

HUMAN RESOURCES ANALYST II/III

POSITION SALARY RANGE \$72,519 - \$117,623

San Elijo Joint Power Authority is seeking a motivated, detail-oriented, analytical problem solver to execute HR responsibilities, to include record keeping, employee benefit coordination & administration, provide employee training, and execute processes in full cycle employment of SEJPA employees. The HR Analyst II or III coordinates and oversees aspects of the agency's health and safety programs, workers' compensation, and retirement program. Furthermore, the HR Analyst II or III will support the Director of Finance and Administration in carrying out the agency's mission and vision.

HOW TO APPLY:

www.sejpa.org/work-with-us

MINIMUM REQUIREMENTS:

- Bachelor's degree in human resources, public administration, or related field (or equivalent combination of education and experience).
- 3 years of recent HR experience with progressive leadership in administrative, personnel, safety and risk management.
- SHRM, PHR, or PSHRA certified preferred
- Public Sector/Government experience highly desired



EXAMPLES OF DUTIES:

- Administer HR programs to ensure compliance within applicable local, state and federal rules and regulations.
- Coordinate recruitment and hiring process and provide onboarding for new staff.
- Assist Director of Finance & Administration in policy administration and implementation.
- Provide employee resources and process employment updates and changes.

SAN ELIJO JOINT POWERS AUTHORITY

HUMAN RESOURCES ANALYST II/III

Department: Finance and Administration	Accountable to: Director of Finance and Administration	FLSA Status: Non-Exempt
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DESCRIPTION:

Reporting to the Director of Finance and Administration, the HR Analyst II is responsible for full-cycle human resources services including recruitment, onboarding, benefits administration, employee relations, and compliance. This role also coordinates workplace safety programs and workers' compensation. The ideal candidate thrives in a collaborative environment and can manage confidential matters with professionalism and discretion.

SUPERVISION EXERCISED:

Exercises no supervision over other employees.

ESSENTIAL JOB FUNCTIONS:

The duties below are intended only as illustrations of the various types of work that may be performed. The exact duties performed will depend on the needs of the organization.

Key Responsibilities

Recruitment & Onboarding

- Lead the end-to-end recruitment process, from posting to onboarding.
- Coordinate new hire orientation, benefits enrollment, and pre-employment screenings.

Benefits & Compliance

- Administer employee benefits including CalPERS, health, dental, vision, life, and disability plans.
- Ensure legal compliance with FLSA, ADA, CFRA, OSHA, and other regulations.
- Track and manage employee leaves and workers' compensation cases.

Performance & Employee Relations

- Facilitate performance review processes.

- Support our employees through the full-cycle offboarding process..
- Support investigations and employee relations initiatives as needed.

Organizational Strategy

- Support culture-building and employee engagement efforts by helping to plan and coordinate programs that align with the organization's values and goals.
- Work closely with HR and other departments to support initiatives that strengthen workplace culture, improve communication, and enhance the employee experience.
- Help gather and share information about how employees are doing and feeling at work, to support decision-making and drive positive change across the organization.
- Assist in identifying learning and development needs across teams and support the creation or coordination of training opportunities that promote growth and align with strategic priorities.

Other Duties

- Maintain accurate and confidential personnel records (digital and paper).
- Assist with surveys, certification tracking, and special projects.
- Other tasks or duties, as assigned.

SPECIFIC TYPES OF KNOWLEDGE, SKILLS AND PHYSICAL ABILITIES REQUIRED FOR THESE ESSENTIAL JOB FUNCTIONS:

- Solid understanding of California labor laws and public sector HR practices. Ability to manage highly sensitive information related to employment actions, legal matters, and organizational compliance.
- Proficient in HRIS systems and Microsoft Office tools, especially Excel and Teams; experience with Paychex preferred.
- Strong interpersonal skills with the ability to navigate sensitive HR matters with discretion.
- Ability to work well under pressure and clearly organize work to deliver high-quality products within established deadlines in a rapidly changing environment.
- Exceptional written and oral communication skills, including the ability to establish cooperative relations with diverse personnel both within and outside the organization.

POSITION REQUIREMENTS:

Any combination equivalent to experience and education that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

EDUCATION REQUIREMENTS:

- Bachelor's degree in human resources, public administration, or related field (or equivalent combination of education and experience).
- Professional certification (e.g., SHRM-CP, PHR) is a plus.

EXPERIENCE REQUIREMENTS:

- At least 3 years of progressive HR experience; public sector and safety program experience preferred.
- Experience working with Paychex preferred.
- Public sector experience is highly desired.

LICENSE/CERTIFICATION REQUIREMENTS:

- Possession of a valid California Class C Driver's License and insured in accordance with at least minimum coverage and liability standards established by the State of California. Failure to maintain a valid Driver's License, liability insurance, and the ability to be insured under the SEJPA's automobile insurance carrier constitutes possible cause for termination. *Failure to maintain a valid CA Drive License constitutes possible cause for termination.*

QUALIFICATIONS:

Ability to pass SEJPA's pre-employment physical examinations; and the ability to read, write, speak, and comprehend English.

PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS:

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

The employee is regularly required to walk, talk or hear by telephone and in person; smell; use hands and fingers to handle, feel or operate objects, tools, or controls; reach and lift with hands or arms.

Specific vision abilities required by this job include close vision, distance vision, the ability to distinguish colors and shapes, depth perception, and the ability to adjust focus that enables candidate to perceive and accurately read and interpret written letters, words and objects.

Ability to sit, stand, walk, stoop, reach, bend, climb, push, pull and lift 50 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, electrical hazards, toxic substances, foul odors, wastewater, sludge, effluents, bacteria, viruses, and traffic hazards; and ability to travel to different sites and locations. Reasonable accommodations will be made in accordance with ADA regulations.

Work Environment:

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal working conditions for this position are in both an office and field setting. Business travel may be required periodically between sites, governmental agencies, consultants' facilities, and other locations as required.

While performing the duties of this job, the employee may be exposed to moving mechanical parts and fumes. The employee may occasionally be exposed to wet and/or humid conditions and outside weather conditions and may be exposed to moderate noise.

RIGHT TO WORK REQUIREMENT:

Documentation of eligibility to work in the United States will be required as a condition of employment.

To perform this job successfully, the employee must be able to perform each essential duty satisfactorily. To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the SEJPA will make a good faith effort to provide reasonable accommodations for the known physical or mental limitations of an otherwise qualified employee with a disability, unless undue hardship would result to the SEJPA. To request such an accommodation, please refer to the SEJPA employee handbook.

The list of essential job duties contained in this job description is not exhaustive, and may be supplemented as necessary. This position performs other related duties as assigned that may become essential to the position.

The San Elijo Joint Powers Authority does not discriminate against any applicant for employment on the basis of race, religious creed (which includes religious dress and grooming practices), color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related conditions), gender, gender identity, gender expression, age, sexual orientation, military or veteran status, or any other consideration made unlawful by federal, state or local laws, ordinances, or regulations.

HOW TO APPLY:

Please visit <https://www.sejpa.org/work-with-us/human-resources> where you can view the position flyer. Please submit a cover letter and current resumé to Abigail Schlenk, Management Analyst I, at schlenka@sejpa.org.