



FONTANA
CALIFORNIA

HUMAN RESOURCES ANALYST

City of Fontana, California

\$6,884.80 - \$8,370.27 Monthly

Reporting directly to the Director of Human Resources and Risk Management, the Human Resources Analyst (Police Department Human Resources Analyst) administers daily activities in recruitment and selection that is focused on the workforce for the Police Department; prepares announcements, advertisements and brochures; sources applicants for difficult positions; evaluates applications for participation in the selection process; analyzes, designs, administers and evaluates a variety of examination processes especially in compliance with California Peace Officer Standards and Training (P.O.S.T.). Provides employee or applicant counseling as necessary. Conducts classification and compensation studies; responds to and conducts surveys and analyzes and interprets results; performs job audits; writes new and revises existing job descriptions; and prepares administrative reports and resolutions for City Council. Consults with city departments and divisions including executive staff; and advises and assists in meeting staffing needs and solving employee issues. Receives complaints, prepares reports and makes recommendations for action. Develops and conducts training programs and prepares training materials. Performs confidential human resource generalist functions including a variety of technical projects and studies.

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in Personnel Management, Public or Business Administration or a related field. Experience: Two years of increasingly responsible experience in recruitment and selection, training or classification/compensation. Preferred Experience: At least four (4) years of professional experience in human resources administration with knowledge of P.O.S.T. and experience with a law enforcement environment. Demonstrated experience working in a city or county agency.

Position Closing: September 7, 2023 5:00 PM Pacific. Apply online:
<https://www.governmentjobs.com/careers/fontanaca?page=1>
<https://www.fontanaca.gov/jobs> website: