



**CITY OF LA MESA**  
invites applications for the position of:

## **Senior Management Analyst (Human Resources Division)**

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<b>SALARY:</b>	\$37.71 - \$45.83 Hourly \$6,536.40 - \$7,943.87 Monthly \$78,436.80 - \$95,326.40 Annually
<b>DEPARTMENT:</b>	Administrative Services
<b>DIVISION:</b>	Human Resources
<b>OPENING DATE:</b>	06/15/21
<b>CLOSING DATE:</b>	Continuous

### **POSITION SUMMARY:**

**First review of applications and required supplemental questionnaires will occur on Tuesday, July 6, 2021.**

### **THIS POSITION IS ASSIGNED TO THE HUMAN RESOURCES DIVISION**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

To perform a wide variety of complex and diverse professional-level analytical and administrative duties as requested by higher-level management in the Office of the City Manager, departments or major divisions including special projects, research studies, budget analysis and other specialized functions; coordinate and perform a variety of contract and grant administration duties; prepare various reports to improve the efficiency and effectiveness of operations; coordinate assigned activities with other departments, divisions, outside agencies, and the general public; provide information and assistance to the public regarding assigned programs and services; and perform other duties as required.

Positions at this level are distinguished from the Management Analyst level by the performance of the most complex, difficult and responsible administrative, financial and analytical work requiring interpretation and the use of discretion in the application of specialized knowledge and resources to accomplish work. Employees in this classification receive minimal instruction or assistance from higher-level management, typically have responsibility for the oversight of a program or multiple projects, and are fully aware of the operating procedures and policies related to area of responsibility. Positions at this level must demonstrate the ability to work independently and exercise responsible decision making skills.

### **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.*

- Performs a wide variety of advanced professional level research, administrative, financial and analytical duties in support of assigned functions, operations, a department, and/or a division, including grant administration, management audit and analysis, project analysis and monitoring, contract administration, and other general administrative functions; selects, adapts and applies appropriate research and statistical techniques.
- Performs a variety of highly responsible and sensitive administrative operations and activities within assigned area of responsibility including special projects, research studies, budget analysis, and other specialized functions.
- Oversees and participates in the budget development and administration for an assigned area of responsibility; analyzes proposed capital, operating, and maintenance expenditures; prepares reports and analyses related to impact of budgetary decisions; prepares financial forecasts; monitors and approves budget expenditures; recommends and implements adjustments.
- Provides assistance to higher-level management staff; assists in resolving operational and administration issues; identifies issues and conducts research to find alternative solutions; makes and assists in the implementation of recommendations.
- Negotiates, analyzes, implements, and monitors various agreements; oversees and manages contracted services in assigned program areas; prepares requests for proposals; recommends contract awards; prepares contracts and negotiates terms of contracts; and monitors services to ensure compliance with contractual obligations.
- Prepares and presents complex staff reports and other necessary correspondence; prepares City Council staff reports for assigned programs and/or projects.
- Participates on and provides staff support to a variety of boards, commissions and committees; attends and participates in professional group meetings; stays abreast of new developments within assigned area of responsibility.
- Perform related duties as required.

*In addition to the duties listed above, the following are representative duties when assigned to the Human Resources Division:*

- **Performance Management/Disciplinary Procedures:** Provides consultation to directors and managers on personnel-related matters including recommending appropriate levels of discipline, writing performance improvement plans, last chance agreements, Skelly notices and other related disciplinary documentation; assists in the administration of disciplinary hearing process and grievance appeals; works through discipline and termination procedures with directors; may act as Personnel Appeals Board liaison.
- **Investigations:** Responds to employee complaints and conducts investigations to include writing investigative reports; ensures compliance with due process requirements.
- **Labor Negotiations:** Conducts surveys and collects and analyzes data in preparation for labor negotiations; prepares labor negotiations survey materials, cost analyses and projections; works with Finance Department to review negotiated costs; assists with the development of contract language and the implementation of contract changes; interprets and administers employee contracts throughout the duration of the agreements.
- **Classification and Compensation:** Conducts and implements classification, reclassification, and organizational analyses; evaluates and determines appropriate classifications and structures; prepares written reports and recommendations; develops new and revises existing classification specifications; conducts salary and fringe benefit surveys.
- **Recruitment and Selection:** Plans and coordinates all aspects of high level management recruitments utilizing NEOGOV; exam development and administration.
- **Leave Management:** Manages the coordination of various employee leaves including FMLA, CFRA, leave without pay, excessive sick leave issues, military leave, workers' compensation leave including under labor code 4850, temporary disability, industrial disability retirements, etc.
- **Policy Development:** Formulates departmental and/or City policies; prepares ordinances and resolutions for City Council consideration and adoption.
- **Benefits Administration:** Coordinates and administers the City's group benefits program (CalPERS health, dental, vision, life insurance, flexible spending plan, etc.)

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- In-depth operational characteristics, services and activities of assigned program area.
- Operations and functions of local government.
- Practical knowledge of the relationships between management, staff, local elected officials and community representatives.
- Advanced methods and techniques of data collection, research, and report preparation.
- Advanced methods and techniques of statistical and financial analysis.
- Principles and practices of municipal budget preparation and administration.
- Applicable civil, government and administrative codes.
- Public sector employee relations, practices and issues.
- Advanced principles of business letter writing.
- Advanced use of the English language, including spelling, grammar, and punctuation.

*In addition to the list above, the following are applicable when assigned to the Human Resources Division:*

- Operations, services, and activities of comprehensive public sector human resources programs.
- Principles and practices utilized in public sector human resources administration including in the areas of recruitment, selection, training and employee development, classification, compensation, benefits administration, disciplinary procedures, investigations, and employee relations.
- Methods and techniques of recruiting, interviewing and selecting qualified applicants for employment.
- Principles and practices of wage and salary benefit administration.
- Methods and techniques of job analysis.
- Principles and procedures involved in labor negotiations.
- Pertinent federal, state, and local laws, codes, regulations and court decisions related to various employee leaves, disciplinary procedures, investigations, labor relations, group medical, and PERS retirement.
- Methods and techniques utilized in dealing with employee grievances and unlawful allegations.

**Ability to:**

- Perform a full range of advanced responsible analytical and administrative duties in support of assigned programs, functions, and/or department involving the use of independent judgment and personal initiative.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Understand the organization and operation of assigned department and outside agencies as necessary to assume assigned responsibilities.
- Interpret and apply pertinent federal, state and local laws, codes and regulations as well as City policies and procedures.
- Research, analyze and evaluate programs, policies and procedures and prepare recommendations on a variety of issues.
- Assist with budget preparation and administration.
- Independently plan, organize and schedule work to meet administrative requirements and deadlines.
- Interpret technical information for a variety of audiences.
- Independently prepare correspondence, memoranda, and perform routine job responsibilities.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Organize and prioritize work flow.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including interacting directly with the public in an effective manner.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Communicate clearly, concisely and effectively, both orally and in writing.

- Possess excellent verbal, written and graphic communication skills.

*In addition to the list above, the following are applicable when assigned to the Human Resources Division:*

- Perform a full range of advanced duties related to comprehensive public sector human resources programs including personnel, benefits administration, investigations, disciplinary procedures, classification and compensation, and labor negotiations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Interpret City personnel programs and policies to employees and the public.
- Oversee and participate in classification and compensation functions and apply classification and compensation principles to the organization and staffing of the agency.
- Assist in the administration of an efficient employee recruitment, selection and retention program.
- Review and resolve employee grievances in accordance with labor agreements.
- Participate effectively in the labor negotiations process.
- Identify and respond to sensitive organizational issues, concerns, and needs.
- Gain the confidence and cooperation of managers, supervisors and employees.
- Maintain confidentiality of work performed.

For more detailed information on the key responsibilities, knowledge, skills and abilities for this position, please review the [job description](#) located on the City website, at [www.cityofmesa.us](http://www.cityofmesa.us).

## **MINIMUM QUALIFICATIONS:**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Education/Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public or business administration or a closely related field. Master's degree is desirable.

### **Experience:**

Five years of increasingly responsible and recent experience performing professional-level administrative, analytical and/or budgetary work, preferably in a local government environment and at least one year of supervisory experience.

Recent work experience in public sector human resources-related programs/activities is preferred e.g., employee performance management, disciplinary procedures, classification and compensation analyses, investigations, recruitment/selection, labor negotiations preparation and/or participation, benefits administration, policy development, employee leave administration.

### **License or Certificate:**

Possession of, or ability to obtain, an appropriate and valid driver's license.

## **EXAMINATION PROCESS:**

Interested applicants must submit an online application and supplemental questionnaire. **This position is open until the needs of the City are met so interested applicants are encouraged to apply immediately. First review of applications and required supplemental questionnaires will occur on Tuesday, July 6, 2021.** Candidates whose qualifications most closely meet the needs of the City will be invited to participate in the examination process for this position. The examination process may consist of any of the following components: written exam, practical skills assessment, writing assignment and appraisal interview. Eligible candidates will be notified when testing dates have been established.

**NOTE:** Employment is contingent upon successful completion of a pre-employment medical evaluation, and background investigation.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.cityoframesa.us>

Position #21-20  
SENIOR MANAGEMENT ANALYST (HUMAN  
RESOURCES DIVISION)  
CD

8130 Allison Avenue  
La Mesa, CA 91942  
619-667-1175

[hr@cityoframesa.us](mailto:hr@cityoframesa.us)

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### **Senior Management Analyst (Human Resources Division) Supplemental Questionnaire**

- \* 1. Each applicant must complete this supplemental questionnaire as part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to continue in the selection process. Resumes in lieu of this questionnaire will not be accepted. Please be as descriptive as possible in your responses. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. Do you agree to answer each supplemental question truthfully and that your responses can be verified from information included within the application?  
 Yes    No
  
- \* 2. I have the equivalent of a bachelor's degree from an accredited college or university with major course work in:
  - Public Administration
  - Human Resources Management
  - Business Administration
  - Closely Related Field
  - Other Field
  
- \* 3. Please indicate the number of years of recent work experience in public sector human resources-related programs and activities, such as classification and compensation analyses, investigations, disciplinary procedures, recruitment/selection, benefits administration, labor negotiations preparation/participation, policy development, employee leave administration.
  - Over 5 Years
  - 5 Years
  - 3 to less than 4 Years
  - Less than 3 Years
  - No experience
  
- \* 4. Do you have experience in any of the following settings? (check all that apply):
  - Local Government
  - State or Local Government
  - School District
  - Public Utility
  - None of the Above
  
- \* 5. Please describe in detail your experience with all stages of a high level management or a public safety recruitment process, to the conditional offer of employment.

Include your role and level of involvement, as well as your experience with various testing processes.

- \* 6. Please describe in detail your experience coaching or providing guidance to a supervisor or manager through an employee performance issue or a disciplinary process, and include any resources you relied on in your coaching or guidance.
  
- \* 7. Please indicate the functional areas of Human Resources that you have DIRECT experience working in (check all that apply):
  - Classification and Compensation Analyses
  - Investigations
  - Labor Negotiations
  - Benefits Administration
  - No Experience
  
- \* 8. For each of the functional areas you checked in question 7, please describe your role and level of involvement. In addition, indicate the organization where you gained the experience, your job title and the number of years of experience you have in each area. Please be thorough in your response.
  
- \* 9. Please describe in detail your experience conducting surveys, and then collecting and analyzing the data to prepare cost analyses and projections.
  
- \* 10. Please describe in detail your experience writing reports (e.g., staff reports, technical reports, investigative reports etc.) and/or memos containing descriptive, analytical and evaluative content, including preparation of conclusions and forecasts based on data summaries and other findings.
  
- \* 11. Describe your experience in researching, explaining and interpreting policies, MOU provisions, procedures and laws related to human resources to employees.
  
- \* 12. Please list your level of expertise using Microsoft Word in a work environment.
  - Advanced (watermarks, mail merge, headers/footers)
  - Intermediate (tables, fonts, bullets, margins, shading)
  - Beginner (typing basic memos and correspondence)
  - No Experience
  
- \* 13. Please list your level of expertise using Microsoft Excel in a work environment.
  - Advanced (filters, headers/footers, graphs, linking formulas)
  - Intermediate (basic formulas, color-coding, sort)
  - Beginner (basic data entry)
  - No Experience
  
- \* 14. APPLICANT'S ACKNOWLEDGMENT - NOTIFICATION VIA ELECTRONIC MAIL (E-MAIL):  
The City of La Mesa Human Resources Division uses e-mail to notify our applicants of important information relating to the status and processing of your application. Therefore, as an applicant, you are hereby advised of the following: 1. Ensure that the e-mail address and contact information you provide is current, secure, and

readily accessible to you. Do not share e-mail addresses. Spam or other filters should be adjusted to accept our e-mails. We will not be responsible in any way if you do not receive our e-mail notifications, i.e., for the non-delivery of e-mail or if you fail to check your e-mail inbox on a timely basis, etc. 2. Carefully read any notices that we send in a timely manner. Follow further instructions, if any. We recommend that you print and keep a hard copy of our notices for your records. I acknowledge that I have read, understand, and agree to the above.

Yes  No

\* Required Question