



THE CITY OF ROCKLIN ANNOUNCES AN  
OPENING FOR:

## HUMAN RESOURCES ANALYST I/II

**\$69,382 - \$95,645 (I)**

**\$76,858 - \$105,574 (II)**

*The Vision Statement of the City of Rocklin is to become a city that provides its citizens with exceptional quality of life while maintaining its small town sense of community.*

[APPLY HERE](#)



**Application Deadline:  
March 27, 2020 by 5:00 PM**

### **CAREER OPPORTUNITY**

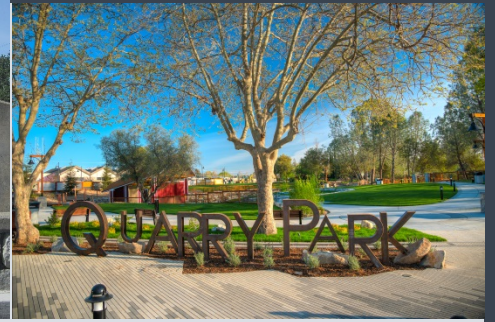
The City of Rocklin is accepting applications for the position of Human Resources Analyst I/II for the Human Resources Department to provide a variety of professional human resources support and services to City departments in the areas of recruitment and selection, classification and compensation, performance management and discipline, labor relations, workers compensation, benefits administration, medical leaves, disability administration, and training; to coordinate the work of human resources staff on assigned projects; to provide advice to City departments on a wide variety of human resources topics; to assist in the development and maintenance of human resources programs; to assist with monitoring the Department budget; and to provide administrative support to the Director of Human Resources.

#### **Human Resources Analyst I**

This is the entry-level professional class in the Human Resources Analyst series. Positions in the class initially work under close supervision while learning job tasks and perform the more routine duties while learning City policies and procedures, and specific techniques and regulations related to human resources. As experience is gained, duties gradually become more diversified and are performed under more general supervision. Positions at this level are distinguished from the II level by the performance of less than the full range of duties assigned to the journey level II class within the series.

#### **Human Resources Analyst II**

This is the journey-level professional class in the Human Resources Analyst series. This class is distinguished from the I level by the assignment of the full range of duties. Employees work under general supervision and receive only occasional instruction or assistance as new or unusual situations arise and are fully knowledgeable of the operating procedures and policies within the Department. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.



## COMMUNITY

The people who live and work in the City of Rocklin are the heart of the community and have built a special place for residents and visitors. Rocklin is a preferred location for business and living due to its convenient location, excellent schools, diverse mix of housing, abundant parks and recreational opportunities, and the highest commitment to public safety. Rocklin was recently named as one of top 100 Cities to live in America by Money Magazine, and was named the best place in Placer County to raise a family by Niche.com. Rocklin's outstanding educational systems includes Rocklin Unified, one of the top-ranked unified school districts in the state, as well as Sierra College, ranked first in Northern California for transfers to UC and CSU universities and William Jessup University, a fast-growing private, 4-year university.

Due to Rocklin's low crime rates and top-notch public safety professionals, Rocklin is one of the top 20 safest cities in California. Rocklin also has a flourishing park system, with a park located within a half mile of nearly every resident in the City. Public and private development is creating an environment that supports vibrant entertainment, commercial activity, and residential options. Business attractions in the City feature large retailers like Bass Pro Shops, farm-to-fork restaurants including the Chef's Table, and award winning breweries such as Moksas Brewing Co.

The City of Rocklin is located in South Placer County at the intersection of Interstate 80 and State Highway 65, and is characterized by rolling hill terrain with 360-degree panoramic views of the Sierra Nevada Mountains to the northeast and to the Sutter-Butte mountain range in the West. With an estimated population of 70,000 people, Rocklin is one of the fastest growing cities in California, with approximately 65% of its growth since 2000. Rocklin was first recognized as a destination along the transcontinental railroad in 1864, about the same time granite mining began. The City was incorporated in 1863 during the heyday of railroad and granite mining activity. By 1910, 22 quarries operated in Rocklin, and in 1912, nearly 2,000 train carloads of granite were sent out of town to become part of the state capitol building and buildings in San Francisco.

## TEAM ROCKLIN CULTURE

As an organization, the City of Rocklin is dedicated to maintaining a high standard of service, a collaborative team environment, innovative ideas, transparency, and on-going training and development. Team Rocklin takes pride in serving the citizens and maintaining a safe and thriving community. Rocklin team members appreciate the strong support they receive from the citizens who respect and value what they do to keep the City a great place to live, work and play. Working at the City of Rocklin, you can see firsthand the strong sense of community and high standard of service. Rocklin continues to be an innovative leader that is creating its own identity by challenging the status quo. Team Rocklin members are capable experts in their fields, who work together to accomplish the strategic objectives set forth by the City Council.



## BENEFITS

### ■ Medical/Retiree Health

A variety of plans are offered through CalPERS. The City contributes up to \$1,200 per month to active employees and eligible retirees, and the employee pays the difference.

### ■ Dental and Vision

City-paid for employee and dependents

### ■ Leave Accruals

Sick Leave: 12 sick days per year

Vacation: 15 days first year, progresses up to 27 days based upon years of service

Holidays: 10 paid holidays per year

Management Leave: 40 hours per fiscal year

### ■ Retirement-CalPERS (in accordance with Public Employees' Retirement Law)

2% @ 62 (PEPRA) employees: Hired on or after January 1, 2013 with no prior membership with a California public retirement system or not eligible for reciprocity.

2% @ 55 (Classic) employees: Current CalPERS members or former CalPERS members without a break of service of more than 180 days.

### ■ Deferred Compensation

Rocklin offers optional programs for employee participation (457 plans).

### ■ Insurance

Life Insurance and AD&D: City paid \$50,000

Long-Term Disability: coverage is 60% of monthly salary up to \$6,000/month.

[Click here to view Benefits Summary](#)

## MINIMUM QUALIFICATIONS

*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:*

### Human Resources Analyst I:

- A bachelor's degree from an accredited college or university in human resources management, business or public administration, behavioral science or a related field

**AND**

- Two (2) years of increasingly responsible human resources experience preferably in the public sector.

### Human Resources Analyst II:

- A bachelor's degree from an accredited college or university in human resources management, business or public administration, behavioral science or a related field

**AND**

- Two (2) years of increasingly responsible human resources experience equivalent to the duties performed by a Human Resources Analyst I for the City of Rocklin.

## LICENSE REQUIREMENTS

A valid California Class C driver license or higher with a satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

## SUPPLEMENTAL QUESTIONNAIRE

1. After reviewing the minimum qualifications, please describe how your education and experience qualifies you for this position.

[Click here to view the Job Description](#)



## APPLICATION PROCESS

Applicants may apply [on-line](#) or by submitting [a hard copy employment application](#) to the Human Resources Office at the address below. Incomplete applications will not be accepted. [Electronic submittals](#) are preferred.

*City of Rocklin-Human Resources Dept.*

*2<sup>nd</sup> Floor City Hall*

*3970 Rocklin Road,*

*Rocklin, CA 95677*

*Telephone: (916) 625-5050 FAX: (916) 625-5099 Job Line (916) 625-5060*

## SELECTION PROCESS

Applications will be screened based on qualifications, and those applicants that best meet the needs of the City will be invited to participate in the next step in the City's selection process.

Offers of employment are conditional upon successful completion of a live scan clearance. All applicants will be notified by e-mail following application review.

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