



**CITY OF OCEANSIDE**  
Human Resources Department  
300 North Coast Highway  
City Hall South, Second Floor  
Oceanside, CA 92054

**INVITES APPLICATIONS FOR THE POSITION OF:**

**Human Resources Analyst I/II**

*An Equal Opportunity Employer*

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**SALARY:** See Position Description

**OPENING DATE:** 08/07/20

**CLOSING DATE:** 09/04/20 04:00 PM

**INTRODUCTION:**

**THE CITY OF OCEANSIDE IS AN EQUAL OPPORTUNITY EMPLOYER.**

The City of Oceanside, CA (population 178,000) is a thriving beachfront community centrally located in the heart of the beautiful Southern California coastline. Located just 35 miles north of San Diego and 83 miles south of Los Angeles, Oceanside offers a unique combination of outstanding location, affordable housing, excellent schools, and multiple community resources. The City enjoys proximity to all major Southern California destinations, while maintaining its coastal beauty and unique character.

We have a full-time career opportunity for an experienced Human Resources Analyst. We are looking for a Human Resources Analyst to join our team and help implement various human resources programs and initiatives.

The ideal candidate will possess a minimum of two years' experience in a human resources role within a fast-paced environment, preferably in the public sector, and possess strong problem solving and analytical skills, the ability to work independently and well with a team, excellent follow through skills and the ability to shift gears easily and quickly. Customer service is a priority, and providing exceptional service to both our internal and external business partners is one of the building blocks of our department's success.

The ideal candidate will have a public safety recruitment and selection background, a broad knowledge of human resources functions, from hiring to onboarding and from employee compensation to training. If you have a passion for human resources, are familiar with public safety recruitments and examinations and look to expand your career in the field, this is the place to be.

Your role as a Human Resources Analyst will be far from one-dimensional. You'll undertake a wide range of human resources tasks, like class and comp, employee relations, labor relations, benefits, training; yet the focus will be public safety recruiting. You'll act as the main point of contact for Police or Fire on human resources recruitment related topics. The goal is to ensure the Human Resources Department's operations will be running smoothly and effectively to deliver maximum value to the City and the diverse community we serve. We embrace change and encourage and support fresh ideas and ways to improve our services. If this sounds like the right place for that next step in your career, then please consider joining our team!

**Monthly Salary Ranges:**

**Human Resources Analyst I: \$5,138 - \$6,890**

**Human Resources Analyst II: \$5,855 - \$7,849**

**This vacancy may be filled at the I or II level depending on the candidate's qualifications and direct experience.**

**EXAMPLES OF DUTIES:**

The Human Resources Analyst conducts job analysis for position classification and compensation studies; determines appropriate job classifications; prepares recruitment materials, flyers, brochures, advertising, screens applications, and develops selection examinations; conducts and validates written, structured orals, assessment centers, performance and physical agility examinations; prepares and revises class specifications; prepares manuals and materials related to personnel policies and procedures; conducts complex compensation surveys; assists in developing and implementing Human Resources Department policies and procedures; provides information and support to departmental supervisors, managers, employees and the general public; prepares extensive administrative and personnel related analysis, studies and researches projects; assists in designing, coordinating and implementing projects and programs in assigned areas, prepares reports both analytical and statistical; makes recommendations on a range of assigned subject matter areas; maintains complex data bases; prepares complex reports using a variety of software applications; administers employee benefit programs; assists employees in resolving problems with insurance claims; develops and conducts requests for proposals; develops and monitors contracts with consultants and vendors; reviews benefit related plan documents and makes recommendations; assists in the implementation of employee benefit plans and employee development programs, including orientation, training and safety; interprets and provides advice regarding personnel rules, regulations, policy and procedures; answers questions from employees, supervisors and managers regarding a wide variety of personnel related issues; may provide support in collective bargaining; performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

### **Knowledge of:**

- Principles, practices, and methods of current personnel and public safety recruiting in the public sector.
- Federal, state, local laws, rules and regulations affecting public sector personnel administration;
- Principles and practices of job analysis, classification and compensation administration;
- Principles and practices of recruitment, selection and examination development;
- Basic statistical theories and research techniques;
- Basic principles of supervision and training;
- Computer applications and uses for personnel administration activities;
- Principles and practices of public sector contract administration;
- Principles and practices of customer service.
- Various computer programs and applications, including social media for advertising, marketing and outreach.

### **Ability to:**

- Supervise and train paraprofessional and clerical staff;
- Research and analyze problems and prepare recommendations on a variety of issues;
- Prepare clear and concise reports;
- Use computer terminals and personnel related software applications;
- Rules, regulations, and policies to particular situations and issues;
- Communicate effectively, both orally and in writing;
- Establish and maintain an effective working relationship with other employees, supervisors, managers, and representatives of labor organizations, other governmental agencies and the general public;
- Demonstrate an awareness and appreciation of the cultural diversity of the community.
- Exercise sound judgment, use discretion and manage sensitive and confidential information.
- Must be able to work independently and within a team setting as an effective team player, and informal/formal team leader.
- Work well under pressure to manage multiple projects and meet deadlines.
- Communicate effectively with external and internal customers including all levels of the organization.
- Be detail oriented with excellent organizational skills,
- Multi-task and effectively manage projects.
- Speak clearly and effectively before diverse audiences and groups.
- Conduct research and analysis, prepare reports and create spreadsheets.

## **HUMAN RESOURCES ANALYST I**

### **Experience and Training**

**Experience:** Two years of increasingly responsible professional and administrative/analytical work in the human resources field.

**Training:** A Bachelor's degree from an accredited college or university in human resources, public administration, business administration, psychology or a related field.

**License/Certification:** Possession of, or ability to obtain and maintain, an appropriate, valid driver's license.

Certification as a Senior Professional in Human Resources (SPHR) or Professional in Human Resources (PHR) through the Human Resources Certification Institute, or as an IPMA-CP or IPMA-CS through the International Public Management Association for Human Resources (IPMA-HR) is highly desirable, but not required.

## **HUMAN RESOURCES ANALYST II**

### **Experience and Training**

**Experience:** Three years of increasingly responsible professional and administrative/analytical work equivalent to the level of a Human Resources Analyst I.

**Training:** A Bachelor's degree from an accredited college or university in human resources, public administration, business administration, psychology or a related field.

**License/Certification:** Possession of, or ability to obtain and maintain, an appropriate, valid driver's license.

Certification as a Senior Professional in Human Resources (SPHR) or Professional in Human Resources (PHR) through the Human Resources Certification Institute, or as an IPMA-CP or IPMA-CS through the International Public Management Association for Human Resources (IPMA-HR) is highly desirable, but not required.

## **WORKING CONDITIONS AND SELECTION PROCESS:**

**Environmental Conditions:** Office environment; exposure to computer screens; public contact and interaction.

**Physical Conditions:** Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time. May require occasional attendance at off-site trainings, job fairs, and seminars; travel from site to site to conduct business related to HR training, administration, and staffing.

**Selection Process:** All properly completed applications will be reviewed and the most appropriately qualified individuals will be invited to continue in the selection process. Failure to provide all required application materials will result in disqualification from the selection process. The process may include any combination of written exam, oral board exam, and/or skills assessment to further evaluate job-related qualifications. Candidates who successfully complete the selection process will be placed on the Eligibility List for a minimum of six months.

**Note: Prospective employees will undergo, and must successfully pass, a background reference check (including fingerprinting) and a medical examination. Drug screening may be required.**

RESUMES WILL NOT BE ACCEPTED IN LIEU OF COMPLETED APPLICATION FORMS, BUT MAY BE ATTACHED.

CANDIDATES WHO REQUIRE A REASONABLE ACCOMMODATION IN THE SELECTION PROCESS SHOULD STATE THEIR NEEDS IN WRITING WHEN SUBMITTING AN APPLICATION PACKAGE.

THE PROVISIONS IN THIS BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. ANY PROVISION CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.

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**APPLICATIONS MAY BE FILED ONLINE AT:**

<http://www.ci.oceanside.ca.us>

Position #21-14  
HUMAN RESOURCES ANALYST I/II

City of Oceanside  
Human Resources Department  
300 North Coast Highway, City Hall South  
Oceanside, CA 92054  
760-435-3500

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## Human Resources Analyst I/II Supplemental Questionnaire

- \* 1. Describe your experience in recruitment and selection. State the recruitments you have been responsible for.
- \* 2. Describe your experience handling and proctoring Public Safety examinations (Police and/or Fire). List the examinations you were responsible for and proctored.
- \* 3. Describe your experience developing examinations. List the types of exams you have developed.
- \* 4. Describe your experience conducting re-classification, classification and compensation studies.
- \* 5. Describe your experience working with supervisors, managers and directors.
- \* 6. Describe your experience in labor relations and labor contract oversight.
- \* 7. Describe your experience in interpreting MOU provisions and providing advice to supervisors, managers or directors.
- \* 8. Describe your experience working with FMLA, PDA, CFRA and/or ADA.
- \* 9. Describe your experience preparing written recommendations on policy changes.
- \* 10. Describe your experience in employee training, development and conducting training classes.
- \* 11. Describe your experience working with NeoGov or similar applicant tracking system.
- \* 12. How many years of recent experience performing the full range of technical and professional support duties, for human resources programs do you possess?
  - Two Years
  - Three Years
  - Four or More Years
  - Less Than Two Years
- \* 13. Do you possess a Bachelor's degree from an accredited college or university in human resources, public administration, business administration, psychology or a related field? If No, you do not qualify for this position.
  - Yes    No
- \* 14. Do you possess a Human Resources certification PHR/SPHR or IPMA-HR? If Yes, attach a copy of your certification.
  - Yes    No
- \* 15. What position are you applying for?
  - Human Resources Analyst I
  - Human Resources Analyst II

\* 16. CERTIFICATE OF APPLICANT: I certify that all statements and information provided in this application and any attachments are true, and I understand that any false or misleading statements or omission of material facts may forfeit my right to employment considerations by the City of Oceanside.

Yes    No

\* Required Question