



CITY OF HAWTHORNE  
Human Resources  
4455 W. 126th Street  
Hawthorne, CA 90250  
(310) 349-2950  
[www.cityofhawthorne.org](http://www.cityofhawthorne.org)  
An Equal Opportunity Employer

# EMPLOYMENT OPPORTUNITY

---

## **PART-TIME SENIOR HUMAN RESOURCES ANALYST** OPEN - COMPETITIVE RECRUITMENT (PART-TIME/NON-CLASSIFIED)

**SALARY RATE: \$33.96 - \$47.13 PER HOUR**

**OPEN DATE: August 18, 2020**

**CLOSING DATE: Open Until Filled.**  
**First Review of Applications: Thursday, September 3, 2020**  
**This recruitment may close at any time without advanced notice.**

The City seeks experienced candidates to fill temporary vacancies in the Human Resources Department. The incumbent performs a variety of responsible, professional and complex administrative and analytical duties to support the Human Resources Department in the areas of recruitment/selection process, classification/compensation, training and employee development, benefit administration, and assists with employee relations and labor relations; and other duties as required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The following examples are intended to describe the general nature and level of work performed by persons assigned to this position and are not intended to be all-inclusive or restrictive.*

- Perform professional administrative and analytical work in support of one or more human resources' program areas.
- Drafts, reviews, maintains, administers and implements human resources policies, procedures, and administrative rules and regulations. Reviews and evaluates policies and procedures and recommends changes to improve unit or organizational efficiency and effectiveness and to ensure compliance with guidelines, rules, regulations and prevailing laws.
- Evaluates and ensures that functions, programs, and services are consistent and comply with department and City rules, policies, procedures, mission, goals and objectives.
- Reads, interprets, explains and assists City staff at all organizational levels in interpreting and implementing administrative policies, rules, regulations, and provisions of the Memoranda of Understanding (MOU) and local, state, and federal laws and guidelines.
- Conducts fact-finding investigations and/or coordinates investigations in response to allegations of discrimination or employee misconduct. Receives reviews and responds to difficult and sensitive inquiries, problems, and complaints; assists with the resolution of complaints.
- Research and compile a variety of administrative studies, statistical analyses and projects; analyst data and trends from a variety of sources including the human resources information system (HRIS) and payroll outputs; prepare reports of findings and recommendation related to human resources programs and services.

- Prepare a variety of correspondence and documents including City Council staff reports, citywide communications, administrative policies and procedures and memorandum.
- Assist in preparing, monitoring and coordinating departmental projects and employment records; maintain appropriate documentation for regulatory agencies.
- Respond to survey inquiries from internal and external customers; provide information, training and materials in support of assigned program areas; troubleshoot issues and resolve problems.
- Plan, coordinate, design, develop and implement recruitment and selection materials and examinations; compose job bulletins and related recruitment and outreach materials; screen applications, score and analyze results of written, oral and performance examinations; coordinate with department representative and hiring manager throughout the process; provide conditional job offers.
- Research, analyze, and maintain the City's classification plan; prepare and revise job specifications; conduct classification and compensation studies and draft reports; recommend salary range placement and adjustments; implement and review salary structure and merit adjustments for compliance with City policies and procedures.
- Supervises, trains and evaluates work of professional, technical and support staff as assigned. Provides direction and coordinates workflow for human resources staff to provide a high degree of customer service to both internal and external customers.
- Coordinate the City's employee benefits programs including health and welfare benefits, deferred compensation, pension, disability and leaves of absence.
- Attends and participates in labor-management committees, labor association meetings, grievance and discipline meetings, and related matters. Conducts or coordinates appropriate follow-up related to meetings.
- Participates as a member of the City management's labor negotiations team, as assigned; conducts research, surveys and provides statistical reports for contract negotiation; evaluate changes to bargaining unit memorandum of understanding and recommend applicable changes to personnel rules and regulations; reviews MOU language for accuracy and completeness and compliance with agreement terms.
- Keeps up to date on related current trends, practices, law, regulations and innovations in human resources and related fields. Researches, develops and implements innovative services and programs.
- Respond to complaints and requests for information from the public and City employees.
- Coordinate assigned activities with other departments, outside agencies and service providers.
- Performs other related work as requested and assigned.

## **MINIMUM QUALIFICATIONS**

### **Education, Experience and/or Training:**

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

Five (5) years of increasing responsible professional experience performing a full range of human resources duties within the public sector in various functional areas such as labor and employee relations, recruitment, selection, classification, compensation, benefits, training and organizational development. Supervisory experience is highly desirable.

### **License, Certificates and/or Special Requirements:**

Must possess a valid California Class C driver's license.

## RECRUITMENT PROCESS

The required application materials may be obtained at [www.cityofhawthorne.org](http://www.cityofhawthorne.org). You can call the Human Resources Department at 310-349-2950 with any questions during the hours of Monday – Thursday from 7:30 a.m. to 5:30 p.m. and on alternate Fridays from 7:30 a.m. to 4:30 p.m. Applications can be submitted by mail, email and/or fax. You can email application materials and/or recruitment questions to [hr@cityofhawthorne.org](mailto:hr@cityofhawthorne.org).

**Note:** *A resume will not be accepted in lieu of the completed required City application form.*

All applications will be reviewed and evaluated based on the information submitted at the time of filing to determine the level and scope of the candidate's qualifications for the position. All information supplied by an applicant is subject to verification. Incomplete applications may be rejected from consideration.

Those applicants who most closely meet the minimum qualifications and/or desirable qualifications will be invited to participate in the examination process, which may consist of an oral interview and/or writing sample (evaluation). The oral interview and/or writing sample will assess the applicant's knowledge, education, experience, and general ability to perform the essential functions of the position. An applicant requiring reasonable accommodation during the selection process due to a qualified disability must inform the City of Hawthorne Human Resources Department at (310) 349-2950 or at least 72 hours in advance of the established testing date.

If selected a conditional employment offer will be made and the candidate will participate in a pre-employment process, which may include a comprehensive background check (employment reference checks and fingerprinting through the California Department of Justice) and a pre-placement medical examination.

**THE PROVISIONS OF THIS JOB BULLETIN DO NOT CONSTITUTE AN EXPRESS OR IMPLIED CONTRACT OR GUARANTEE OF EMPLOYMENT. ANY OF THE PROVISIONS CONTAINED HEREIN MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.**