



City of Buena Park

Senior Human Resources Analyst

SALARY	See Position Description	LOCATION	Buena Park, CA
JOB TYPE	Full-Time (Benefited)	JOB NUMBER	25-00040
DEPARTMENT	Human Resources/Risk Management	OPENING DATE	05/27/2025
CLOSING DATE	6/15/2025 11:59 PM Pacific		

JOB BULLETIN

*****4/10 Work Schedule*****

Monday through Thursday, 7:00 a.m. to 6:00 p.m.

City Hall is Closed every Friday

SALARY (*Pending City Council Approval*):

- Effective 07/05/2025, \$9,800 - \$12,227 Monthly
- Effective 07/04/2026, \$10,799 - \$12,839 Monthly

Join Our “Small But Mighty” Human Resources Team as a Senior Human Resources Analyst!

Are you passionate about Human Resources and Risk Management? Do you care deeply about people and take pride in public service? If so, the City of Buena Park invites you to bring your expertise to our dedicated and high-performing team as a **Senior Human Resources Analyst**.

Our Human Resources Department is a full-service, “small but mighty” team committed to delivering exceptional service. We are proud to support our business partners, including the City Council, Executive Management, employees, and potential employees with professional consultation in key areas such as:

- Risk Management
- Recruitment & Selection
- Benefits Administration
- Classification & Compensation
- Labor & Employee Relations

We are seeking a highly skilled, service-oriented professional experienced in public sector Risk Management with strong analytical and supervisory abilities. The ideal candidate is a proactive problem-solver who thrives in a fast-paced environment and can juggle multiple priorities with professionalism and composure. This position will assist with overseeing the City's Worker's Compensation program, general liability and collaborate with the City's third party administrators.

If you are someone who continuously looks for ways to improve processes and services, embraces a team-focused mindset and takes initiative, possesses strong written and verbal communication skills, is organized, adaptable, and committed to providing excellent customer service, then this is the job for you. **APPLY TODAY!**

GENERAL PURPOSE

Under administrative direction, manages, supervises, and evaluates the activities of the Human Resources Department; administers human resources and risk management programs; conducts, reviews, and presents administrative studies and reports; and does related work as required.

DISTINGUISHING CHARACTERISTICS

The Senior Human Resources Analyst is distinguished from the Human Resources Analyst by its broader administrative responsibilities, policy-making authority, and supervision exercised over staff. The Senior Human Resources Analyst independently manages and performs a range of professional and managerial functions related to human resources administration, risk management, employment, employee relations, compensation and benefits, labor relations, and other human resources specialty areas.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

1. Plans, manages, and evaluates functions, programs and services provided by the Human Resources Department; administers special projects.
2. Develops and implements goals, objectives, policies, and procedures to reduce and manage the city's risk exposure.
3. Develops, implements, and analyzes the effectiveness of policies, practices, and procedures under the guidance of the Director of Human Resources.
4. Assists the Director with the selection, training, supervision, and evaluation of the work of administrative and technical support staff; plan, assign, supervises and coordinates the work of staff.
5. Prepares and presents employee performance evaluations; works with employees to correct deficiencies; recommends and implements disciplinary procedures as required.
6. Administers recruitment, selection, classification, compensation, benefits, performance evaluation, and training programs and services.
7. Oversees the City's CalPERS retirement plan, health and welfare benefits, risk management and safety programs, including Workers' Compensation, General Liability, Occupational Safety and Health Association (Cal/OSHA) requirement and related Federal, State, and Local regulations, Unemployment Insurance, and employees on extended leaves of absence or receiving COBRA or disability benefits.
8. Administers the City's Workers' Compensation program by tracking and monitoring industrial injuries; serves as liaison between the City, injured employees, and the third party administrator.
9. Administers the general liability program by investigating and evaluating risk exposure and providing strategies for decreasing the City's general liability; reviews and evaluates accident reports and liability claims and recommends appropriate action; and tracks and analyzes claims to identify trends and recommends preventive measures to reduce losses.
10. Researches human resources and risk management laws, regulations, policies, administrative guidelines, and personnel issues associated with existing practices and proposed programs.
11. Drafts, revises, and interprets provisions of the Personnel Rules, collective bargaining contracts, and administrative policies, as well as fair employment and non-discrimination guidelines.
12. Investigates employee relations problems and grievances and adopts or recommends corrective actions to resolve issues and concerns.
13. Consults with departmental managers and supervisors and advises appropriate steps or means for instituting personnel actions.
14. Meets and confers with collective bargaining representatives regarding labor contract proposals in concert with the Director of Human Resources and other professional resources.
15. Manages or conducts special studies and presents recommendations to the City Council, department directors, the Director of Human Resources, and other parties.
16. Proposes departmental budget and tracks and reports upon the status of projects and expenditures.

17. Leads or participates in management and staff meetings to represent the Human Resources Department, and address personnel programs, projects, and policies.

QUALIFICATIONS GUIDELINES

Knowledge of:

Principles, concepts, and practices of public human resources management, general liability, workers' compensation, and employee supervision; Federal and State Equal Employment Opportunity laws, regulations, practices, court precedents, and non-discrimination guidelines; Meyers-Milias-Brown Act and related labor laws and collective bargaining regulations; CalPERS retirement, Workers' Compensation, and Unemployment Insurance laws and regulations; City benefits and retirement contracts; human resources administration practices and programs related to employment, classification, compensation, benefits, performance evaluation, research, training, employee relations, risk management, and retirement programs; project management practices; modern office practices and personnel record keeping procedures; effective customer service techniques; effective leadership and supervisory practices and techniques.

Ability to:

Plan, manage, and coordinate the activities of human resources programs, projects, and related services; select, assign, train, supervise, motivate, review and evaluate the work of employees; conduct human resources, financial, and administrative analyses and present reports and recommendations; communicate effectively, both orally and in writing; establish and maintain effective working relationships with applicants, City employees, staff, management, consultants, contractors, vendors, and other public and private representatives; maintain the confidentiality of sensitive personnel matters.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, the employee is constantly required to sit, and occasionally to stand and walk. The employee must be able to talk and hear. The employee must be able to use hands to finger, handle, feel or operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. The employee occasionally lifts and carries records and documents weighing more than 20 pounds.

Specific vision abilities required by this class include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret data; thoroughly analyze and solve problems; exercise sound judgment in the absence of specific guidelines; use math and mathematical reasoning; establish priorities and work on multiple assignments and projects concurrently; meet intense and changing deadlines given interruptions; interact appropriately with applicants, staff, management, City officials, consultants, vendors, public and private representatives, and others in the course of work; and investigate and resolve interpersonal conflicts.

WORK ENVIRONMENT

The employee constantly works in office conditions where the noise level is usually moderate, at or below 85 decibels. Occasional driving is required to attend meetings at various City facilities, training and meeting sites, and public and private events.

EDUCATION/TRAINING/EXPERIENCE

Bachelor's degree from an accredited four-year college or university in Human Resources, Public Administration, or a related field is required. Four years of professional and technical human resources experience is required, preferably supplemented by additional coursework or professional certification in human resources. Experience supervising, leading, or coordinating the work of others is highly desirable. **Relevant public sector Human Resources and Risk Management experience is highly desirable.**

LICENSES/CERTIFICATES/SPECIAL REQUIREMENTS

Valid Class C California driver license, acceptable driving record, and evidence of insurance are required.

APPLICANT INFORMATION/EXAM WEIGHT

Tentative Schedule (dates subject to change)
Oral Interviews: Tentatively scheduled for June 26, 2025

Applicants must submit a City application online through the Human Resources Department web page at www.buenapark.com/hr. Applications may be accompanied by a resume describing experience, education, and training in relation to the requirements of the position, however, resumes will not be accepted in lieu of a completed City employment application.

All applications will be reviewed and only those candidates determined to be **most qualified** on the basis of experience and education, as submitted, will be invited to participate in the selection process. The selection process may include but is not limited to an oral interview and/or written exams and oral presentations. Successful candidates will be placed on the employment eligible list from which hires may be made. An eligible list is valid for up to one year unless exhausted sooner.

The City of Buena Park is an Equal Opportunity employer and does not discriminate on the basis of race, color, creed, ancestry, national origin, gender, marital status, sexual orientation, religion, age, veteran status or disability.

Americans with Disabilities:

Applicants with disabilities who require special testing arrangements must contact Human Resources. If you have a disability for which you require an accommodation, please contact Human Resources at (714) 562-3515 no later than 5 business days before the test date.

Fingerprinting:

Applicants who are selected for hire are fingerprinted during the pre-placement processing period. All fingerprints will be processed with the Department of Justice to verify criminal records or absence thereof.

Physical Examination:

Employment offers are conditional based, upon the successful completion of a medical examination which may include drug and alcohol screening. Physicals are performed by the City's designated physician at the City's expense.

Employer

City of Buena Park

Address

6650 Beach Boulevard

Buena Park, California, 90621

Phone

714-562-3515

Website

<http://www.buenapark.com/HR>

Senior Human Resources Analyst Supplemental Questionnaire

***QUESTION 1**

To better evaluate your qualifications for this position, responses to this supplemental questionnaire are required. The information you provide will be used to determine your eligibility to continue in the selection process. An incomplete and inaccurate application may lead to disqualification. It is your responsibility to fill out the application thoroughly and accurately. Resumes will not be accepted instead of completing these questions. Please provide concise, descriptive, and detailed information when answering the questions. If you do not have experience, please write "NONE". NOTE: 'See resume', 'See above', or copy and paste of your resume are not considered qualifying responses and will not be considered when evaluating your qualifications.

- ☐ I acknowledge receipt of this information and understand the instructions.

***QUESTION 2**

What is your highest level of education completed?

- ☐ No Diploma
- ☐ High School or G.E.D.
- ☐ Some College - 59 units or less
- ☐ Some College - more than 60 units
- ☐ Associate's Degree
- ☐ Bachelor's Degree
- ☐ Master's Degree

***QUESTION 3**

Do you have a valid California class C driver's license, acceptable driving record, and evidence of insurance?

- ☐ Yes
- ☐ No

***QUESTION 4**

Please select any certifications you possess:

- ☐ Professional in Human Resources (PHR)
- ☐ Senior Professional in Human Resources (SPHR)
- ☐ IPMA Certified HR Professional (IPMA-CP)
- ☐ IPMA Senior Certified HR Professional (IPMA-CP)
- ☐ Society for HR Management Certified Professional (SHRM-CP)
- ☐ Society for HR Management Senior Certified Professional (SHRM-CP)
- ☐ CalPELRA Labor Relations Master Certification (CLRM)
- ☐ Associate in Risk Management (ARM)
- ☐ None of the above

***QUESTION 5**

How many years of increasingly responsible professional and technical Human Resources and/or Risk Management experience do you have?

- ☐ No experience
- ☐ Less than 1 year experience

- ☐ 1 year to less than 2 years experience
- ☐ 2 to less than 3 years experience
- ☐ 3 to less than 4 years experience
- ☐ 4 years or more

***QUESTION 6**

Please select the areas in which you have increasingly responsible professional and technical Human Resources experience:

- ☐ Benefits Administration
- ☐ Disability & Leave Management
- ☐ Affordable Care Act
- ☐ Retirement Benefit Administration (i.e. CalPERS)
- ☐ MOU Administration
- ☐ Classification and Specification
- ☐ Benefits Fair and Employee Wellness
- ☐ Recruitment and Selection
- ☐ Investigations
- ☐ Applicant Tracking Systems
- ☐ Cognos Reports
- ☐ Employee Relations
- ☐ Labor Relations
- ☐ HRIS/Payroll

***QUESTION 7**

Please describe your increasingly responsible and technical Human Resources experience, highlighting the areas selected in the previous question.

***QUESTION 8**

Please select the areas in which you have increasingly responsible and technical Risk Management experience:

- ☐ Contracts and Insurance Requirements
- ☐ General Liability Claims
- ☐ OSHA Reporting
- ☐ Safety and Compliance
- ☐ Training and Development
- ☐ Worker's Compensation

***QUESTION 9**

Please describe your increasingly responsible and technical Risk Management experience, highlighting the areas selected in the previous question.

***QUESTION 10**

Please select the programs in which you have experience using:

- ☐ NeoGov (Insight)
- ☐ NeoGov (Onboard)
- ☐ Central Square (HRIS)
- ☐ Trakstar (Performance Management)
- ☐ Target Solutions (Vector Solutions) (LMS)
- ☐ Cognos Reports
- ☐ My|CalPERS Navigation
- ☐ None of the above

***QUESTION 11**

Please check the selection(s) below in which you have full-time paid professional level Human Resources and Risk Management experience:

- ☐ City
- ☐ County
- ☐ State
- ☐ Federal
- ☐ School or Special District
- ☐ Private Sector
- ☐ None of the above

*** Required Question**