



HUMAN RESOURCES ANALYST (Job Code 10031317)

The City of Torrance is currently seeking a career-oriented professional to complement its Civil Service staff. Joining one of the progressive divisions of the City Manager's Office, as a Human Resources Analyst, you will serve as the Civil Service Manager's "right – hand" person. In this capacity you will assist with the day-to-day operations of the division which includes, but are not limited to interpretation of personnel policies, practices, procedures, memoranda of understanding and the municipal code; facilitation of employee discipline matters and maintenance of the City's volunteer program. In addition, due to your ability to exercise good judgment and tact, you will serve as Staff to the Civil Service Commission in the absence of the Civil Service Manager. Maintaining the highest level of confidentiality and neutrality, establishing effective professional relationships and strong written and oral communication skills are critical traits for the successful candidate, as is the ability to work autonomously while managing multiple projects.

The **ideal** candidate will demonstrate:

- A results-driven individual who is detailed orientated
- Above average computer skills
- Public Sector experience
- A sound foundation in interpreting and applying ordinances, rules and policies in a public personnel system
- Strong consultation and conflict resolution skills
- Excellent oral, written and interpersonal skills
- Effective problem solving and general administration skills
- The ability to establish and maintain effective working relationships with City employees, Commissioners, public officials, employee organization representatives and the general public
- Adaptability in a changing environment
- A strong work ethic coupled with a commitment to continued learning

Minimum Requirements

Bachelor's degree in Industrial/Organization Psychology, Public or Business Administration or related field and two years of experience in one or more of the following areas: recruitment and selection, employee relations, classification, training and personnel policy and procedure development.

Salary and Benefits

The salary range is **\$5246-\$7754**/monthly and excellent benefits.

Benefits include:

- ✓ 7% contribution, in the employee's name, toward a pension in the Public Employees' Retirement System (PERS).
- ✓ Family health, dental and vision plans
- ✓ Flexible Benefits program which provides tax-free options for additional medical, dental and child care expenses.
- ✓ Paid vacation, sick, and holiday leave.
- ✓ Deferred Compensation Program.
- ✓ Life Insurance.
- ✓ Tuition Reimbursement.

Application Procedures

If you want to join an organization rich in tradition, service and support and you are an "I-can-do-anything" kind of person, we would like to hear from you!

Interested candidates **MUST** submit an on-line application, resume, and supplement at www.TorranceCA.gov by **Wednesday, April 7, 2010**.

Selection Process

After review of the applications received, only those candidates whose training and experience **best** meet our requirements will be invited to participate in the examination.

The selection process will consist of a written exam (qualifying); and a performance exam and oral interview (100%). The *tentative* dates are **April 28, 2010**, for the written exam and **May 26, 2010**, for the performance exam/oral interview.

Special Notes

If you have questions regarding this position, please e-mail Laura Lohnes, Civil Service Manager at LLohnes@torranceca.gov

Applicants with disabilities who require special testing arrangements **must** contact the Human Resources Department **prior** to the final filing date.