



# City of Bell

# SENIOR HUMAN RESOURCES ANALYST



## The Candidate

The City of Bell is looking for an individual with a desire for human connection and building professional relationships with City Staff to fill an important role in the City's Human Resources Office. If you are a seasoned HR professional with a passion for public service and possess the skills to drive strategic HR initiatives, we invite you to apply for the Senior Human Resources Analyst position.

**Learn more within.**

*Open until the position is filled, with the first review on Friday, January 12.*

## The Position

# SENIOR HUMAN RESOURCES ANALYST

### OUR COMMUNITY

The City of Bell is a warm and friendly community composed of young families, small businesses, small commercial corridors (Atlantic Avenue and Gage Avenue) and an industrial district located on the east bank of the Los Angeles River in southeast Los Angeles County. Bell is known as the key to industry, given it is located in the heart of the central Los Angeles industrial market.

Its convenient location and close proximity to transportation corridors including Interstate 5 (Santa Ana Freeway), Interstate 710 (Long Beach Freeway) and the Union Pacific Railroad make Bell an ideal venue for business interests. It is only minutes away from Downtown Los Angeles, as well as cultural and sports attractions including Dodger Stadium, Staples Center, and the Walt Disney Concert Hall. Bell is nestled between the San Gabriel Mountains and the port of Long Beach in the Los Angeles basin.

According to the 2020 US Census, the City boasts a population of 33,559 residents, a third of which is under the age of 18. Bell is a vibrant community proud of its ethnic diversity with immigrants from throughout Latin America and a growing Lebanese American immigrant community.

If you take a stroll through the City you will find beautiful parks filled with families, tree-lined streets, and lots of unique shops and businesses. Bell is quite proud of the clean and safe community and is a great place to live, work, and play.

### OUR ORGANIZATION

The City of Bell Administration, including its department heads and public employees, are under the direction of its City Manager, who reports directly to the five-member Bell City Council. The City Council appoints the City Manager; City Treasurer and the City Clerk. The City currently contracts for legal services. The City of Bell is a Charter City. The City's Charter defines the way the City governs and administers its municipal affairs. The City of Bell's Charter spells out the responsibilities of the City Council, the City Manager, as well as City Officers and Employees. In addition, the Charter details information about Personnel, Fiscal Administration, Elections and other important functions. For a city to be under the rule of a charter, its local electorate must approve the implementation of a charter by way of a vote. In 2005, the City of Bell held a special municipal election to establish Charter rule and replace the former General Law City rule. In 2015 the City's residents voted to amend the City Charter and to create a new Citizen Planning Commission.

### THE HUMAN RESOURCES OFFICE

The responsibility of the Human Resources Office is to provide guidance and support to our employees in an efficient, timely, and reliable manner. We accomplish this by utilizing our resources promoting fairness and by partnering with the City's departments to recruit, hire, compensate, and support a dedicated employee group to deliver quality services to the residents and visitors to the City of Bell.



## IDEAL CANDIDATE

The City of Bell is looking for an individual with a desire for human connection and building professional relationships with City Staff to fill an important role in the City's Human Resources Office. If you are a seasoned HR professional with a passion for public service and possess the skills to drive strategic HR initiatives, we invite you to apply for the Senior Human Resources Analyst position.

The ideal candidate will be organized and able to process sensitive information professionally. They will be communicative and accessible to all departments and City staff.

The ideal candidate will have a strong understanding of the internal administration for local governments and will be able to prepare presentations, reports and other documents for City Staff.

A stand out candidate will be personable and professional, with a want to learn and teach others.

### KEY ATTRIBUTES & CHARACTERISTICS

- 🔔 Team player
- 🔔 Professional
- 🔔 Accessible and a clear communicator
- 🔔 Active listener
- 🔔 Proficient spelling and grammar
- 🔔 Skilled at public speaking

## MINIMUM REQUIREMENTS

- 🔔 Equivalent to a Bachelor's Degree in Public Administration, Public Policy, Political Science or a related field from an accredited college or university.
- 🔔 One (1) year of increasingly responsible experience performing complex human resources and administrative duties.
- 🔔 Three (3) years of experience in providing professional-level administrative or operational support in a municipal, county or state agency is desirable.
- 🔔 Spanish speaking preferred

## SKILLS & KNOWLEDGE

- 🔔 Strong understanding of powerpoint, spreadsheets and other computer applications used for office work
- 🔔 Ability to process confidential information professionally
- 🔔 Knowledge of internal city government administrative work
- 🔔 Ability to process and collect data
- 🔔 Strong written and verbal communication skills
- 🔔 Knowledge on how to create plans and budgets for departments and internal projects
- 🔔 Understanding the need to create a safe work environment that includes all socio economic, cultural and ethnic backgrounds.



## Compensation & Benefits

The City has a comprehensive compensation program. The monthly base salary range for the Human Resources Analyst is **\$6,067.48 - \$7,375.06**/month depending on qualifications, with an excellent benefits package.

### BENEFITS INCLUDE:

- Retirement** — 2.7% @ 55 California Public Employees' Retirement System (CalPERS) retirement formula for "classic" employees; 2% @ 62 for non-classic employees.
- Medical** — The City participates in the CalPERS health benefits program and life insurance.
- Dental** — The City provides coverage through Delta Dental.
- Life Insurance** — The City provides a term life insurance policy for employees.
- Vision** — The City provides vision insurance through VSP for employees.
- Vacation** — Annual accrual 96 hrs (increases with years of service).
- Sick Leave** — 96 hrs annually.
- Holidays** — 13 days annually.

## How to Apply

**THIS APPLICATION MUST BE RECEIVED AT CITY HALL BY:**

**4:00 PM on Friday, January 12th, 2024.**

Completed applications can be emailed to [hr@cityofbell.org](mailto:hr@cityofbell.org) or mailed to Bell City Hall (6330 Pine Avenue, Bell, CA 90201) to Attn: Human Resources Offices. A completed City of Bell Application must be submitted by the deadline.

