking, fishing, hiking, mountain biking, and horseback riding.

Just 15 miles inland from the Pacific Coast, Morgan Hill is surrounded by the Santa Cruz Mountains to the west and the Diablo Range to the east. Morgan Hill is just minutes away from the big city amenities of San Jose, and a short one-hour drive to the redwood forests and beaches of Santa Cruz and the spectacular Monterey Peninsula. Caltrain runs weekdays through Morgan Hill and connects commuters both to San Jose's light rail systems and to BART throughout the Bay Area.

THE POSITION:

The Human Resources Team consists of four teammates: Human Resources Director, Senior Human Resources Analyst, Human Resources Technician, and a Human Resources Assistant. The Senior Human Resources Analyst performs a wide variety of professional, administrative, and analytical duties in support of a full range of human resources functions. These include recruitment, employment procedures, labor relations, and administration of personnel records, personnel policies, benefits, workers' compensation, training and staff development. This classification oversees technical and confidential processes and programs, and provides highly responsible and complex assistance to the Human Resources Director.

This is a mid-management classification responsible to manage a full range of municipal human resources services requiring a high level of responsibility and confidentiality, and a significant degree of difficulty, independent thought, and decisive and timely action. The Senior Human Resources Analyst exercises functional supervision over professional teammates and may supervise interns.

APPLICATION and SELECTION PROCESS:

Please apply on-line at www.morganhill.ca.gov and submit an application, responses to the supplemental questions, cover letter, and resume to be considered for the position. The first screening of applications will be done on Friday, February 9, 2018. Interviews are tentatively scheduled for Thursday, March 1, 2018.

EXAMPLES OF DUTIES:

The following duties are performed personally, in cooperation with the Human Resources Director, and/or in coordination with other City teammates. Additional duties may be assigned.

1. Provide professional, advanced coordination in support of human resources functions and programs including labor relations, recruitment, selection, performance evaluation, training, team development, classification, job evaluation, benefits, and compensation.
2. Coordinate with the City's third party administrators for workers' compensation claims.
3. Participate in the development and implementation of new or revised human resources programs, systems, procedures, and methods of operation.
4. Participate in the preparation and administration of assigned budgets; maintain and monitor appropriate budgeting and expenditure controls.
5. Research, collect, compile, and analyze information from various sources on a variety of specialized human resources topics; prepare comprehensive technical records, reports, and summaries to present and interpret data, identify alternatives, and make and justify recommendations.

6. Plan and conduct comprehensive salary and benefit surveys; perform job evaluation, classification, and class specification development.
7. Coordinate the recruitment process; screen employment applications; ensure applicants meet or exceed minimum qualifications; participate in the selection of the employee.
8. Design, coordinate, and administer written, performance, and/or oral employment examinations; ensure that exams and interviews are conducted in accordance with Federal and State laws and City policies and procedures.
9. Oversee, coordinate, and monitor human resources information systems, procedures, and processes including payroll process.
10. Monitor legislation and analyze proposed legislation to determine impact on human resources operations and programs.
11. Administer the City Employee Safety Program and may chair the City Safety Committee.
12. Serve as a liaison with employees, public and private organizations, community groups, and other organizations; provide information and assistance regarding human resources programs and services; receive and respond to complaints and questions relating to human resources; review problems and recommend corrective actions.
13. Represent the City and Human Resources at community and professional organization meetings. Will be expected to prepare Council staff reports and present at evening City Council meetings.

QUALIFICATION REQUIREMENTS:

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any combination of education, experience and training will qualify provided it meets the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience:

1. Possess a Bachelors degree from an accredited college in public administration, human resource management, or closely related field; and,
2. Three years of professional level, public sector human resources experience, including experience in supervising professional, technical and clerical teammates.

Knowledge of:

1. Principles and practices of labor relations, EEO, selection, recruitment, job evaluation, benefits administration, training, classification, and compensation.
2. Principles and techniques of human resources management and program administration.

3. Organizational and management practices as applied to the analysis, evaluation, development and implementation of human resources programs, policies and procedures.
4. Pertinent Federal, State, and local laws, codes, and regulations including administrative and departmental policies and procedures.
5. Principles and practices of performance evaluation, training, and staff development.
6. Project management principles and concepts.
7. Research and reporting methods, techniques, and procedures.
8. Sources of information related to a broad range of human resources programs, services and functions.
9. Principles and procedures of statistical and administrative record keeping.

Skill in:

1. Planning, assigning, directing and reviewing the work of a professional staff and support staff.
2. Implementing, interpreting and explaining complex policies, procedures, rules and regulations.
3. Conducting analytical studies, compiling statistical and economic data, evaluating alternatives, and making sound recommendations.
4. Providing outstanding customer satisfaction (internally and externally).
5. Use of common office software including Microsoft Office and specialized human resource applications.

Ability to:

1. Exercise sound independent judgment within general policy guidelines.
2. Select, train, evaluate, and motivate staff.
3. Establish and maintain effective working relationships with those contacted in the course of the work.
4. Represent the City effectively in meetings with others.
5. Prepare clear, concise and competent reports, correspondence, and other written materials.

SUPPLEMENTAL INFORMATION:

PHYSICAL DEMANDS:

Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and

fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.

2. Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

WORK ENVIRONMENT:

Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Employee generally works 90% indoors and 10% outdoors.
2. The work environment indoors is usually in a temperature-controlled office; some travel is required.
3. Noise level in the work environment is usually moderate.

CORE VALUES COMMON TO ALL POSITIONS:

- Developing and maintaining a thorough working knowledge of all department and applicable City policies and procedures in order to help facilitate compliance with such policies and procedures by all employees.
- Demonstrating by personal example the service excellence and integrity expected from all employees by representing the City in a professional manner within our organization, to the general public, and with other agencies.
- Developing respectful and cooperative relationships with co-workers, including a willingness to assist newer employees.
- Conferring regularly with and keeping the immediate supervisor informed of all important matters pertaining to those functions and job responsibilities for which accountable.
- Working collaboratively within the organization and community to advance the values of teamwork, innovation, customer service, professional development, and meeting challenges.

CITY COUNCIL ONGOING PRIORITIES:

- Enhancing Public Safety
- Protecting the Environment
- Maintaining Fiscal Responsibility
- Supporting Our Youth, Seniors, and Entire Community
- Fostering a Positive Organizational Culture
- Preserving and Cultivating Public Trust
- Preserving Our Cultural Heritage

Additional Information:

The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.

The City of Morgan Hill is an Equal Opportunity and does not discriminate against qualified employees or applicants because of race, color, religion, medical, physical or mental disability, or any other basis protected by law. Qualified individuals with a disability will receive reasonable accommodation, as required by the California Family Rights Act (CFRA), and federal laws including the Americans with Disabilities Act and Section 504, during any phase of the selection process, providing such request is made to Human Resources at least five working days in advance. Medical disability verification may be required prior to accommodation. Under federal law, all job applicants must prove authorization to work in the United States at the time of job offer

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.morgan-hill.ca.gov>

17575 Peak Avenue
Morgan Hill, CA 95037
408-779-7278

HR@morganhill.ca.gov

Senior Human Resources Analyst Supplemental Questionnaire

- * 1. Please explain why you are interested in working for the City of Morgan Hill. What specifically attracted you to the Senior Human Resources Analyst position?
- * 2. How did you hear about this job announcement?
 - CalOpps
 - City Employee
 - Morgan Hill resident
 - Morgan Hill website
 - Twitter - Government Jobs
 - Other
- * 3. What is your highest level of education?
 - Did not graduate from high school.
 - High school diploma or GED
 - Some college
 - AA/AS Degree
 - Bachelor's Degree
 - Post-Graduate Degree
- * 4. How many years of public sector Human Resources experience do you have?
 - I don't have any Human Resources experience.
 - Less than 1 year

- 1-2 years experience
- 2-3 years experience
- More than 3 years experience

- * 5. Please describe the areas in the Human Resources field that most interests you and why.
- * 6. Please describe your experience in a supervisory position, including the number supervised, years of experience, and positions that you supervised. (This experience must be described in the "WORK HISTORY/EXPERIENCE" section of your application.
- * 7. This position may chair the City's Safety Committee. Please describe your experience as it relates to safety.
- * Required Question