



CITY OF SACRAMENTO
Department of Human Resources
915 I Street, Historic City Hall
Sacramento, CA 95814-2604

<http://portal.cityofsacramento.org/HR>

**INVITES APPLICATIONS FOR THE POSITION OF:
Personnel Analyst**

An Equal Opportunity Employer

SALARY

\$33.48 - \$43.93 Hourly \$2,678.54 - \$3,514.47 Biweekly

ISSUE DATE: 04/18/19

FINAL FILING DATE: 05/20/19

THE POSITION

Under general supervision, the Personnel Analyst performs professional personnel work in a variety of personnel program areas including, but not limited to, recruitment, selection, classification, salary administration, benefits, training, career development, and retirement programs.

THE IDEAL CANDIDATE

The City of Sacramento's Human Resources Department is seeking a dynamic, motivated human resources professional to join their team as a Personnel Analyst. Human Resources is a fast-paced Department supporting the needs of the City's twelve autonomous departments. The ideal candidate embraces diversity and inclusion, is knowledgeable, dependable, and has a strong customer-service focus. This candidate will demonstrate diverse Human Resources experience, exhibit sound judgment-making skills, and have experience completing assignments with a high level of independence and expertise. Additionally, the ideal candidate will have a thorough understanding and innovative ideas for addressing the complexities involved in classification, compensation, recruitment, exam development, and/or other areas in Human Resources in a public sector agency, or similarly sized private-sector entity; as well as experience managing multiple customer inquiries, balancing stakeholders of varying interests, and communicating effectively across the organization. The desirable knowledge, skills, and abilities include, but are not limited to:

- Conducting City-wide recruitments from start to finish;
- Performing classification and compensation studies;
- Performing job analysis and developing recruitment examinations;
- Researching and working as a team to develop and implement best practices, policies, and procedures.
- Developing and utilizing tools to track deliverables and report on progress;
- Communicating tactfully both verbally and in writing with City staff at all levels.

DISTINGUISHING CHARACTERISTICS

This classification is populated with multiple incumbents who apply professional knowledge and skills to various personnel programs and problems. Incumbents perform the full range of standard work procedures, operations, tasks, duties, and responsibilities with little or no immediate supervision. This classification is distinguished from the lower class of Personnel Technician in that the latter performs the more routine technical duties and tasks. The Personnel Analyst is distinguished from the higher classification of Senior Personnel Analyst in that the latter performs the most complex work, and assists in the development and implementation of goals, objectives, policies, and priorities.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by higher-level professional personnel staff. Responsibilities may include the technical or functional supervision of lower level professional positions and technical level personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans and coordinates recruitments; determines labor market and length of recruitment; prepares job bulletins and recruitment information; determines and places advertising in appropriate media; coordinates participation in career and job fairs; and reviews and evaluates applications; determines appropriate written, oral, and or performance examination programs; develops, evaluates and validates selection instruments; supervises the administration and scoring of examinations and the establishment of eligible lists.
- Conducts position classification studies; performs job audits and analyses of individual positions, classes and series of classes; prepares and revises class specifications, prepares study and implementation reports; participates in organization and staffing studies of City departments; conducts salary and employee fringe benefit surveys; analyzes data, and recommends adjustments and internal relationships;
- Participates in the administration of the City retirement and other benefit programs; evaluates program effectiveness and vendor effectiveness; assists in resolving difficult or sensitive problems and serves as intermediary for employees and vendors/providers.
- Participates in workplace diversity, equal opportunity employment, and inclusion activities; coordinates committees; gathers and compiles statistical information; evaluates effectiveness of programs; recommends and implements program changes.
- Participates in evaluating training needs, develops curriculum, selects instructors, markets program; conducts training sessions and workshops; evaluates training feedback and suggests changes or enhancements.
- Works with departments on personnel problems, staffing needs, and the interpretation of personnel policies and procedures; provides career counseling to individuals and groups.
- Establishes liaisons with community, business, industry, and agencies as appropriate.
- Provides exceptional customer service to those contacted in the course of work.
- Other related duties may also be performed; not all duties listed are necessarily performed by each individual holding this classification.

QUALIFICATIONS

Knowledge of:

- Fundamental principles and practices of personnel administration.
- Principles, methods, and procedures utilized in recruitment and selection, classification, salary administration, benefit administration, training programs, and retirement programs.
- Applicable Federal and State laws and regulations.
- Statistical concepts and methods.
- Principles of organization, administration, and supervision.
- Special needs of diverse populations.
- Technical report writing.
- Community resources.
- Computers and computer applications.

Skill in:

- Use of computers and computer applications and software.

Ability to:

- Communicate clearly and concisely, verbally and in writing.
- Collect, compile, and analyze information and data.
- Perform professional personnel work with a minimum of supervision.
- Interpret and explain City personnel programs and policies to employees and the public.

- Assist in the supervision and training of clerical, technical, and professional personnel.
- Effectively promote diversity in the workplace programs.

EXPERIENCE AND EDUCATION:

Experience:

One year of professional level human resources management experience in the areas of recruitment/selection, classification and pay, career development, and/or benefit and retirement programs.

-AND-

Education:

Possession of a Bachelor's degree from an accredited college or university with major coursework in business or public administration, human resources or closely related field.

-OR-

Five years of paid full time experience performing as a para-professional as it relates to report writing, research, analysis and/or technical support in the areas recruitment/selection, classification and pay, career development and benefit and retirement programs.

Substitution:

A Master's degree and internship may substitute for one-year of required professional-level human resources experience.

PROOF OF EDUCATION

Proof of education such as college transcripts, degrees, or certificates must be submitted to the City of Sacramento Employment Office in person, as an attachment(s) to the online application, or fax to (916) 596-1556 by the final filing deadline. If submitting in person or via fax, please include your name and **Recruitment #001785-19** on your documents.

An applicant with a college degree obtained outside the United States must have education records evaluated by a credentials evaluation service. This evaluation must be submitted before you will be considered for any positions.

SPECIAL QUALIFICATIONS

Driver License:

Possession of a valid California Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

THE SELECTION PROCEDURE

Please note, the City of Sacramento's preferred method of communication with applicants is via e-mail. As such, please ensure you verify the e-mail address on your application, and check your e-mail frequently, including your spam and junk folders. All e-mail notifications can also be accessed through the governmentjobs.com applicant inbox.

1. Application: (Pass/Fail) – All applicants must complete and submit online a City of Sacramento employment application to the Employment Office by the final filing deadline:

Employment applications must be submitted online; paper applications will not be accepted.

Employment applications will be considered incomplete and will be disqualified:

- If applicants do not list current and past job-related experience in the "Work Experience" section. **Note: Qualifying experience is based on 40 hours per week (pro-rated if less than 40 hours/week).**
- If "see resume" is noted in the "Work Experience" section; a resume will not substitute for the information required in the "Work Experience" section.

Proof of required education and/or degree equivalency must be submitted online with your application, emailed to employment@cityofsacramento.org, delivered in person, or sent to the Employment Office by fax or mail by the final filing deadline.

2. Supplemental Questionnaire: (Pass/Fail) – In addition to the City of Sacramento employment application, all applicants must complete and submit online responses to the supplemental questionnaire:

Responses to the supplemental questionnaire must be submitted online; paper questionnaire will not be accepted.

Incomplete supplemental questionnaire will not pass the review process; omitted information cannot be considered or assumed.

A resume will not substitute for the information required in the supplemental questionnaire.

Possession of the minimum qualifications is not necessarily a guarantee of further advancement in the selection process.

3. Screening Committee: (Pass/Fail)– Human Resources will evaluate employment applications for the minimum qualifications stated on the job announcement.

4. Interview Process: Human Resources will forward qualified applications to the hiring department. Those determined to be the most qualified candidates will be invited to participate in an interview process. The Director will review the results, if necessary conduct additional interviews, and forward the recommendation to the City Manager's Office for final action.

5. Conditional Hire: Upon receipt of a conditional offer, the selected candidate must complete and pass LiveScan/fingerprinting. If applicable, candidates may also need to pass a pre-employment medical exam, controlled substance and/or alcohol test, and possess any required licensure or certification prior to receiving a start date from the Department. Failure to meet these prerequisites will be grounds for withdrawal of your conditional offer of employment.

QUESTIONS:

For questions concerning this job announcement and the application process:

Please visit <https://www.governmentjobs.com/Home/ApplicationGuide> for a comprehensive, step-by-step guide to the application process.

For technical support between 6 AM - 5 PM PT, contact Live Application Support at 855-524-5627.

Visit the City of Sacramento Human Resources Department website at <http://www.cityofsacramento.org/HR/Career-Opportunities>;

Send an email to employment@cityofsacramento.org;

Call the Human Resources Department at (916) 808-5726; or

Visit the Human Resources Department at Historic City Hall, 915 I Street, Plaza Level, Sacramento, CA 95814.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://portal.cityofsacramento.org/HR>

OR

915 I Street, Historic City Hall
Sacramento, CA 95814-2604

EXAM #001785-19
PERSONNEL ANALYST
VB

Personnel Analyst Supplemental Questionnaire

- * 1. **APPLICATION:** I understand that the experience I list in the "Work Experience" section of the employment application will be used to determine if I meet the minimum qualifications as stated on the job announcement. A resume, responses to the supplemental questions, or employment history listed elsewhere in the application or attachments will not substitute for the information required in the "Work Experience" section of the employment application. **Note: Qualifying experience is based on 40 hours per week (pro-rated if less than 40 hours/week).**
- Yes
- * 2. **I understand that I must submit** proof of education to the City of Sacramento Employment Office by the final filing deadline. You may attach documents electronically; e-mail them to employment@cityofsacramento.org; mail/deliver hard copies to the Employment Office; or fax them with a cover sheet that contains your name, the exam number and title, and number of documents being sent. The fax number is (916) 596-1556.
- Yes
- * 3. Are you in a familial, cohabitant, or amorous relationship with any current employee of the City of Sacramento? Examples of these relationships include: spouse, domestic partner, parent, child, sibling, uncle, aunt, nephew, niece, first cousin, grandparent, great-grandparent, grandchild, or great-grandchild. Relations may be by blood, marriage, adoption, or domestic partnership, including in-law, step- and half-relationships. (If yes, please answer the next question)
- Yes No
- * 4. Please list name of relative, relationship and department that your relative works in. (If not applicable, please type N/A)
- * 5. **SUPPLEMENTAL QUESTIONNAIRE:** The answers to the questions below will be evaluated along with the information provided in your employment application. Therefore, your answers must be consistent with your employment application information (especially in the "Education" and "Work Experience" sections), must be unambiguous, and must contain sufficient but concise detail and organization to facilitate the screening process. A resume will not be accepted in lieu of completing this Supplemental Questionnaire or in place of completing the "Education" and "Work Experience" sections of the employment application. Lack of clarity, incomplete or inconsistent information, and/or disorganized presentation will negatively affect your evaluation. **I understand and agree to the above instructions.**
- Yes
- * 6. Describe your training and experience, specific job duties/responsibilities and length of time performing recruitment and selection activities, including outreach activities, job analysis, test development and administration, statistical analysis, post examination analysis, and scoring of examinations and the establishment of eligible lists.
- * 7. Please describe your experience conducting research independently, analyzing your findings, and delivering a written recommendation. Include in your response who you submitted your recommendation to, and the outcome.

* Required Question