THE SANITATION DISTRICTS OF LOS ANGELES COUNTY invites applications for the position of:

Human Resources Analyst II, III (Employee Relations)

**SALARY:**

<table>
<thead>
<tr>
<th>Hourly</th>
<th>Monthly</th>
<th>Annually</th>
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<tbody>
<tr>
<td>$29.32 - $46.49</td>
<td>$5,101.00 - $8,089.00</td>
<td>$61,212.00 - $97,068.00</td>
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**OPENING DATE:** 09/13/16

**CLOSING DATE:** Continuous

**JOB POSTING:**

NOTICE OF EXTERNAL RECRUITMENT

POSTING #RQ-216-16E (Confidential Position)

The Sanitation Districts is currently recruiting to fill a Human Resources Analyst position in Employee Relations. This position will be responsible for performing a wide range of duties relating to, but not limited to, employee discipline, handling grievances, and labor negotiations.

The Sanitation Districts are a non-civil service public agency with over 1,700 employees. We are nationally recognized for innovative engineering practices and leadership in designing, constructing and operating state-of-the-art systems for solid waste and wastewater management.

Our Joint Administration Office in Whittier is conveniently located near the 60/605-freeway interchange, 15 miles from downtown L.A. The Sanitation Districts have opportunities to enhance career growth as evidenced through various programs including tuition reimbursement, professional development, and professional dues reimbursement. Employees also enjoy scheduled salary increases, and cost of living adjustments. Additional benefit information can be viewed by clicking on the Benefits tab. *Initial salary placement will be based on the selected candidate's qualifications.

**JOB SUMMARY:**

Under the general supervision of the Human Resources Manager or Assistant Human Resources Manager, the incumbent will perform analyses, processes and procedures in various areas of human resources administration including employee discipline, and/or labor/employee relations; make professional recommendations regarding a wide variety of human resources policies and procedures; prepare comprehensive narrative and graphical reports for review by management; operate a computer to create and modify spreadsheets and databases; utilize specialized computer software and/or databases to generate and analyze data, and perform a variety of human resources processes; interpret data analyses and prepare summaries and findings; analyze and interpret statistical data and qualitative information from internal and external sources; interpret human resources procedures and explain personnel policies, guidelines, regulations, legal requirements, and memoranda of understanding; participate in grievance resolutions; coordinate and conduct investigations; act as an employer representative at unemployment hearing appeals; ensure actions are in conformance with federal, state, and local laws; drive to various work sites to participate in meetings; develop and refine policies and procedures; assist in the labor negotiations process; provide leadership, training and guidance to lower level staff; and perform related duties as required.
This job may be filled at either level. HUMAN RESOURCES ANALYST II is the intermediate working level class in the series. Incumbents perform a wider variety of professional level work and moderately complex projects. HUMAN RESOURCES ANALYST III is the journey level class. Incumbents perform the complete range of generalist assignments utilizing significant judgment and thorough project knowledge and serve as a primary resource person within specialized areas.

The candidate(s) selected may be assigned to work in any area of Human Resources; however, the current assignment is in Employee Relations.

MINIMUM QUALIFICATIONS:
Candidates must possess a valid California Class C driver license -AND- Graduation from an accredited and recognized college or university with a bachelor's degree in business administration or a related field. For HUMAN RESOURCES ANALYST II: One year of experience as a Human Resources Analyst, or equivalent professional-level human resources experience. For HUMAN RESOURCES ANALYST III: Two years of experience as a Human Resources Analyst, or equivalent professional-level human resources experience.

DESIRABLE QUALIFICATIONS:
Recent experience in public sector employee/labor relations including discipline, employee grievance handling, arbitrations, investigations, labor negotiations, or research/data gathering; strong analytical and problem solving skills; strong written communication skills; an advanced degree in public administration, business administration, or organizational psychology, or professional human resources certification (e.g. IPMA-CP, SHRM-CP, SHRM-SCP, etc.)

NOTE:
The individual(s) recommended will be subject to criminal records/fingerprint checks and a review of DMV records.

EXAMPLES OF ASSESSMENT CRITERIA:
The competitive selection process for all classes may cover a knowledge of: Principles, functions and practices of public personnel administration; principles, methods and techniques of employee relations; personnel data systems; data analysis and statistics; knowledge of various human resources related laws and regulations including EEO, FMLA, FLSA, ADAAA, etc.; and principles of training. The ability to: Interpret complex personnel procedures for employees at all levels and personnel of other organizations; analyze data; perform a wide variety of complex personnel assignments including training, surveys, and research projects; serve as a resource person in specialized areas of personnel administration; prepare clear and concise memos, letters and reports; prepare and deliver talks and training to groups of employees; communicate effectively both verbally and in writing; maintain security and confidentiality of sensitive information; and establish and maintain effective working relationships with management and supervisory staff.

ADDITIONAL INFORMATION:
Please apply online at www.lacsd.org. Applications will be accepted until the position is filled; however, the first review of applications will take place on Monday, October 17, 2016. Résumés will not be accepted in lieu of a completed LACSD Employment Application or on-line application. (Notifications regarding this selection process may be sent via e-mail. You are responsible for monitoring correspondence from this office by checking your e-mail account in a timely manner. To ensure proper delivery, please make sure you verify your e-mail address is valid and correct; check your spam folders; and add info@governmentjobs.com to your contact list.)

SELECTION PROCESS:
The applicants whose education, training and experience most closely meet the needs of the Districts will be invited to participate in a writing project and interview.

Prior to appointment, a thorough reference check will be conducted. The recommended
candidate must undergo a job related pre-employment physical, which includes a drug and alcohol test. Candidates are also subject to a review of their DMV records.

As an equal opportunity employer, the Districts strongly encourage qualified minorities, women and disabled persons to apply.

APPLICATIONS MAY BE FILED ONLINE AT:  
http://www.lacsd.org

OUR OFFICE IS LOCATED AT:  
1955 Workman Mill Road  
Whittier, CA 90601  
562-908-4288 xt 1310  
russquan@lacsd.org

An Equal Opportunity Employer

Human Resources Analyst II, III (Employee Relations) Supplemental Questionnaire

* 1. Each applicant must complete this supplemental questionnaire as a part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. Do you agree to answer each supplemental question truthfully and that your responses can be verified from information included within the application?

☑ Yes  
☒ No

* 2. What is the highest level of education that you have completed?

☑ High School Graduate  
☑ Some college coursework completed  
☑ Bachelors degree  
☑ Master's degree or higher

* 3. How many years of experience do you have as a Human Resources Analyst, performing employee/labor relations related activities?

☑ No experience at this time  
☑ Less than 1 year  
☑ Between 1-2 years.  
☑ Between 2-3 years.  
☑ Between 3-4 years.  
☑ Over 4 years of experience.

4. Please identify the company/agency/organization where you gained the experience described in the previous question. (Employers listed must also be listed and fully detailed in the work experience section of your application.)

* 5. Please list any professional human resources certifications that you currently possess. (If you do not possess any certifications, please type in "N/A".)

* 6. Please briefly describe the most complex employee relations issue that you have personally handled. Please be sure to include the name of the organization and your specific role in the matter. (If you have not handled an employee relations matter, please type in N/A in
the space below.)

* Required Question