



Personnel Analyst
Confidential Employees Group
FLSA Non-Exempt

PERSONNEL ANALYST
\$2,481 to \$3,017 Per Month – Plus Comprehensive Benefits
Half-Time Position - 20 hours per week

The above salaries include a 6% salary concession due to COVID-19 budget reductions. Salary concession will be in place through at least December 26, 2020.

APPLICATION DEADLINE: November 9, 2020 by 5:00 p.m.

GENERAL PURPOSE

Performs a wide variety of responsible, confidential and complex administrative duties.

The individual is expected to provide excellent and courteous customer service and establish and maintain effective working relationships. Develop and produce clear, concise and descriptive written and oral reports, correspondence, and other communicative materials.

Manages a variety of simultaneous work projects to meet established timetables and commitments. Understand, interpret, explain and apply federal, State, and local legislation regarding equal employment opportunity and City Human Resources policies, programs and procedures.

Also, performs a variety of routine and complex administrative, technical and professional work regarding various components of the personnel system of the organization, including keeping custody of personnel action and medical files for employees, administration of the Classification Plan, applicant screening, examination, selection, MOU administration and benefit administration.

The individual in this position is expected to exercise considerable independent judgment and apply experience in making decisions and providing information in accordance with established policies and procedures.

This individual will be part of the team that answers City Hall phones.

SUPERVISION RECEIVED:

Works under the general supervision of the Assistant to the City Manager.

SUPERVISION EXERCISED:

May supervise temporary and/or part-time clerical employees.



ESSENTIAL DUTIES AND RESPONSIBILITIES

A. Personnel

- Prepares and files personnel action forms and distributes to relevant departments.
- Keeps record of personnel transactions such as hires, promotions, transfers, performance reviews, and terminations.
- Plans and conducts new employee orientation and onboarding.
- Collaborates in the administration of the employee performance appraisal system.
- Collaborates in conducting salary surveys within labor market to determine competitive wage rate.
- Plans and conducts new employee orientation and onboarding to foster positive attitude toward organizational goals.
- Reviews proposed salary actions to ensure conformance with established guidelines and policies.
- Conducts exit interviews with employees prior to separation.
- Collaborates with staff and legal representation to interpret new legislation and other regulatory changes.
- Prepares new policies, programs, and procedures to comply with regulatory changes.
- Coordinates employee training program to ensure compliance with policies, programs, and procedures.

B. Employee Benefits

- Maintains employee benefits records including
 - Health Insurance (Medical, Dental, Vision)
 - Disability Insurance
 - COBRA
 - Flexible Benefits
 - Deferred Compensation
 - Retirement
- Collaborates in the preparation and distribution of written and verbal information to inform employees of benefits programs such as insurance plans, pension plans, paid time off, bonus pay, and special employer sponsored activities.
- Notifies employees and labor union representatives of changes in benefits programs.
- Collaborates in administration of benefits programs designed to insure employees against loss of income due to illness, injury, layoff, or retirement.



- Administers workers compensation process.
- Verifies necessary forms are completed.
- Prepares workers compensation reports for insurance carrier.
- Works with claims provider

C. Recruitment and Hiring

- Reviews proposed salary actions to ensure conformance with established guidelines and policies.
- Collaborates in writing job descriptions for review by the Personnel Officer and develops recommendations to adjust salary structure.
- Develops, posts, and advertises position vacancies; recruits, interviews, and collaborates in the selection of employees to fill vacant positions.
- Conducts or arranges for oral interviews, and skills, intelligence, or psychological testing of applicants, as appropriate and permissible; assists in the development of and administers oral examinations, written examinations, or assessment center examinations.
- Reviews employment applications and evaluates work history, education and training, job skills, compensation needs, and other qualifications of applicants.
- Informs applicants of job duties and responsibilities, compensation and benefits, work schedules and working conditions, company and/or union policies, promotional opportunities, and other related information.
- May administer pre-employment tests to applicants
- Keeps records of applicants not selected for employment.

D. Liability and Risk Management

- Gathers necessary information to process liability claims.
- Communicates with claimants, insurers, attorneys, investigators, and staff on liability claims.
- Prepares documentation on liability claims.
- Maintains all required documentation for liability claims.
- Collaborates in determining appropriate liability coverages.



DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Any combination of experience and education that provides the skills, knowledge and abilities shown above is qualifying. A typical way to obtain these requirements would be:

- Successful completion of two years of college-level course work in Business or Public Administration, Office Management or a directly related field, and two years of increasingly responsible record keeping/administrative experience; or
- High school graduation or tested equivalent and four years of increasingly responsible record keeping/administrative experience

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Equivalent to the completion of an Associate of Arts degree including or supplemented by college level courses in business administration, human resources or a related field; or
- (B) Three (3) years of experience in personnel administration; or
- (C) Five (5) years of progressively responsible experience working at an advanced clerical or administration duties; or
- (D) Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Necessary knowledge, skills and abilities:

- A) Knowledge of modern policies and practices of public personnel administration; considerable knowledge of employee classification, compensation and benefits, recruitment, selection, training, and labor relations; working knowledge of the principles and practices of modern public administration and human resource administration; working knowledge of modern records management techniques;
- B) Skill in preparing and administering job descriptions, announcements, and examination; skill in analyzing personnel programs and systems; skill in operating the listed tools and equipment;



C) Ability to accurately record and maintain records; ability to analyze and interpret comprehensive job requirements; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with applicants, employees, city officials, labor unions and the general public; ability to maintain confidential and sensitive information; ability to understand and follow instructions.

SPECIAL REQUIREMENTS

Possession of a valid California motor vehicle operator's license.

TOOLS AND EQUIPMENT USED

Requires frequent use of personal computer; calculator, telephone, copy machine, postage machine and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

APPOINTMENT AND BENEFITS

Appointment: Appointment is subject to successfully passing a pre-employment physical, background, financial and criminal history check. Before starting work, applicants must present documentation of their identity and authorization to work in the U.S. Following appointment, a six-month probationary period may be required as the final phase of the appointment process. Names of successful candidates who do not receive a job offer will be placed on an employment list which may be abolished at any time and no longer than one year from the date of the job announcement.



Benefits: Retirement: CalPERS; 2.5%@55 for classic CalPERS members, 2%@62 formula for new CalPERS Members. Medical: contribution by the City to your health, dental and vision care; life insurance; a 457 plan, and Employee Assistance Programs. Other benefits also include vacation, sick leave, and holidays. The City does not participate in Social Security. The City offices are closed for one week, without pay, usually between Christmas and New Years.

APPLICATION AND TESTING PROCESS

Application and resume must be submitted to Liz Nichols in the Personnel Department, 420 Capitola Ave., Capitola, CA 95010, by mail or email to lnichols@ci.capitola.ca.us. An application may be obtained by calling 831-475-7300 or by going to the City's website at www.cityofcapitola.org. Applications will be reviewed for accuracy, completeness and job-related qualifications. A limited number of persons whose application materials clearly demonstrate they most closely meet the requirements may be invited to participate in the selection process which may be any combination of written, oral, and/or performance exams.



Reasonable accommodations for disabled applicants will be made. If special accommodations are necessary at any stage of the examination or application process, please provide the City of Capitola with advance notice and every attempt will be made to consider your request.

The City of Capitola encourages workplace diversity and is an equal opportunity employer. The City of Capitola is committed to compliance with the Americans with Disabilities Act by including people with disabilities in all of its programs and activities.

NOTE: THIS ANNOUNCEMENT DOES NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVISED WITHOUT NOTICE.