



South Coast Air Quality Management District

Human Resources Analyst (Recruitment and Selection/Class & Comp)

SALARY	\$43.70 - \$58.73 Hourly \$3,496.27 - \$4,698.41 Biweekly \$90,902.97 - \$122,158.68 Annually	LOCATION	Diamond Bar, CA
JOB TYPE	Full-Time	JOB NUMBER	24:36:TS
DEPARTMENT	Administrative & Human Resources	OPENING DATE	06/05/2024
CLOSING DATE	6/26/2024 11:59 PM Pacific		

SOUTH COAST AQMD AND JOB OVERVIEW

ABOUT SCAQMD

South Coast Air Quality Management District (South Coast AQMD) is one of the largest and most technologically sophisticated environmental regulatory agencies in the Nation. We serve a four-county region that includes large areas of Los Angeles, Orange County, Riverside and San Bernardino counties, including the Coachella Valley, which is home to more than 17 million people. South Coast AQMD's headquarters is located in Diamond Bar, 30 miles east of downtown Los Angeles, at the junction of the 57 and 60 freeways. With a highly diverse "Clean Air Team" of over 850 employees, an annual budget of \$196.3 million, and a state-of-the-art air quality laboratory, our mission is to ensure clean air and a healthy environment. South Coast AQMD is an organization you can be proud to work for -- we make a difference in the quality of life in Southern California!

ABOUT HUMAN RESOURCES

South Coast AQMD's Human Resources (HR) office has a staff of 20, performing a full range of professional human resources functions. HR is a high-volume, high-expectation unit in the Administrative and Human Resources department with a critical mission, and our closely knit HR team works hard to provide excellent service.

ABOUT THE POSITION:

This multiple-position class is characterized by the responsibility to perform a variety of specialized professional and analytical human resources work in areas such as position classification, wage and salary administration, recruitment and selection, employee development and counseling, employee benefits, manpower programs, human resources information systems, administrative staff activities, and grievance handling.

The current vacancy is in Recruitment and Selection/Classification and Compensation. However, the incumbent may also be assigned work in any of the areas listed above and/or special studies and projects involving administration, organizational, and management analysis and the preparation and presentation of recommendations and reports.

EXAMPLE OF DUTIES

Conducts recruitment and selection activities, including consulting with appointing authorities to determine recruitment needs and prepare bulletins, screens applications for minimum requirements and desirable qualifications, and selects and administers appropriate selection devices as necessary; and/or assists in the maintenance of South Coast AQMD's Classification Plan, including conducting desk audits, allocating and reallocating positions, preparing and revising class specifications, and job restructuring.

Conducts studies, surveys, and analyses of policies, programs, and procedures in human resources administration including, but not limited to, position classification, compensation, employee relations, employee development, employee benefits, employee selection, or other major human resources functions.

Conducts special studies and projects involving administrative, organizational, and management analysis; prepares and presents recommendations and reports on divisional organizational structures, budget requests for additional positions; and classes, systems, and procedures, work methods, space allocations, vehicle usage, and program functions and practices.

Analyzes, interprets, and applies South Coast AQMD policies and procedures and recommends revision and new development to reflect South Cost AQMD practice and need.

Researches, develops, and coordinates special projects as assigned; develops and conducts special surveys; serves in a lead capacity on major projects and studies; may supervise clerical and technical staff on an ongoing basis.

Prepares reports, Board letters, charts, graphs and technical bulletins, memoranda, and correspondence.

Consults with, advises, and makes recommendations to unit and management personnel on a variety of human resources policies, standards, and procedures.

Assists management and supervisory personnel in the development and preparation of task analyses and job-related elements to be covered in the selection exam examination; analyzes, constructs, and validates examinations.

Counsels employees on career goals, promotional opportunities, and job-related problems.

May assist in the maintenance of South Coast AQMD's compensation and benefits programs, including preparation of salary and benefits data for contract negotiations.

May participate in the employee relations program, including the analysis and interpretation of MOUs and presentation of management's recommendations in the meet and confer process with the unions; assists in the development of language for management proposals; analyze labor proposals and prepare management responses.

May conduct grievance hearings; review and respond to examination appeals; and handle other employee relation matters.

May analyze training needs after consulting with employees, supervisors, and management; develop, coordinate, and present training programs; review tuition reimbursement requests and make recommendations for approval or denial of request for reimbursement.

May perform a variety of technical and professional work in conducting South Coast AQMD's employee benefit, workers' compensation, and safety programs.

May advise and consult with management staff on employee disciplinary matters, including the review and analysis of performance and personnel file documentation and past employee disciplinary practice of the work section; recommend appropriate disciplinary action; and prepare disciplinary letters and supporting documentation.

MINIMUM AND DESIRABLE QUALIFICATIONS

DESIRABLE QUALIFICATIONS

- Two years or more of public sector generalist experience

- Notable experience in Recruitment and Selection, including selecting, developing, validating and implementing selection tools
- Notable experience in Classification and Compensation, including coordinating or conducting classification studies, analyzing salary data, and making or reviewing classification and/or salary recommendations
- Significant experience using NEOGOV and/or PeopleSoft Human Resources Management Systems is highly desirable

MINIMUM QUALIFICATIONS

Training and experience at the professional-journey level which would demonstrate good knowledge of the principles and practices of public personnel administration, including position classification, wage and salary administration, recruitment and selection, employee benefits, employee relations, and affirmative action; basic laws, regulations, and standards governing employee benefits, worker's compensation, and safety programs; organizational and administrative analysis and research methodology; functions, operations and objectives of South Coast AQMD; computers and computer applications; basic statistical methods and techniques; report writing methods and practices.

Ability to perform a wide variety of technical and professional work in position classification, wage and salary administration, recruitment and selection, employee relations, or affirmative action; conduct studies and analyses of personnel, administrative and organizational policies, procedures, and programs; research assigned topics, assemble and analyze data, and prepare and present recommendations and reports; perform a variety of technical duties involved in the conduct of South Coast AQMD employee benefits, workers' compensation, and safety programs; understand, interpret, explain, and apply personnel and South Coast AQMD rules, regulations, standards, and procedures; carry out assignments and projects without detailed instructions; analyze situations and adopt an effective course of action; communicate effectively, orally and in writing; evaluate and recommend improvements in operations, systems, procedures, policies, and methods; establish and maintain effective working relationships with South Coast AQMD personnel and other agencies; maintain required confidentiality in carrying out assignments, studies, and projects.

Evidence of the required knowledge, skills, and abilities may be demonstrated, in part, by graduation from an accredited college or university, preferably with a major emphasis in public, business, or personnel administration or a related field.

A master's degree in one of the above or related fields may substitute for some of the professional level experience.

OTHER IMPORTANT INFORMATION

APPLICATION PACKETS MUST INCLUDE:

1. A completed employment application covering at least the past 10 years of employment history (or longer if you have other relevant experience),
2. Up to four references which include the names and phone numbers of your present and past supervisors or managers, or persons for whom you have directly provided services, not peers.
3. Responses to the Supplemental Questionnaire (SQ). The SQ is a form of written test and will be evaluated as such. Your responses should be well written, clear, concise, and directly responsive to all parts of each question. Please limit your responses to no more than one page per answer. (If each answer can fit in a one-page Microsoft Word document, single spaced, one-inch margins, using Times Roman 11 font, the length of your responses are within acceptable parameters.)
4. A copy of your transcripts, documenting all qualifying education claimed, submitted as an attachment to your online application (Unofficial transcripts are accepted at time of application. Original transcripts will be required later on in the process as detailed in the "Educational Requirements" link on South Coast AQMD's Careers webpage).

Job applications must be completely filled out. A resume cannot be substituted for the required information. Be sure to detail any education, training, or other relevant coursework that would make you a particularly strong candidate.

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SELECTION PROCESS

Application packages and responses to the supplemental questionnaire will first be screened, and the most competitively qualified candidates will be invited to the next step in the process, which may include a writing exercise, oral assessment and/or panel interview (weighted at 100%). (Please note that all tests/interviews may be conducted remotely.)

Following the exam, oral assessment, and/or interviews, a ranked eligible list is expected to be created, from which current and future vacancies at this level may be filled, during the 6-12 month life of the list.

Only those who demonstrate at each successive step of the selection process that they are among the most competitively qualified will be advance to the next step. Meeting the minimum qualifications does not guarantee an invitation to future steps in the process.

South Coast AQMD reserves the right to add, delete, or modify any elements of the selection process as deemed appropriate, based on the number and quality of applicants at each step.

Candidates who may need accommodations during the selection process must call Human Resources at least one week prior to any test dates.

Please call Human Resources at (909) 396-2800 at least one week in advance if you might need accommodation at any step during the selection process.

Agency

South Coast Air Quality Management District

Address

21865 Copley Drive

Diamond Bar, California, 91765

Phone

909-396-2800

Website

<http://www.aqmd.gov>

Human Resources Analyst (Recruitment and Selection/Class & Comp) Supplemental Questionnaire

***QUESTION 1**

Along with the completed employment application, the information provided below will be used to rate your qualifications for the position. Incomplete information may not be considered. A resume will not be accepted in lieu of completing these questions. By selecting "Yes" below, you acknowledge that you have read and understood this application requirement.

Yes

No

***QUESTION 2**

Please select the Human Resources functions in which you have more than one full-time year of administrative experience?

Recruitment and Selection

Classification and Compensation

Benefit Administration

Employee Development

- Workers Compensation
- Labor and Employee Relations
- None of the above

***QUESTION 3**

Please briefly describe the experience selected in the question above. Please include in your answer the name of the agency, dates of employment, and the types of duties performed.

***QUESTION 4**

Do you have experience working with a web-based or automated applicant tracking system?

- Yes
- No

***QUESTION 5**

If "Yes" to the question above, please list the name of the system. If "No" please enter N/A.

***QUESTION 6**

Briefly describe your experience in employee recruitment and selection. In your answer, provide one (1) example of a recruitment that you have conducted. What was your interaction with the hiring authorities for each of these recruitments?

* Required Question