
CITY OF WEST HOLLYWOOD

Human Resources Analyst

Human Resources Division

\$8,198 – \$10,475 Monthly—Plus Excellent Benefits

The City of West Hollywood is like no other city in the world. The City has a strong progressive voice and a rich history of community activism and involvement. Located in the heart of metropolitan Los Angeles, the City of West Hollywood was incorporated in 1984. At only 1.9 square miles, West Hollywood is a robust economic and cultural center instilled with idealism, innovation, and civic pride. The City of West Hollywood offers an engaging and positive workplace setting that embraces people from diverse backgrounds and encourages creativity.

THE DIVISION

Human Resources provides services, guidance and support to City employees and departments in order to recruit, develop and retain a diverse, skilled, and professional work force. The Division's overall focuses are the recruitment and selection of employees; benefits administration; position classification and employee compensation; the administration of personnel laws and policies; and promoting the development of employees, including strong customer service, through motivational programs and training opportunities.

THE IDEAL CANDIDATE

City of West Hollywood is announcing an exciting opportunity for a skilled human resources professional to join our Human Resources team! We are looking for an individual who demonstrates current professional experience with a variety of functional areas, including but not limited to: labor relations including the negotiation processes, investigating grievances or complaints, benefits administration, as well as classification and compensation. Experience working in a fast paced and high volume work environment is highly preferred.

Reporting to the Human Resources Supervisor, the individual will possess a strong commitment to public service, the ability to exercise considerable judgment and discretion, the ability to maintain confidentiality, strong communication and interpersonal skills, high integrity, with a strong commitment to providing excellent customer service to internal and external customers. The incumbent selected as a result of this recruitment will be an analytical and strategic thinker who engages staff and management to anticipate and plan for current and future human resources needs.

MINIMUM QUALIFICATIONS REQUIRED

Bachelor's degree from an accredited four-year college or university in a related field; **and**,
Three to four years of progressively responsible experience; **or**,
Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Deadline to submit online applications:

Friday, April 19, 2019 at 5:00 pm PDT



Applicants must submit a completed online City job application and supplemental questions by the filing deadline. To apply and view additional job information please visit www.weho.org/community/employment. The City of West Hollywood is an equal opportunity employer. The City provides equal employment opportunities (EEO) and prohibits harassment and discrimination in employment because of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, mental and physical disability, medical condition, genetic information, military and veteran status, age and pregnancy. If you have questions or need special accommodations with the recruitment process please contact: Cienna Leung at (323) 848-6365 or cleung@weho.org.