Salary Range: $5490 - $6673 monthly base salary. Initial placement within the salary range may be based on years of previous experience and education.

Additional Pay: $1200/month for employee and dependents' medical insurance under the Public Employees Retirement System Health Care Program (including mental health coverage under Managed Health Network), deferred compensation or additional salary.

Retirement: 2% at 55 years of age formula with the Public Employees' Retirement System (PERS), single highest earning year, coordinated with Social Security and Medicare. City provided retiree medical insurance contribution after a minimum of five full-time years of service with the City of El Segundo.

Flex Plan: Section 125 Plan, allows for payment of employee paid insurance, medical treatment, and dependent care expenses with pre-tax dollars.

Deferred Compensation: City provides up to 5% matching amount of employee's total pay into 401(a).

Optical/Dental: Fully paid for employee and dependents.

Long Term Disability: Fully paid long term disability insurance policy which allows continuance of 75% of the first $12,000 of the employee's monthly salary.

Life Insurance: $50,000 term life policy provided by City; employee may purchase additional self and dependent coverage at group rates.

Holidays: 12 fixed paid holidays and 8 hours of prorated floating holiday leave pay per year.

Paid Vacation: 96 hrs/year 1-5 yrs service; 120 hrs/year 6-10 yrs service; 144 hrs/yr 11-14 yrs service; 200 hrs/year after 14 yrs service. Available for use after 6 months of service. Annual "cash conversion" option. After attaining the top step in the salary range, accrual is based on total service time in a PERS or comparable public agency.

Paid Sick: 8 hours per month plus partial payment for accrual over 1056 hours and percentage of unused leave paid upon retirement or separation.

Executive Leave: 56 hours of prorated executive leave per calendar year.

Exceptional Leave: City Manager may recognize outstanding performance with up to 8 days of leave per year. Leave may be taken as time off or cashed in.

Work Schedule: 4/10 work schedule with every Friday off.

Tuition Reimbursement: Up to $2000 per year.

Other Benefits: Credit Union, Deferred Compensation Program, PERS Home Loan Program, direct payroll deposit, up to $4,000 interest free Computer Loan Program, voluntary Catastrophic Leave and mandatory Employee Assistance Program participation.

Provisions of this bulletin do not constitute nor guarantee an expressed or implied contract for employment, and it may be revoked or modified without notice.
Evaluating, selecting, developing, motivating and applying new and creative strategies to improve employee performance and productivity.

Involves organizing and managing city programs and services, developing and implementing policies and procedures, and coordinating activities among city departments.

Provides administrative and clerical support to other city departments.

Knowledge and Other Characteristics:

- Knowledge of computer applications in Microsoft Office, including basic and advanced features.
- Knowledge of Microsoft Word and Excel.
- Knowledge of basic computer hardware and software.
- Basic knowledge of Microsoft Access.
- Basic knowledge of Microsoft Excel.
- Basic knowledge of Microsoft Word.
- Basic knowledge of Microsoft Outlook.
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support staff; Skill developing and delivering professional and technical training; Skill in the use of personal computers and office/financial related software in a Windows-based operating environment; Skill working under pressure, handling significant problems and tasks that arise simultaneously and/or unexpectedly.

**Qualifications:**
A Bachelor's degree in Business Administration, Public Administration or a closely related field, and three (3) years of increasingly responsible administrative/management experience, including one (1) year of supervisory experience; or an equivalent combination of education and experience.

**Vacancy:**
The current vacancy is located in the Human Resources Department. Human resources experience in areas including but not limited to: labor and employee relations, recruitment and selection, and benefits/leave administration in a public sector agency is highly desirable.

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**APPLICATION AND SELECTION**

Applicants must submit a completed City employment application (along with a professional resume) and supplemental questionnaire to the City of El Segundo, Human Resources Department, 350 Main Street, El Segundo, CA 90245. The final filing date is Thursday, January 27, 2011, 6:00 p.m. NOTE: Applications received via facsimile or e-mail will not be accepted. Applications may be obtained through the 24-Hour Job Hotline at (310) 524-2378 or from our website at www.elsegundo.org.

All properly submitted applications and questionnaires will be reviewed and only those best meeting the needs of the Department will be invited to the interview. The testing process will consist of a structured, technical oral interview weighted 100%. Passing candidates are placed on an eligibility list which is normally valid for one (1) year. The list may be extended to fill subsequent vacancys. A loyalty oath is also required. All employment offers are conditional pending results of a city-paid, pre-employment medical exam, background and reference checks, and Department of Justice, Live Scan fingerprinting.

**Mandatory Furloughs/Concessions:** During Fiscal Year 2010/2011, members of the management/confidential employee group agreed to concessions in the form of furloughs and suspension of the City's 401(a) match. The City will make a final determination as to the precise furlough-funded salary concessions by January 15, 2011.

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**EMPLOYEES MUST SUCCESSFULLY COMPLETE A ONE YEAR PROBATIONARY PERIOD IN ORDER TO OBTAIN PERMANENT STATUS AS A SENIOR MANAGEMENT ANALYST.**

In compliance with the Immigration Reform and Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation.

The Human Resources Department will attempt to provide special testing arrangements for persons with legally recognized disabilities. If you feel you have a need for special testing arrangements you must notify the department at the time you submit your employment application.

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**Posted: December 28, 2010**
This supplemental application is offered to provide you with an opportunity to fully and clearly explain your background and qualifications for the position of Senior Management Analyst (Human Resources). This information will aide us in evaluating your experience as it relates to this position and identify the most qualified candidates that will be invited to the interview. In order to proceed in this examination, this supplemental questionnaire must be attached to the City application and received by the filing deadline.

Please respond to each of the following questions, describing only your relevant experience. Attach all pages to your City application and sign the Certification of Candidate located at the bottom of this page.

1. Describe your experience in planning, developing, and/or administering Human Resources programs and activities in the following areas (limit your description for each area to one page):
   A. Recruitment and Selection - Specify the agency in which you gained this experience and your payroll title.
   B. Labor and Employee Relations - Specify the agency, your role, and the employee groups involved.
   C. Benefits/Leave Administration (to include Return-to-Work)

2. Describe your experience conducting personnel investigations. Explain your role in the investigatory process and the nature of the investigations (Response should be no more than one page).

3. Briefly summarize your experience which would indicate your ability to exercise good interpersonal skills that foster effective working relationships with various levels of staff.

4. Describe your experience which demonstrates your leadership skills and your ability to plan, assign, supervise, and evaluate the work of subordinate staff. (Response should be no more than one page).

5. Briefly list your experience and familiarity with online application programs.

Certification of Candidate

I certify that the information I have provided is true and accurate to the best of my knowledge. I understand that this information is subject to verification with my former employers, and that misrepresentation may cause me to forfeit all opportunities to be considered for employment with the City of El Segundo.

SIGNATURE ___________________________ DATE ________

Dec 2019