



CAREER
OPPORTUNITY

[MULTIPLE POSITIONS]
HR ANALYSTS

HUMAN RESOURCES DEPARTMENT
CITY OF BERKELEY, CALIFORNIA

SENIOR HR ANALYST: \$116,397-\$140,670 DOE/DOQ

ASSOCIATE HR ANALYST: \$104,894-\$126,298 DOE/DOQ

BE A PART OF A DYNAMIC TEAM, diverse and innovative organization, and engaged community in the heart of the Bay Area at the City of Berkeley, California! The City is seeking TWO Human Resources (HR) Analysts to join either its Personnel and Administrative Services Division or its Employee Relations Division within the Human Resources Department. The City is looking to hire these HR Analysts at either the Senior or Associate level for:

RECRUITMENT & SELECTION

Senior or Associate HR
Analyst

EMPLOYEE RELATIONS

Senior or Associate HR
Analyst

Both focus areas require candidates to be creative thinkers, independent, thoughtful, and possess a high-level of emotional intelligence. The ideal candidates should bring an interest and ability to effectively build relationships and collaborate with others and understand the importance of verbal, written, effective, and regular communications. These HR Analysts should understand municipal organizations, ideally with public sector experience and process involvement (though this is not required). They will have experience with change management and building a purposeful culture. They should also bring a flexible, positive, and can-do attitude and exceptional organizational development skills. *Help us continue to build the City of Berkeley's employer-of-choice brand and apply today!*

THE COMMUNITY & CITY

BERKELEY, CALIFORNIA, provides a variety of services across 12 departments and operates on a budget of \$691 million with 1735 FTE employees. Geographically, it is located on the eastern shore of San Francisco Bay and covers an area of almost 18 square miles. This city is home to approximately 123,000 people who make up an ethnically diverse community and an education hub with the well-renowned University of California Berkeley. It is also known for its arts, culinary, and entertainment scene. There is never a dull moment in Berkeley, whether you visit the Downtown Arts District or Telegraph Avenue. Other notable attractions include its bountiful farmers' markets, Berkeley World Music Weekend, Berkeley Kite Festival, and so much more! If you're outdoorsy, check out Lake Anza in Tilden Park or the Adventure Playground. If you're a foodie, explore the City's many sustainable and organic restaurants or peruse a local craft brewery. There is also the Lawrence Hall of Science, Aquatic Park, or the Habitot Children's Discovery Museum for family fun. When you live, work, and play in Berkeley, you always have something to do!



THE DEPARTMENT/DIVISIONS

THE HR DEPARTMENT STRIVES TO ENSURE that the City employs fair and equitable HR policies and procedures; recruitment and hiring is made on the basis of individual qualifications for the position and represents diverse and skilled applicants; provides employees with pertinent and ongoing development opportunities; and represents the City Council and City Manager on all employee relations matters. HR partners with all City departments to hire and retain a diverse and highly qualified workforce that supports the mission of the City of Berkeley and is committed to delivering excellent customer service when responding to and facilitating staff access to needed resources and tools. The HR team contributes to a progressive, productive, and safe work environment that meets the needs of a diverse community through its five divisions and over 20 staff:

- ▶ Office of the Director,
- ▶ Training and Organizational Development,
- ▶ Personnel and Administrative Services,
- ▶ Employee Relations (eight bargaining units), and
- ▶ Employment Opportunity and Diversity.



THE DIVISIONS/POSITIONS

RECRUITMENT AND SELECTION AND EMPLOYEE RELATIONS ANALYSTS

Hiring and retaining high-performing public agency employees in 2023 is extremely challenging, especially in the hyper-competitive Bay Area job market. The “Great Resignation” of the pandemic was a “great re-evaluation” of work which has forever changed how we work and how we think about our careers and life. The HR team is looking for two HR Analysts (preferably senior) to join their team where they will conduct strategic planning and implementation, design and achieve goals, and be responsible for recruitment, selection, and retention and creating a purposeful culture that fosters a positive and healthy work environment.

THE PERSONNEL AND ADMINISTRATIVE SERVICES DIVISION is the gateway to what working for the City of Berkeley looks like, which is demonstrated through onboarding, working effectively with internal clients/hiring authorities, communicativeness, providing a strategic, creative and fair and equal recruiting and selection process, and developing innovative marketing, branding, and communication approaches to secure top talent to our organization! In addition, this Division updates and maintains employment records, administers the classification and compensation plan, and is critical to the success of branding the City as an employer of choice.

RECRUITMENTS & SELECTION HR ANALYST (SENIOR OR ASSOCIATE) is critical to addressing workforce hiring and retention strategies and will use various recruitment, marketing, and communications methods to ensure the City receives well-qualified and diverse applicant pools. In addition to conducting recruitment and recruitment strategies as outlined, this position will conduct job analyses, classification studies, desk audits, organizational need assessments, and classification description revisions and administer compensation plans.

THE IDEAL CANDIDATE will have experience in recruitment and selection, using technology to analyze data and provide recommendations. They will possess knowledge of organizational development, structures, and strategies and be able to optimize HR processes. Candidates with a strong background in industrial and organizational (IO) dynamics would be highly interested in this role. Ideally, the successful candidate will have experience working with municipalities and an understanding of government regulations and policies. Overall, the candidate will be a strategic thinker, detail-oriented, and able to work collaboratively to achieve shared goals.

THE EMPLOYEE RELATIONS DIVISION conducts all labor relations activities with City employees and their eight labor organizations and is the heart of labor and employee relations. In addition, they consult with staff across the City on labor contract interpretation and labor and employee relations challenges, opportunities, and solutions. They ensure compliance with all local, state, and federal laws and regulations and HR policies and procedures. This Division also administers the health and welfare benefit program, workers' compensation program, and oversight to the third-party administrator and administers the occupational health and safety program to ensure a safe, positive, creative, inclusive, and desirable workplace.

EMPLOYEE RELATIONS ANALYST (SENIOR OR ASSOCIATE) The Employee Relations HR Analyst supports all areas in the division related to benefits, workers' compensation, leaves, employee safety, Equal Employment Opportunity (EEO), and a wide variety of labor relations activities with the Union. They will also provide recommendations and reports, participate in labor negotiations, help develop policies, procedures, and collective bargaining agreements, and may represent management during the meet and confer process.

THE IDEAL CANDIDATE will establish positive working relationships across the organization, including union representatives. They will possess strong interpersonal skills, with an emphasis on collaboration, communication, and conflict resolution. The successful candidate will have a strong background in employee and labor relations, along with workplace management and investigations.

EMPLOYMENT STANDARDS

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

SENIOR LEVEL. Four (4) years of professional human resources experience in more than one HR functional area or program, which includes at least one (1) year experience functioning in a lead capacity.

ASSOCIATE LEVEL. Two (2) years of professional human resources experience in more than one HR functional area or program.

BOTH LEVELS

Additional professional-level relevant work experience may be substituted for the required college education on a year-for-year basis.

- ▶ Possession of a bachelor's degree from an accredited college or university in business or public administration, human resources management, industrial relations, or a closely related field.
- ▶ Ability to travel to various locations within and outside the City of Berkeley to meet the program needs and to fulfill the job responsibilities.
- ▶ When driving on City business, maintenance of a valid California driver's license and satisfactory driving record is required.

For more information about these positions, detailed job descriptions are here:

>> SENIOR <<

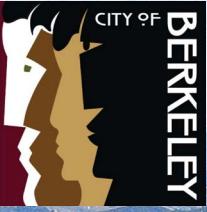
>> ASSOCIATE <<



UPCOMING HR PROJECTS

- ▶ Assist with the development and implementation of the City's **Employer of Choice Initiative**
- ▶ Work collaboratively across departments to update existing and develop new City policies





COMPENSATION & BENEFITS

The annual salary is **\$116,397–\$140,670**
DOE/DOQ (Senior HR Analyst) | \$104,894–\$126,298 DOE/DOQ (Associate HR Analyst), plus a generous benefits package:

RETIREMENT. City employees are included in the California Public Employees Retirement System (CalPERS). Retirement formula is either 2% at age 62, or 2.7% at age 55 depending on the individual's eligibility.

SRIP. The City contributes 6.7% of the employee's salary (up to a maximum annual salary of \$32,400) into a 401(a) Supplemental Retirement Income Plan account (SRIP).

DEFERRED COMPENSATION. Three voluntary deferred compensation 457 plans are offered. Employees may contribute up to \$19,000 per year on a pre-tax basis.

MEDICAL PLANS. Choice of a Kaiser HMO Plan or Sutter Health Plus Plan.

DENTAL PLAN. Delta Dental Plan of California

SICK LEAVE. 12 days per year

LIFE INSURANCE. \$25,000 Life Insurance and Accidental Death & Dismemberment policy

VACATION. 2–6 weeks based on years of employment with the City

HOLIDAYS. 13 regular holidays and 3 floating holidays annually

SCHEDULE. Optional 9/80 work schedule

LONG-TERM DISABILITY. Benefit is paid at 60% of salary.

OTHER. Retiree medical coverage, YMCA membership subsidy, and transit subsidy.

HOW TO APPLY

Apply by **APRIL 24** for first consideration at:

>>> **GOVJOBS** <<<

SAVE THE DATES

RECRUITMENTS & SELECTION

- Virtual interviews—5/10/23
- In-person interviews—5/24/23

EMPLOYEE RELATIONS

- Virtual interviews—5/12/23
- In-person interviews—5/30/23

For questions regarding these recruitments, please contact:

RECRUITMENTS & SELECTION—Monica Walker:
Mwalker@cityofberkeley.info

EMPLOYEE RELATIONS—Dawud Brewer:
dbrewer@cityofberkeley.info

