



**CITY OF ESCONDIDO**  
**invites applications for the position of:**

## **Senior Human Resources Analyst**

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**SALARY:** \$35.71 - \$48.21 Hourly  
\$6,189.00 - \$8,356.00 Monthly  
\$74,268.00 - \$100,272.00 Annually

**OPENING DATE:** 09/26/22

**CLOSING DATE:** Continuous

**SUMMARY:**

**This position is open until filled.**

**A first review of applications will take place during the week of October 10, 2022. Applicants that apply after the first review are not guaranteed to be considered for this recruitment. This recruitment may close at any time without notice after the first review date.**

If you want to join a hard-working team that shares a commitment to keep the City of Escondido safe, clean and efficiently run, consider a career with the City of Escondido. We have an opening for the position of Senior Human Resources Analyst in our Human Resources Department/Personnel Division. For a complete listing of job duties and qualifications, please refer to the corresponding job description, which can be obtained from the Human Resources Department or downloaded from the City's website.

Under general direction, performs a variety of complex and difficult professional advanced journey level administrative, technical and analytical duties in support of the City's human resource functions including recruitment, selection, classification, wage and salary administration, employer-employee relations, labor negotiations, training, and related management staff functions; implements program goals and objectives; oversees and supervises assigned staff; and performs a variety of professional tasks in support of assigned area of responsibility.

**KEY RESPONSIBILITIES:**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

Participates in the development of goals and objectives as well as policies and procedures; makes recommendations for changes and improvements to existing standards, policies, and procedures; participates in the implementation of approved policies and procedures; monitors work activities to ensure compliance with established policies and procedures.

Monitors program performance; recommends and implements modifications to systems and procedures as necessary.

Maintains records and prepares reports concerning new or ongoing programs and program effectiveness.

Oversees and participates in the coordination and implementation of recruitment and selection activities including announcement development, application screening and evaluation, examination selection and development, testing, and candidate certification.

Conducts and implements complex classification, reclassification, and organizational studies; evaluates and determines appropriate classifications and structures; prepares written reports and recommendations; develops new and revises existing classification specifications.

Oversees and participates in conducting complex wage, salary and benefit studies and surveys for the purpose of compensation administration and bargaining unit negotiations; compiles data and prepares written reports including recommendations for action.

Oversees and provides assistance with employee relations issues; consults with managers and employees regarding the interpretation of personnel practices, policies, and procedures including related laws and regulations; provides information and assistance to departmental personnel regarding employee evaluations, disciplinary actions and other employee relations issues.

Assists in complex employer-employee labor negotiations with various bargaining units; conducts a variety of surveys to gather and compile information for negotiation purposes; compile data and prepare various charts and graphs; works with finance to calculate negotiated costs.

Oversees and assists in conducting intra/interdepartmental training programs and activities; coordinates implementation of training programs with department heads.

Conducts research, analyzes data, and prepares written and statistical reports and recommendations for a variety of more complex human resource issues and topics; makes oral presentations as required; updates and revises written directives, rules, and regulations and various handbooks as appropriate.

Serves as a member and a department liaison to various intra/interdepartmental committees as assigned; prepares and presents staff reports and other necessary correspondence.

Conducts new employee orientation and exit interviews; ensures proper applicant notification.

As assigned, serves as functional lead for the human resources management system.

Directs, coordinates and reviews the work plan for assigned staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods and procedures.

Participates in the preparation and administration of the Human Resources department's budget; submits budget recommendations; monitors expenditures.

Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of human resources administration.

Performs related duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

Operations, services, and activities of a comprehensive human resources program.  
Advanced principles, practices, and procedures of human resources administration in the areas of employment, compensation and classification, employee development and training.  
Resources to sustain current understanding of modern trends and legal issues in the field of human resource management.  
Principles of managing complex employment and employee relations issues.  
Advanced methods and techniques of research and analysis of personnel administrative and statistical data.  
Principles of city government organization, functions, and management.  
Labor relations, negotiation processes and employment law.  
Advanced techniques of business letter writing and report preparation.  
Principles and procedures of record keeping.  
Principles and practices of supervision.  
Principles and practices of municipal budget preparation and administration.  
Principles and practices of customer service.  
Office procedures, methods, and equipment including computers and applicable software applications.  
Pertinent federal, state, and local laws, codes, and regulations.

### **Ability to:**

Perform complex professional personnel work with minimum supervision.  
Make independent decisions.  
Collect, compile, and analyze complex information and data.  
Understand and analyze complex statistical information.  
Make complete and accurate analyses, reports, and recommendations in a variety of personnel areas.  
Work tactfully with and win confidence and cooperation of other departmental personnel, the public, and outside agencies and organizations.  
Understand and assess needs and strengths of others.  
Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.  
Prepare clear, concise, oral and written reports both narrative and statistical.  
Formulate and conduct presentations to employees, supervisors, and department managers.  
Plan and organize work to meet changing priorities and deadlines.  
Operate office equipment including computers and supporting software applications.  
Participate in the preparation and administration of assigned budget.  
Supervise, train, and evaluate staff.  
Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.  
Communicate and interact in situations requiring tact, instruction, persuasion, and counseling including conferences, group discussion, individual interviews, and negotiations.  
Demonstrate an awareness and appreciation of the cultural diversity of the community.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

## **MINIMUM REQUIREMENTS:**

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in human resources, public administration, business administration, or a related field.

**Experience:**

Five years (full-time equivalent) of increasingly responsible human resource analysis and/or program administration experience including three years (full-time equivalent) of experience at a level comparable to a Human Resources Analyst II with the City. A Master's Degree in a related field may be substituted for one year of required experience. Experience in a unionized environment and/or public sector experience is highly desirable.

**SUPPLEMENTAL INFORMATION:**

**NOTE:** For a complete listing of job duties and qualifications, please refer to the corresponding job description, which can be obtained from the Human Resources Department or downloaded from the City's web site. The City of Escondido is committed to a drug and alcohol free workplace. All applicants will be subject to fingerprint investigation before a conditional offer of employment is extended. A pre-employment medical examination will be conducted following a conditional offer of employment for all positions. Safety sensitive positions will include a pre-employment drug screen. Positions subject to the Department of Transportation (DOT) regulations will be subject to DOT pre-employment drug testing and random drug and alcohol testing.

**SELECTION PROCEDURE**

Applications will be screened and the most qualified candidates will be invited to appear for testing. All positions require the ability to read, write and speak English. Types of tests may include written and/or oral examination, physical agility, practical exam or other appropriate job-related selection process. When testing is completed, candidates will be ranked on an eligibility list in the order of their test score. Selection for appointments is made from names certified on the eligibility list.

All appointments are subject to the successful completion of background investigation including LIVESCAN fingerprinting, and will be required to submit verification of the legal right to work in the United States. Qualification by a medical examination will be required at the time of appointment. After appointment, classified employees must satisfactorily complete a probationary period to be eligible for regular status. In accordance with the Immigration Reform and Control Act of 1986, all new employees must produce proof of eligibility to work in the United States within the first three days of their employment. The City of Escondido participates in E-Verify®.

The Loyalty Oath will be administered to all new employees on their first day of hire. New employees hired into positions that require a driver's license must provide proof of a valid California Driver's License of the appropriate class level on their first day of employment.

Additional information regarding the essential functions and physical, environmental and communication demands of the position may be obtained from the Human Resources Department. If you require reasonable accommodation in the testing process, such as an alternate means of testing, you must contact the Human Resources Department by the final filing date to complete a Request for Reasonable Accommodation form. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

**Note: Pursuant to California Civil Code section 1786.53, the City of Escondido shall provide**

to all job candidates a copy of any records of arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment which was obtained in the course of conducting an evaluation for employment, assignment, and/or promotion. A copy of this information, if received by the City, will be given to candidates within seven days of the City's receipt.

### VETERANS' PREFERENCE

Eligible individuals are those who meet the following criteria:

- Served in the U.S. armed forces
- Received an honorable discharge
- Did not retire from military service
- Seeking employment with the City of Escondido for the first time.

Guard and Reserve active duty for training purposes **does not** qualify for veterans' preference. Proof of eligibility (copy of DD-214) must be submitted at time of application, or later if the promulgation of the eligibility list will not be delayed. Veterans' preference credit will only be applied to eligible applicants who attained a passing grade (total score exclusive of credit) on the final open examination.

### ABOUT OUR CITY

The [City of Escondido](http://www.escondido.org) is a prominent agricultural, commercial hub and residential center of North San Diego County. Located a short 30-minute drive from the beach, the mountains or downtown San Diego, Escondido residents enjoy the pleasure of a rural lifestyle with all the benefits of suburban living. Escondido is a diverse, vibrant community with many amenities. The city offers attractive homes in a wide range of prices, two lakes, several parks, a sports center, golf courses, restaurants, wineries, shopping centers, a variety of art galleries, entertainment venues, and a state of the art hospital. Established in 1888, the city's rich past brings charm and stability to the community; yet integrated with Escondido's treasured heritage is a progressive future, bright and brimming with promise.

**EOE** The City of Escondido does not discriminate on the basis of race, color, religion, disability, sex, age, national origin, or sexual orientation. We will attempt to reasonably accommodate applicants with disabilities upon request.

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An Equal Opportunity Employer. We participate in E-VERIFY

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.escondido.org>

201 N. Broadway  
Escondido, CA 92025  
760-839-4643

[personnel@escondido.org](mailto:personnel@escondido.org)

Position #02735  
SENIOR HUMAN RESOURCES ANALYST  
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## Senior Human Resources Analyst Supplemental Questionnaire

- \* 1. Each applicant must complete this supplemental questionnaire as a part of the application screening and selection process. The questions are specific to the position

and the information you provide will be reviewed and used to further evaluate your experience and education to move forward in the selection process. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. Do not answer "see resume" or "see application" as these are not valid answers. Do you agree to answer each supplemental question truthfully and that your responses can be verified from the information included in the Work Experience and Education sections of your application?

Yes  No

- \* 2. Do you possess a Bachelor's Degree from an accredited college or university with major course work in human resources, public administration, business administration, or a related field?  
 Yes  No
  
- \* 3. Which of the following best describes your professional work experience in the field of Human Resources?
  - 5+ years
  - 4-5 years
  - 3-4 years
  - 2-3 years
  - Less than 2 years
  - None
  
- \* 4. Is any of your professional human resources experience listed above (question #3) in the public sector/local government environment?  
 Yes  No
  
- \* 5. If you responded "Yes" to the previous question (question #4), please list the following: 1) The agency name 2) Your title 3) Years in the position. If you responded "No" to the previous question, write "N/A."
  
- \* 6. Which of the following most closely describes your experience in recruitment and selection?
  - 5+ years
  - 4-5 years
  - 3-4 years
  - 2-3 years
  - Less than 2 years
  - None
  
- \* 7. Which of the following tasks do you have a minimum of five (5) years of experience completing?
  - Create/write job announcements
  - Review and screen applicants
  - Administer/proctor exams
  - Analyze test results and recommend pass points

- Develop interview questions and rating criteria
  - Conduct interviews
  - Conduct and/or coordinate background checks
  - None
- \* 8. Please indicate your level of proficiency using NEOGOV:
- I have only used NeoGov as an applicant
  - I use the NeoGov insight module extensively, and consider myself an Advanced user
  - I use the NeoGov OHC module extensively, and consider myself an advanced user
  - I am familiar with both NeoGov insight and OHC modules and use them occasionally
  - I am familiar and have used the NeoGov Onboard module
  - I am capable of training others to use the NeoGov Insight and OHC modules
  - I am a new (beginner) NeoGov user
  - I am not familiar with NeoGov
- \* 9. Which of the following most closely describes your experience in conducting salary surveys and studies?
- 5+ years
  - 4-5 years
  - 3-4 years
  - 2-3 years
  - Less than 2 years
  - None
- \* 10. Which of the following most closely describes your experience in conducting classification and compensation?
- 5+ years
  - 4-5 years
  - 3-4 years
  - 2-3 years
  - Less than 2 years
  - None
- \* 11. Which of the following best describes your experience assisting with labor negotiations and employee bargaining groups?
- 5+ years
  - 4-5 years
  - 3-4 years
  - 2-3 years
  - Less than 2 years
  - None
- \* 12. Please provide the following information to address your relevant experience assisting with labor negotiations. Your response must include the following: 1) Length of experience (years & months), 2) Include your specific duties/role and the type of bargaining units you have experience with (i.e. fire, police, miscellaneous). If you do not possess this experience please respond "N/A."
- \* 13. Please describe your role and experience in effectively resolving employee relations issues. Include in your response your experience conducting investigations and the

types of investigations you have handled. If you do not possess this experience, please respond "N/A."

- \* 14. Please list the Human Resources platforms/programs you have experience working with (i.e. PeopleSoft, Neogov, etc).
- \* 15. Which of the following Professional Human Resources Certifications do you currently possess? Please attach a copy of any certificates you possess.
  - HR Certificate issued by an accredited institution
  - SHRM-PHR or SPHR Certificate
  - IPMA-CP or SCP Certificate
  - Other
  - None

\* Required Question