



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

# EMPLOYMENT OPPORTUNITY

---

## HUMAN RESOURCES ANALYST

(FULL-TIME/CLASSIFIED)  
AN OPEN COMPETITIVE RECRUITMENT

**DEPARTMENT:** Human Resources  
**SALARY:** \$ 6,187 - \$ 9,161 Monthly (Range 35) (HIRING AT IP RANGE OF SALARY SCHEDULE)  
**FILING DATE:** Open: Monday, August 26, 2024  
Closes: Open until filled

### EMPLOYMENT APPLICATION:

[https://hawthorneca.formstack.com/forms/city\\_of\\_hawthorne\\_application\\_for\\_employment](https://hawthorneca.formstack.com/forms/city_of_hawthorne_application_for_employment)

### SUPPLEMENTAL QUESTIONNAIRE:

[https://HawthorneCA.formstack.com/forms/human\\_resources\\_analyst\\_supplemental\\_questionnaire](https://HawthorneCA.formstack.com/forms/human_resources_analyst_supplemental_questionnaire)

### THE POSITION

The City seeks experienced candidates to fill current vacancies in the Human Resources Department. Positions will be filled based on the extent of candidate qualifications to meet the needs of the organization. All experienced applicants are encouraged to apply.

The **Human Resources Analyst** performs a variety of complex administrative and technical duties to support the Human Resources Department in the areas of recruitment/selection, classification and compensation, benefits administration, and assists with employee/labor relations activities and other duties as required.

### ESSENTIAL FUNCTIONS

*The following is a list of typical duties assigned to this classification. The duties included on this list are examples and not intended to be all-inclusive or restrictive.*

- Oversee and conduct recruitment and selection procedures in accordance with Hawthorne Civil Service rules and procedures and employment laws.
- Conduct classification and compensation surveys using practical and comprehensive survey methods and procedures, including job analysis; drafts job descriptions and updates; makes compensation recommendations based on City internal and external markets as required.
- Analyze and interpret State and Federal legislation and regulations regarding employment practices; make recommendations and assist in implementing changes; assist in the interpretation and administration of personnel policies and procedures (Memoranda of Understanding, Civil Service Rules, department/division rules, policies and procedures and practices) and advises City management staff on same.
- Conducts other special studies which may include statistical data and analyses.

- Perform employee benefits administration that includes working with the City's broker for open enrollment and plan renewals.
- Represent the Human Resources Department on assigned committees and meetings; may serve as Secretary to the Civil Service Commission or represent the head of Human Resources at Civil Service Commission meetings as required.
- Stay abreast of current trends and developments in the field of public sector/municipal government human resources management, including State and Federal mandates.
- Maintain sufficient cross-training to support the Human Resources Department.
- Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

### **Education, Training and Experience**

- Bachelor's degree from an accredited college or university with major coursework in human resources management, public or business administration, industrial relations or a related field
- Three (3) years of progressively-responsible municipal human resources generalist experience covering some or all of the following functional areas - recruitment and selection, classification, benefits administration, workers' compensation, wage and salary administration, employee and labor relations, and employee development and training.

### **Licenses, Certificates and/or Special Requirements**

- A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy

## **RECRUITMENT PROCESS**

A complete city employment application and supplemental questionnaire are required to be considered for any open position and **must be filled out completely**, showing clearly that the minimum qualifications are met. Applications may be accompanied by a resume describing experience, education & training in relation to the requirements of the position, **however resumes will not be accepted in lieu of a city employment application**. Incomplete applications will be rejected from consideration.

- First Review of Applications – Tuesday, September 3, 2024
- Tentative Testing Date - Wednesday, September 11, 2024

The City's employment application is located at [www.cityofhawthorne.org](http://www.cityofhawthorne.org). Please complete all the required information as provided on the form and attach proofs in PDF format. Do not alter the application.

City Hall business hours are Monday through Thursday from 7:30 a.m. to 5:30 p.m. and closed every other Friday. On the alternate Friday, City Hall hours are from 7:30 a.m. to 4:30 p.m. Please contact the Human Resources Department at (310) 349-2950 with any questions regarding this recruitment.

**Note:** Communications from the Hawthorne Human Resources Office regarding this recruitment will be via email. Please periodically check spam or junk mail folders.

All employment application materials received by the final filing deadline will be reviewed to determine the level and scope of applicant qualifications for the position. All information provided by an applicant is subject to verification.

## **TESTING & SELECTION PROCESS**

All properly completed applications will be reviewed and only the most highly qualified candidates will be invited to continue in the selection process. The selection process may include a supplemental questionnaire, a written test, a performance test, and/or an oral interview to evaluate the applicant's skill, training, and experience. An applicant requiring reasonable accommodation during the testing and selection process must inform the City of Hawthorne Human Resources Department at (310) 349-2950 at least seventy-two (72) hours in advance of the established testing date.

Applicants completing selection testing with acceptable results will qualify to have their name placed on an Eligibility List. The Eligibility List will be considered by the hiring authority to fill current and future vacancies for the position.

## **VETERANS' PREFERENCE CREDIT**

The City of Hawthorne provides Veterans' Preference Credit to qualified candidates who are successful in the examination process. To be eligible for this preference, a legible copy of DD214 upon application filing with the Hawthorne Human Resources Department is required.

## **COMPENSATION AND BENEFITS**

City employee may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, educational reimbursement and other benefits listed in the Hawthorne Municipal Employee Association (HMEA) Memorandum of Understanding. Benefits may change due to employer-employee negotiations. Eligible City employees will participate in a defined benefit retirement plan administered by California Public Employees' Retirement System (CalPERS). For additional details, refer to the City's website: [www.cityofhawthorne.org](http://www.cityofhawthorne.org) under MOUs & Salary Schedules.

## **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

The City of Hawthorne is an Affirmative Action/Equal Employment Opportunity Employer. We are committed to providing all individuals equal opportunity in employment regardless of age, sex, race, national origin, religion, color, ancestry, marital status, sexual orientation, medical condition, physical or mental disability, or service as a military veteran. Women, minorities and disabled individuals are encouraged to apply.

## **ABOUT THE CITY**

***Proudly Serving the Community for over 80 Years!***

Incorporated in 1922, the City of Hawthorne currently has a population of nearly 87,000 within a six square mile area. Ideally located near the Los Angeles International Airport, connected by rail to the Port of Los Angeles and downtown Los Angeles, and surrounded by the San Diego (I-405), Harbor (I-110), and Glenn M. Anderson (I-105) Freeways, the City of Hawthorne could easily be termed the "Hub of the South Bay." By virtue of its location, Hawthorne affords easy, quick access to all that Southern California offers; culture, sports, entertainment, mountains, and beaches. Temperatures in the area are always among the most pleasant in the Los Angeles basin. The City of Hawthorne possesses a shared vision towards the future to create a great city and build an economy, which supports the community's desire for a high quality of life.

**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.**