



Housing Authority of the County of Alameda

Human Resources Department

Position:	Human Resources Analyst	Classification #:	3681M
Salary:	\$7,653.00 - \$11,364.00 Monthly \$91,832.00 - \$136,371.00 Annually	Location:	Hayward, California
Job Type:	Regular Full-Time	Department:	Human Resources
Opening Date:	11/14/2024	Closing Date:	12/13/2024 11:59 PM Pacific

ABOUT HACA:

The Housing Authority of the County of Alameda (HACA) offers several programs funded by the U.S. Department of Housing and Urban Development (HUD) to assist low-income families, seniors, people with disabilities, and others in various parts of Alameda County. HACA's goal is to provide affordable housing, rental assistance, and associated services to individuals with low-, very low-, and extremely low incomes. This includes elderly individuals and those with documented disabilities, assisting them in achieving as much independence as possible within their means.

ABOUT THE POSITION:

DEFINITION/PURPOSE:

Under the supervision of the Human Resources Manager, the Human Resources Analyst (HRA) applies professional level human resources skills and analysis in employment, classification, recruitment, onboarding, offboarding, compensation, benefit administration, employee relations, risk management and other related areas.

DISTINGUISHING FEATURES:

The HRA is a professional level management support classification. This classification is in the Human Resources department and is responsible for performing a variety of technical assignments that focus on the human resources administrative lifecycle of Authority employees.

This classification is distinguished from clerical classifications in that the latter perform clerical, receptionist, and/or other administrative support duties, whereas this classification performs more difficult and complex duties that require a significant depth of knowledge concerning human resources activities.

SUPERVISION RECEIVED AND EXERCISED:

The HRA receives direction from the Human Resources Manager, who serves as the Authority's Personnel Officer.

ESSENTIAL JOB FUNCTIONS:

- Assists with the collection of data for classification reviews on a class-wide or case-by-case basis
- Assists in the administration and maintenance of the Authority's classification plan
- Conducts compensation studies and benefit surveys and analyses.
- Assists employees, staff, and managers on the application and interpretation of personnel policies, practices, rules, benefit programs, and memoranda of understanding.
- Performs research and analysis and assists in preparing reports on a variety of human resource and risk management matters.
- Coordinates the onboarding process: schedule and/or coordinate pre-employment physical, Livescan fingerprinting, and other required screening; request and coordinate the setup of information technology equipment; prepare employee identification; conduct new employee orientation.
- Prepares and maintains employee files, including payroll and benefit changes and tracking employment and leave history.
- Assists in employee benefits and programs: enters new hire, qualifying event, and open enrollment changes; terminates enrollment; prepares retirement separation and COBRA forms; serves as contact to the County of Alameda and other benefit providers.
- Examines human resources and risk management processes and procedures and assists in developing, coordinating, and providing training.
- Assists in the evaluation, development and implementation of Personnel policies and procedures.

ABOUT THE POSITION (Continued):

- Processes workers' compensation claims. Corresponds with claims adjusters. Monitors and applies the processes and procedures in the Authority Injury and Illness Prevention Program.
- Responds to Unemployment Insurance claims.
- Review federal, state, and local laws and rules to ensure HACA Human Resource and Risk Management programs are in compliance.
- Maintain strict confidentiality of organizational, employee, and labor relations information, correspondence, materials, and documents.
- Prepares reports and correspondence.
- Uses a personal computer to generate reports and information.
- Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

- **Knowledge of:**
 - Principles and practices of public personnel administration, labor relations, and risk management.
 - Practices and methods of employment recruiting, testing, classification, salary surveys, equal employment opportunity, and workers' compensation programs.
 - Practices and methods of public sector labor relations.
 - Employee benefit programs.
 - Applicable Federal, state, and local laws and regulations applying to human resources in the public sector.
 - Job analysis methods and techniques.
 - CAL/OSHA and Injury and Illness Prevention Programs.
 - Computer software applications for word processing data analysis, and report preparation.
 - Report, correspondence, and public information writing techniques.
 - Public relations and customer service techniques.
 - Principles and practices of human resources and/or benefits administration.
 - Federal, state, and local legislation involving human resources functions.
 - Proper business English, including the meaning of words, rules of composition, and grammar.
 - Modern office practices and procedures, including filing and the operations of standard office equipment and computer hardware and software.
 - Techniques and practices of research methodology, data collection, and preliminary analysis.
- **Ability to:**
 - Collect, analyze, and interpret data, including classification, compensation, and benefits information.
 - Compile relevant employment tests based on job descriptions.
 - Develop clear, concise, and informative written reports
 - Interpret and apply established policies and procedures, rules, regulations, and Memoranda of Understanding.
 - Use a personal computer, related software, and dedicated computer systems.
 - Perform a variety of administrative duties simultaneously with minimal supervision.
 - Establish and maintain accurate records.
 - Establish and maintain effective working relationships with internal and external customers and clients.
 - Exercise judgment and tact.
 - Demonstrate interpersonal sensitivity.
 - Communicate effectively, both orally and in writing.
 - Analyze and problem-solve.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that an employee must meet to perform the essential functions of this job successfully.

While performing the duties of this job, mobility within and outside the workplace is required, including the ability to drive an automobile. Manual dexterity is required to operate a computer. Good eyesight is required to read and write. Good hearing and speech are necessary in order to communicate with the general public, co-workers, agency clients, the general public, and officials contacted in the ordinary course of work. Regular attendance is required. Must be able to handle stressful situations.

MINIMUM QUALIFICATIONS:

EXPERIENCE:

Any combination of education and experience that would likely provide the required knowledge and abilities qualifies. A typical way to obtain the knowledge and skills would be:

Possess a Bachelor's degree from an accredited college or university in public administration, business administration, psychology, human resources management, or a related field.

AND

Three (3) years of full-time experience providing varied administrative support in a human resources department.

LICENSE:

- Possession of a California Driver's License and a driving record acceptable to the Housing Authority's insurance carrier.

DESIRABLE QUALIFICATIONS:

Ideal Candidate

The ideal candidate will have solid experience and proficiency in:

Knowledge:

- Public personnel administration, labor relations, risk management, and employee benefit programs.
- Recruitment, testing, classification, and workers' compensation.
- Federal, state, and local human resources laws and regulations.
- Job analysis methods and compensation studies.

Skills:

- Microsoft Office 365 suite of programs (Excel, Outlook, Teams, and Word)
- Management of Automatic Data Processing (ADP) Personnel/Benefits entries.
- Ability to collect, analyze, and interpret data effectively.
- Proficiency in creating clear and informative reports.
- Ability to understand and apply personnel policies and regulations.
- Excellent oral and written communication abilities, especially in public relations and customer service.
- Strong ability to build relationships with stakeholders and demonstrate sensitivity.

Abilities:

- Ability to manage multiple tasks simultaneously with minimal supervision.
- Maintain accurate records and data.
- Skill in identifying issues and developing practical solutions.
- Capable of handling the job's physical demands related to handling numerous personnel files.

Attributes:

- Commitment to maintaining the confidentiality of sensitive information.
- Ability to exercise sound judgment and tact in various situations.
- Capability to remain composed under pressure.

BENEFITS

HACA offers a comprehensive and competitive benefits package that affords wide-ranging healthcare options to meet the different needs of a diverse workforce and their families. We also sponsor many different employee discounts and fitness and health screening programs focused on overall well-being. These benefits include but are not limited to:

For your Health & Well-Being:

- Medical: Choice of plans offered by Kaiser or United Healthcare for employees and dependents. HACA pays 90% of premiums for Kaiser plans. Employees with medical coverage through another source may opt out of HACA's medical coverage and receive a stipend.
- Dental: Employees and dependents have a choice of Delta Dental (PPO) or Delta Care (HMO). HACA pays 100% of the premium.
- Vision: HACA pays 100% of employees' premiums. Employees pay for dependent coverage.
- Flexible spending account: Employees can elect an annual amount up to \$3,050 on a pre-tax basis for eligible medical expenses and up to \$5,000 for eligible dependent care expenses.
- Employee Assistance Program: 100% HACA paid.

For your Health & Well-Being (continued):

- Life Insurance: Group term life insurance with premium paid by HACA. Employees are eligible after 6 months of employment.
- Management Flexible Benefit: Up to \$2300 per calendar year in either taxable or non-taxable reimbursements for eligible purchases.
- Short-Term Disability Insurance
- Long-Term Disability Insurance
- Voluntary Benefits - Accident Insurance, Critical Illness, Hospital Indemnity and Legal Services

For your Financial Future (Reciprocity ability):

- Alameda County Employees' Retirement System (ACERA): New members participate in Tier IV with a benefit of 2.5% @ 67. Employees contribute approximately 9.30%.
- HACA employees participate in the Social Security system.
- Voluntary Deferred Compensation Plan (457 Retirement Savings Plan)

For your Work/Life Balance:

- Vacation: Accrues at varying rates for full-time employees. The beginning accrual rate is 120 hours per year for the first three years, increasing with tenure. Employees may also sell accrued vacation each fiscal year and purchase vacation if eligibility requirements are met.
- Holidays: 14 paid holidays per calendar year. HACA also provides up to 5 floating holidays per fiscal year.
- Sick Leave: Accrued at the rate of 104 hours per year.
- Kin Care Leave: Up to 60 hours of accrued sick leave may be used for the care of eligible family members per calendar year.
- Catastrophic Sick Leave
- Credit Union - HACA employees are eligible to join a Credit Union.

Work Week:

- 9/80 Work Schedule and Flexible Working Hours: HACA offices are closed every other Friday. In order to work 80 hours in each pay period, management employees are scheduled for 8.9 hours per day. Management employees have some ability to flexibly schedule their 8.9 hours/80 Work Week.

BACKGROUND CHECK & PRE-EMPLOYMENT PHYSICAL:

Background Check:

As part of the application process, we may conduct an investigation into an applicant's employment history and contact their references. If the results of this investigation raise concerns, it may lead to disqualification from consideration for the position. Additionally, we will also take fingerprints for a criminal history review. A past conviction will be carefully considered on a case-by-case basis, considering its relevance to the job in question. While a conviction may result in the termination of eligibility for employment, it will not necessarily disqualify an applicant from consideration. Ultimately, the Personnel Committee or Executive Director will make the final decision.

Pre-Employment Physical:

It is a requirement for all newly hired individuals to undergo a pre-employment medical examination, with employment offers being contingent on successfully passing the examination. HACA retains the right to disqualify candidates based on the report provided by the examining physician.

HOW TO APPLY & TENTATIVE SELECTION PLAN:

How to Apply:

- 1. Application materials are available on the HACA website at: <https://www.haca.net/employment/job-listings/>
- 2. Applications must be submitted by 11:59 p.m. on Friday, December 13th, 2024, unless extended.

Application:

All the following documentation is **REQUIRED**, and the application packet **MUST** be submitted for the applicant to receive full consideration. All applicants must submit an application packet consisting of:

- 1. Compelling cover letter explaining interest and qualifications; and,
- 2. Resume; and,
- 3. Completed HACA employment application; and,
- 4. HACA supplemental questionnaire.

Applicants may submit their application packet using one of the following methods:

- 1. Email your application packet to: jobs@haca.net
- 2. Mail your application packet to: (Postmark **MUST** before 11:59 pm on Friday, December 13th, 2024)

HACA / Attn: Mildred Otis, Human Resources Manager
22941 Atherton Street
Hayward, CA 94541

Tentative Selection Plan:

Applicants will be informed via email with reasonable notice in advance of any examination process which will require their attendance. The following dates are tentative and subject to change based on the needs of HACA:

Deadline for Filing:	11:59 p.m. on Friday, December 13th, 2024
Review for Minimum Qualifications:	Week of December 16th, 2024
Written Exam/Panel Interviews (in person):	Week of January 6th, 2025
Second Interviews (in person)	Week of January 20th, 2025
Selection and Offer:	Week of January 27th, 2025
Anticipated Start Date:	Monday, February 17th, 2025

WE RESERVE THE RIGHT TO MAKE CHANGES TO THE ANNOUNCED RECRUITMENT & SELECTION PLAN

HACA’s Human Resource Department will make reasonable efforts in the examination and/or selection process to accommodate qualified individuals with disabilities and/or medical conditions in accordance/compliance with the State Fair Employment and Housing Act (FEHA), Federal Americans with Disabilities Act (ADA) HACA’s Reasonable Accommodation Policy and applicable statutes.

To request accommodation due to a disability/medical condition during this or other phases of the examination/selection process, please contact the Human Resources Representative listed on the job announcement before the last date of filing. HACA requires applicants to provide supporting documentation to substantiate a request for reasonable accommodation. In order to qualify for reasonable accommodation, applicants must have a disability/medical condition pursuant to the ADA, FEHA, and applicable statutes. For more information regarding our Reasonable Accommodation procedures, please visit our website, <https://www.haca.net/participants/reasonable-accomodations/>

EQUAL EMPLOYMENT OPPORTUNITY:

HACA has a diverse workforce that is representative of the communities we serve and is proud to be an equal-opportunity employer. All aspects of employment are based on merit, competence, performance, and business need. HACA does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factors protected under federal, state and local law. HACA celebrates diversity and is committed to creating an inclusive and welcoming workplace environment.

EXAMINATION:

Applications and other required related documents must be filed within the official period advertised for each examination. Applicants are responsible for the truth of all statements made in their applications and other related documents. False statements are grounds for rejection of an application or discharge from HACA employment in accordance with applicable HACA Personnel Rules.

The examination aims to assess the applicant's proficiency and expertise in various areas relevant to the position and will consist of the following steps:

1. Screening of all applications to identify those applicants who meet the announced minimum qualifications for acceptance into the exam.
2. Review of applications of those candidates who meet the minimum qualifications for selection of those best qualified to continue in the exam process.
3. A job-related in-person interview and an in-person written exercise.

THE SUPPLMENTAL QUESTIONNAIRE FOLLOWS ON THE NEXT PAGE.

SUPPLEMENTAL QUESTIONNAIRE:

The HACA employment application and supplemental questionnaire can be downloaded from HACA's website at www.haca.net. If you have any questions, please email the HR department at jobs@haca.net. HACA will make reasonable efforts in the examination process to accommodate disabled applicants. If you have special needs, please email jobs@haca.net.

HUMAN RESOURCES ANALYST SUPPLEMENTAL QUESTIONNAIRE

The purpose of this questionnaire is to provide candidates with the opportunity to elaborate on their qualifications and experience in specific job-related areas. Your written questionnaire responses and application will be reviewed and rated. Candidates who meet the minimum requirements and are the best qualified for the position will continue in the exam process.

DIRECTIONS:

It is critical that you respond to this Supplemental Questionnaire completely; however, please limit your responses to one page for each question. Indicate your name on each page of your response.

Please be advised that although you may possess the minimum qualifications requirements for this exam, you are not guaranteed advancement in the selection process.

Return your completed application and supplemental questionnaire immediately, as the exam may close at any time period. Applications submitted without a completed supplemental questionnaire will not be considered.

1. What experience do you have with the recruitment process? How have you contributed to attracting and retaining talent in previous roles?
2. Can you share an example of how you assisted in managing an employee complaint or investigation? What was your role in the process, and what did you learn from it?
3. In your view, what are the essential elements of an effective onboarding program? How have you helped ensure that new hires have a smooth transition?
4. How do you handle the management and confidentiality of personnel files in your HR support role? Can you provide an example of how you maintained confidentiality in a specific situation?
5. What approaches do you use to help train staff on new HR processes or policies? Can you describe a training initiative you supported and its outcome?