



CITY OF VISALIA

Career Opportunity

Experience Visalia: Enhance Your Life

MANAGEMENT ANALYST HUMAN RESOURCES & RISK MANAGEMENT

\$7,392 - \$9,293* monthly

**2.5% increase proposed effective July 2023*

Deadline: Thursday, June 1, 2023



APPLY:

WWW.VISALIA.CITY/CAREERS

The Division

The City of Visalia's Human Resources and Risk Management Division oversees the functions of human resources, payroll, risk management, insurance, workers compensation, and safety. The dedicated staff of ten work collaboratively and continually strive to provide exceptional service to the public and City staff of 700 full-time employees.

The City

Located in Central California, the City of Visalia has a population of 140,000, and offers a small town feel with big city amenities. Visalia has some of the most affordable housing in California, typical commute times under 20 minutes, and offers abundant recreational opportunities.

MANAGEMENT ANALYST HR/RISK

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The Opportunity

The position functions as a professional-level resource for the organization, providing technical direction, advice, and support in all aspects of division operations. Program areas include:

- Recruitment and selection
- Class and compensation
- Labor relations and employee relations
- Risk management and workers compensation
- Benefits administration

As part of the division's leadership team, the Management Analyst independently oversees programs and activities; evaluates procedures to ensure efficient operations; develops and implements policies and procedures; analyzes and interprets MOUs, policies, and laws; performs complex assignments and serves in a lead capacity.

Upcoming challenges facing the division relate to improving recruitment and retention, enhancing employee engagement, implementing new technology, workers compensation and employee benefits, safety operations and regulatory changes.

Experience Visalia: Enhance Your Life

The City of Visalia is comprised of a diverse group of people who believe in a philosophy of public service built on a foundation of shared values. We are a team committed to being responsive to citizens and providing quality services through integrity, teamwork, professionalism, and innovation. We are people who work together to reach our goals by maximizing individual growth and focusing on results.

The Ideal Candidate

Significant professional level human resources and/or risk management experience is essential, preferably in a public sector setting, and a bachelor's degree in a related field is highly desirable. Along with technical expertise, the ideal candidate will be a self-directed, strong relationship builder with excellent communication skills, customer focused, creative, analytical, organized, tech savvy, and results driven. Effectively managing and prioritizing multiple projects and deadlines as well as possessing good judgment in making thoughtful decisions is critical.

What We Offer

Benefits

- CalPERS Retirement program
- Health, Dental, and Vision Insurance
- Flexible work schedule available

Wellness & Engagement Culture

- Onsite City Health & Wellness Clinic
- Paid Holidays, Vacation and Sick Leave
- Employee Appreciation days/events

Support for Continuous Learning

- Tuition Reimbursement
- Continuous training opportunities

Questions

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The City of Visalia is an Equal Opportunity Employer