



**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**

\$32.83 - \$43.07 Hourly    \$2,626.02 - \$3,445.56 Biweekly

**ISSUE DATE:** 11/19/18

**FINAL FILING DATE:** 12/03/18

**THE POSITION**

The City of Sacramento is seeking a Personnel Analyst to join the Benefit Services Division in the Human Resources Department. This position will fulfill several distinct functions in the delivery and reconciliation of health and welfare benefits to City employees and retirees. Assignments include but are not limited to: drafting policies and writing procedures, reconciliation of monthly vendor bills and enrollment data, auditing of work performed by personnel technicians, routine daily entry into PeopleSoft Human Capital Management system, conducting research, analyzing statistical and financial data, and special projects.

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 ideal candidate thrives while working simultaneously on a variety of assignments of differing complexities. This person has the ability to juggle multiple assignments and deadlines associated with working in a fast-paced and changing environment.

The desired candidate will be able to:

- Understand the delivery of health and welfare benefits to public sector employees and retirees, including Section 125 compliance;
- Write procedures and document processes;
- Conduct complex data and financial analysis and prepare complex reports using Microsoft Excel;
- Understand project management concepts and utilize project management techniques to track initiatives and deliverables;
- Train clerical and technical staff;
- Conduct presentations for large groups and coordinate events;
- Promote a professional and customer-oriented culture, effectively communicate with co-workers and customers, and understand the importance of working within a cohesive team environment.

**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 and degrees must be submitted to the City of Sacramento Employment Office in person, as an attachment(s) to the online application, faxed to (916) 596-1556, or emailed to [employment@cityofsacramento.org](mailto:employment@cityofsacramento.org) by the final filing deadline. If submitting in person or via fax/email, please include your name and **Recruitment #001785-HR-18-3** on your documents. Unofficial documents and/or copies are acceptable. **Important note: Applications will be rejected without proof of education.**

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](mailto:employment@cityofsacramento.org), delivered in person, or sent to the Employment Office by fax or mail at the time of application.

**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 LiveScan / fingerprinting and receive Human Resources approval prior to receiving a start date from the Department.

## **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 Applicant 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](mailto: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-HR-18-3

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](mailto: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. Provide two specific examples that describe how you have used Microsoft Excel to analyze and/or reconcile data.

- \* 7. Provide two specific examples that describe your experience writing procedures and documenting processes.
  
- \* 8. Describe your professional human resources background, knowledge of health and retirement benefits, and related regulations, laws, and procedures.
  
- \* 9. Describe your experience working with a Human Capital Management software system.
  
- \* Required Question