

EMPLOYMENT



OPPORTUNITY

PORT SAN LUIS HARBOR DISTRICT

HUMAN RESOURCES

Administrative Analyst

Number of Positions to Be Filled: (1)

Opening date: January 5, 2018

Full time, benefitted position

Salary range: \$4,748 to \$6,060 per month. It is expected that this position will start at \$4,748 per month.

Benefits include CalPERS retirement (New members: 2% @ 62; Classic members: 2.7% @ 55), Social Security, paid vacation; Cafeteria plan for health, dental, vision and life insurance.

Filing deadline: February 5, 2018 - 4:30 p.m.

TYPE OF WORK:

Human Resources and Information Technology. Under general supervision, performs highly responsible, confidential professional level work in the areas of District operations and administration, benefits, recruitment and selection, risk management and information technology including phone and web services. Assists in the development and administration of District programs, policies, and procedures; provides varied, complex research, analysis, and documentation in support of District goals, programs, and planning.

TYPICAL DUTIES PERFORMED:

Duties may include, but are not limited to, the following:

Evaluates policies and procedures and recommends and implements changes to improve efficiencies or ensure compliance with guidelines, laws or regulations. Provides information, statistical analysis, and surveys for salaries and benefits. Performs professional activities related to the District's recruitment and selection program. Interprets and explains memoranda of understanding, resolutions and personnel rules and regulations to managers and employees. Performs professional analytical activities and participates in the administration and analysis of the District's benefit program operations including Workers' Compensation, safety, health, training, disability, unemployment insurance, employee assistance, flexible spending accounts, deferred compensation, retirement and leave programs. Assists in the review, and administration of benefit contracts and consultants providing benefit advice to the District; provides benefit information and related materials and drafts benefit related policies and procedures. Maintains well organized personnel files of District employees. Coordinates the purchase, delivery, and on-going service of the District's phone, internet, and computer software and hardware systems. Assists in the research, analysis, development, maintenance and administration of policies, practices and procedures. Interprets and explains District policies to managers and employees; and performs other related work and special projects as required.

EMPLOYMENT GUIDELINES:

Knowledge of:

Basic principles, functions and practices of public administration including human resources/personnel administration, classification, recruitment, benefits, contract compliance and management; statistical and

research methods; local, state and federal laws pertaining to benefits, leaves, risk management; contract administration, reporting requirements.

Ability To:

Interpret and explain District personnel and operational policies, benefits, and procedures to employees at all levels and personnel of other organizations; provide varied, complex, highly sensitive and often confidential analysis and reports; prepare written and oral presentations; research, analyze, interpret and communicate complex and confidential issues; maintain confidential records.

Minimum Qualifications:

A combination of education, training and experience equivalent to a bachelor's degree in public administration, human resources, business administration or related field and two years of technical experience in the human resources field are required. **Experience in a public agency is preferred.**

License/Certificates:

Depending on assignment, possession of a valid Class C driver's license may be required.

Working Conditions:

Environment: Works in indoor office conditions; may work outside on an infrequent basis or on a regular basis for a short period of time and may require driving to different locations.

Physical Abilities: Hearing and speaking sufficient to exchange information in person or on the telephone; close vision and the ability to adjust focus sufficient to read computer screens and printed documents; using hands and fingers in extensive use of personal computer and to operate standard office equipment; sitting or standing for prolonged periods of time; and mental capability for reading and interpreting data, performing highly detailed work on multiple concurrent tasks and work under pressure of deadlines; occasional lifting of 25 pounds, walking, some bending and stooping, squatting, and periods of standing.

Hazards: Basically an indoor desk or bench job. Exposed to computer screens. Environment is generally clean with limited exposure to conditions such as: dust, fumes, odors, or noise.

FLSA Status: Non-Exempt

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SELECTION PROCEDURE:

Applications received by the filing date will be reviewed for accuracy, completeness & job-related qualifications. A limited number of persons whose applications clearly demonstrate they most closely meet the requirements will be invited to participate in the selection process. Appointment is subject to successfully passing a medical exam including a drug test and a background check. Before starting work, applicants must present documentation of their identity, authorization to work in the U.S., and valid Driver's License.

The provisions of this bulletin do not constitute a contract expressed or implied and may be revoked without notice.

APPLICATION PROCESS:

Applications are available for pick-up at the Harbor Office, 3950 Avila Beach Drive, Port San Luis, CA. (Mon.-Fri. 8:00-12:00 – 1:00-4:30) or can be downloaded at www.portsanluis.com.

Applications must be complete and received in the Harbor Office prior to the filing deadline; **POSTMARKS, EMAILS OR FAXES ARE NOT ACCEPTED.** Resumes will not be accepted in lieu of a completed application, but may be attached. All statements made on the application are subject to verification; false statements will be cause for disqualification or discharge. An equal opportunity employer.

Oral interviews are tentatively scheduled for **February 22** and **March 1** with a hiring date of early to mid-April 2018.