

JOB DESCRIPTION – HUMAN RESOURCES ANALYST

The City of Bakersfield recently launched a Youth Jobs Program (hereafter known as ‘Program’) in partnership with the Kern Community Foundation and the CaliforniasForAll program. The Program aims to recruit hundreds of at-risk local youth to and place them in temporary paid positions that teach key skills and create meaningful career pathways. The youth will work for the City of Bakersfield or local nonprofit organizations focused on public service and regional prosperity.

JOB TITLE: Human Resources Analyst

JOB DATES: June 1, 2022 through October 30, 2026 (or completion of Program)

JOB SUMMARY: Under general supervision, supports the Program as assigned. The Analyst will perform a variety of responsible technical, administrative, and paraprofessional duties in support of human resources system and workflow implementation and projects. The temporary contract includes creation, execution, and reporting of human resources activities for 4 contracted Program staff and all participating youth. The Human Resources Analyst will process paperwork, onboard and off board staff and youth, and conduct periodic check-ins to ensure the program complies with all applicable local, state, and federal laws. This position is eligible for remote or hybrid work.

JOB SALARY RANGE: \$44-50,000 annually plus benefits. Benefits include group health care coverage and transportation reimbursement.

ESSENTIAL DUTIES:

- Executes human resources activities to support Program;
- Provides information regarding human resources programs, forms and processes to employees, contractors, youth, and the public;
- Documents business system processes and workflow to identify specific areas of necessary change and opportunities for improvement;
- Answers routine correspondence and questions relating to the human resources program;
- Assists with inquiries about benefits and processes leave of absence requests;
- Reviews, verifies, and processes documents; corrects errors and enters information into applicable information system;
- Conducts group and individual orientation sessions to inform employees of their benefits;
- Develops program materials including promotional flyers and user guides;
- Conducts basic research and surveys, collects and summarizes information, and prepares written reports and recommendations;
- Coordinates activities with other departments or external agencies as required;
- Provides support to end-users in the use of human resources system and assigned programs;
- Identifies and documents functional business system requirements and required business processes by collaborating with project team members;

MINIMUM QUALIFICATIONS:

Training and Experience

- Graduation from an accredited college or university with a degree in Human Resources, Public or Business Administration, or a related field;
- Three (3) years of experience in human resources; or
- An equivalent combination of training and experience which demonstrates the capabilities required in Job Summary.

Knowledge of

- Principles of organization and human resources management;
- Related computer applications including applicant tracking, word processing and spreadsheet software;
- Policies, procedures, ordinances and resolutions governing City human resource activities, conditions of employment and/or employee benefits;
- Basic research and statistical methods;
- Basic research, data gathering, and report writing methods and technique;
- Standard office practices and procedures, including filing and the operation of standard office equipment;
- Payroll and human resources record keeping principles and practices;
- Principles and practices of human capital management functional areas including: recruitment, applicant tracking, on-boarding, off-boarding, talent management, benefits enrollment, time and labor, absence and leave management, employee and manager self-service, and/or position control;
- Computer-based project management, data management, and analysis systems and principles.

Ability to

- Work professionally with eligible youth;
- Gather and translate data;
- Communicate effectively and write clear, concise reports;
- Develop and maintain effective working relationships;
- Maintain accurate records and files;
- Plan, organize and recommend programs and related activities;
- Establish and maintain a variety of personnel and related records requiring confidentiality and security;
- Perform complex and detailed processing work in a database system, including entering data with speed and accuracy, auditing work, and running routine reports;
- Apply and explain applicable codes and regulations;
- Effectively present information to individuals and groups.

TO APPLY: Please send a resume and cover letter to jobs@kernfoundation.org. Please place the position title in the subject line.