



2720 Second Street, Ceres, CA 95307 Phone: (209) 538-5772 or (209) 538-5747



CITY OF CERES



ANNOUNCES A CAREER OPPORTUNITY FOR

HUMAN RESOURCES ANALYST

\$5,168 –\$6,282 Monthly

APPLY IMMEDIATELY

OPEN: Thursday, May 25, 2017

CLOSE: When A Sufficient Qualified Applicant Pool Is Achieved

EVALUATION: Wednesday, June 15, 2017

Applications and Supplemental Questionnaires Received By 11:59 p.m., Tuesday, June 14, 2017

Will Determine A Quality and Sufficient Applicant Pool For The Panel Interviews.

PANEL INTERVIEWS: TENTATIVELY

Wednesday, June 28, 2017





Ceres
California

City History

The City of Ceres is located in the heart of California's Central San Joaquin Valley, 95 miles east of San Francisco and 80 miles south of Sacramento. First settled in 1867, Ceres has a strong history and connection to the region's diverse agriculture as its economic base. During the past three decades, Ceres expanded its boundaries and increased significantly in population and is now home to more than 46,000 people.

Ceres is bisected by State Route 99, the major north-south thoroughfare within California's Great Central Valley. Because of its location along this important transportation artery, the city is home to many large industrial users.

With its accessible location in Central California, weekend or day trips to the Sierra Mountains or the Pacific Coast are easy. While continuing to grow in size and number, Ceres retains a heartfelt commitment to maintaining a "small town" atmosphere. Citizens, businesses, and nonprofit community groups and organizations jointly support many local activities during the year; the annual Downtown Street Fair each May, summertime Concerts in the Park, a Halloween Festival, and Christmas Tree Lane.

City government: City Manager's Office/Administration (City Clerk, City Attorney, Economic Development), Finance, Human Resources/Risk Management, Police, Fire, Community Development (Engineering, Planning, Building/Permits), Recreation, Public Works (Parks, Water, Wastewater, Streets & Facilities).

THE DEPARTMENT & POSITION

The City of Ceres is accepting applications for Human Resources Analyst. The Human Resources Department consists of a full-time Director, Analyst and Assistant. The department's program areas include Recruitment/Exams and Selection, Classification, Compensation, Labor Relations, Training/Staff Development, Employee Relations/Performance Management and Discipline, Records Management, and Risk Management (Safety, Workers Comp, and Liability and Cost Recovery).

Ceres Human Resources is a small and very busy office with ample opportunity to utilize your skills and develop new ones.

The Human Resources Analyst will possess the professional knowledge and abilities necessary to ensure the City's compliance with Federal and State employment and risk management laws and regulations, provide program support and service delivery, and assist in establishing new and enhanced systems, programs, policies, procedures and resources.

In addition to day-to-day responsibilities, some current projects you will be directly involved in are the implementation of performance evaluation software and protocols for the City, establishment of a department Standard Operating Procedures manual, and participation in a citywide update of the agency's website.

The Human Resources Analyst reports to the Director of Human Resources and is a key resource for the Director, Human Resources Assistant, department supervisors and managers, employees, regulatory agencies, and external customers. The incumbent will reliably manage routine to complex and sensitive assignments with tact and sound judgment, and will also have the ability to handle changing priorities with ease.

If you are service-driven, self-motivated, and appreciate and thrive in a collaborative environment, we encourage you to apply to become a member of the City of Ceres Human Resources team.



EXAMPLES OF ESSENTIAL AND IMPORTANT DUTIES

- Assist 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.
- Conduct and implement classification, reclassification, and organizational studies; evaluate and determine appropriate classifications and structures; prepare written reports and recommendations; develop new and revise existing classification specifications.
- Participate in conducting wage, salary and benefit studies and surveys for the purpose of compensation administration and bargaining unit negotiations; compile data and prepare written reports including recommendations for action.
- Assist in the overall management of the workers' compensation program; review initial workers' compensation claims and determine type of claim to be established; serve as liaison with injured workers, City departments, attorneys, medical providers, and investigators in the management of injured worker claims; work closely with insured employees and department managers regarding return to work issues.
- Assist in the development and implementation of other risk management programs, such as occupational health and safety, and liability; serve as liaison on citywide Safety Committee, co-administering program with other departments and coordinating training; support Director, City Attorney and contract attorneys in litigation preparation.
- Provide assistance with employee relations issues; consult with managers and employees regarding the interpretation of personnel practices, policies, and procedures including related laws and regulations; provide information and assistance to departmental personnel regarding employee evaluations, disciplinary actions and other employee relations issues.
- Assist in employer-employee labor negotiations with various bargaining units; conduct a variety of surveys to gather and compile information for negotiation purposes; compile data and prepare various charts and graphs; work with finance to calculate negotiated costs.
- Assist in conducting intra/intradepartmental training programs and activities; coordinate implementation of training programs with department heads.
- Conduct research, analyze data, and prepare written and statistical reports and recommendations for a variety of human resource issues and topics; make oral presentations as required; update and revise written directives, rules, and regulations and various handbooks as appropriate.
- Conduct new employee orientation and exit interviews; ensure proper applicant notification.
- Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of human resources administration.

EDUCATION & EXPERIENCE

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. Professional human resources certification is desirable.

EXPERIENCE Five years of increasingly responsible professional human resources administration experience. A Master's Degree in a related field may be substituted for one year of required experience that provides a generalist background.

LICENSE OR CERTIFICATE A valid California Class C driver's license.

REWARDING CAREER IN MUNICIPAL GOVERNMENT



COMPETITIVE BENEFITS

Retirement: The City requires employee membership in the Stanislaus County Employees' Retirement Association (StanCERA), as governed by County Employees' Retirement Law of 1937 and Public Employees' Pension Reform Act (PEPRA). "Classic members" (currently or within the last six (6) months a member of StanCERA or subject to reciprocity with another eligible retirement plan) are enrolled in the City's 2% @ 55 plan; final compensation at retirement is based on the single highest year. Non-classic or "new members" are enrolled in the 2% @ 62 plan, and employees are required to pay 50% of the normal contribution rate as prescribed by PEPRA, currently 7.7%, on a pre-tax basis; final compensation at retirement is based on the average of the three highest years.

The City also participates in Social Security, which has a mandatory 7.65% contribution for Social Security and Medicare.

Health: The City contributes toward the combined monthly premiums for medical, dental and vision a maximum of \$710, \$1,470 or \$2,090, dependent on level of medical coverage enrollment. Employee contributions to health premiums are taken as pre-tax deductions. Employees eligible to waive medical coverage, receive \$200 per month in taxable compensation. Carriers include: Anthem Blue Cross HMO, Anthem Blue Cross HDHP/PPO, Kaiser; Stanislaus Foundation Dental and VSP.

Voluntary Benefits: The City contributes \$100 per month through a qualified Section 125 plan for the purchase of voluntary benefits (e.g. life/AD&D, long-term disability, and FSA for daycare and unreimbursed medical expenses). Employee contributions to certain voluntary benefits are taken as pre-tax deductions. If the employee does not utilize the entire allowance for benefits, the City shall contribute the remaining balance to employee's deferred compensation account, Retiree Health Savings or Health Savings Account, as applicable.

Other Benefits & Leaves: The City provides a \$50,000 term life policy for employee, an Employee Assistance Program, voluntary options for Deferred Compensation, Short-term and Long-term Disability; sick and vacation leave.

Benefits and Compensation Are Administered Under the Supervisor/Confidential Bargaining Agreement

APPLICATION AND EXAMINATION

PROFESSIONAL CAREER WITH THE CITY OF CERES HUMAN RESOURCES TEAM

Human Resources professionals who meet the employment requirements of this position and are seeking a dynamic and challenging opportunity in City government, may visit the CalOpps website (www.calopps.org) and complete a CalOpps-online Employment Application **and** Supplemental Questionnaire. Upload a (one/two page) resume, and a one page cover letter. Meeting the minimum requirements of this position may not qualify you to advance to the next phase of testing.

To be included in the Application Evaluation on Thursday, June 15, 2017, your complete CalOpps-online employment application must be submitted no later than 11:59 p.m., Wednesday, June 14, 2017.

ADDITIONAL INFORMATION

Prior to employment, the candidate selected for the position will be required to successfully pass a LiveScan fingerprint and a pre-employment physical medical exam, which includes drug and alcohol testing.

The City of Ceres is compliant with the Americans with Disabilities Act and will make all reasonable accommodations for the disabled to participate in employment, programs and facilities. Please notify Human Resources in writing and in advance of any/all testing to request special accommodations during the recruitment and examination processes. Written medical verification may be required to determine appropriate accommodations.

Minorities, Women, and Disabled Are Encouraged To Apply.

EOE

ANNOUNCEMENT DATE: Thursday, May 25, 2017



*ENJOY
FAMILY AND SINGLE
LIVING*

