

We're Hiring!

HUMAN RESOURCES ANALYST II

HOW TO APPLY:

VISIT: www.sejpa.org/work-with-us

SEND: Cover letter and resume
to Kevin Lang at langk@sejpa.org

POSITION SALARY RANGE \$72,519 - \$103,599* (BEGINNING JULY 1, 2025)

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 coordinates and oversees aspects of the agency's health and safety programs, workers' compensation, and retirement program. Furthermore, the HR Analyst II will support the Director of Finance and Administration in carrying out the agency's mission and vision.

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 and Administration in policy administration and implementation.
- Provide employee resources and process employment updates and changes.