



**SOUTHGATE**  
RECREATION & PARK DISTRICT

# HUMAN RESOURCES ANALYST

SOUTHGATE RECREATION & PARK DISTRICT





## ABOUT SOUTHGATE RECREATION & PARK DISTRICT

**S**outhgate Recreation & Park District is an independent special district established in 1956 to serve the residents of South Sacramento. The District is governed by an elected five-member Board of Directors. The District encompasses a 52-square mile area of unincorporated South Sacramento County. In this area, the District currently maintains 47 parks, 6 community centers, 2 aquatic facilities, a golf course, and numerous landscape corridors and nature preserves. The District's primary goal and public charge is to provide recreation and park services to the 125,000 residents it serves.

Over the next twenty years, the District expects to add approximately 500 acres of park land and green space as new subdivision developments occur. With a strong tradition of parks, programs, and partnerships, the District will continue to serve the park and recreation needs of the socially, economically, and culturally diverse community.

## CURRENT DISTRICT PROJECTS

**F**or over sixty years, the Southgate Recreation & Park District has been acquiring and developing parks and recreational facilities. These projects are key in creating places for the community to partake in recreational activities. The District is responsible for long and short-term planning functions as they relate to special planning area projects. The District is currently working on the new Pat O'Brien Community Center, Aquatic Center, and District Support Facility, which is scheduled to open its doors in 2019. The 12,900 sq. ft. Pat O'Brien Community Center will offer a gymnasium/multipurpose room, meeting rooms, event patio, and kitchen. The Aquatic Center will have an activity pool, a competition pool, a sprayground, locker rooms, and a snack bar. In addition, there are two parks currently under construction, and additional parks and facilities in the planning and design phase.

### *Mission*

*A commitment to provide positive recreational opportunities, safe and attractive parks and open spaces, resulting in a healthier community.*

## POSITION SUMMARY

**S**outhgate Recreation & Park District is seeking a talented professional to fill the role of their Human Resources Analyst. The Human Resources Analyst will report to the Administration Manager, and is responsible for recruiting, hiring, payroll processing, confidential personnel records management, and other human resource services for the District. As a key member of the team, the incumbent in this position will be responsible for administering personnel policies, and ensuring that appropriate hiring, training, personnel development, evaluation, and corrective action occurs, in accordance with fair labor standards, safety standards, and established policies.

Additional responsibilities include:

- Recruiting, interviewing, and hiring full and part-time staff and volunteers; scheduling, conducting, and tracking staff trainings
- Preparing or reviewing payroll on a bi-weekly basis, and analyzing computer printouts for accuracy
- Computing and allocating quarterly State Disability Insurance (SDI), State Unemployment Insurance (SUI), and Workers' Compensation insurance premiums; preparing and reviewing quarterly state and federal payroll tax returns
- Administering and maintaining confidential personnel records, workers' compensation files, and employee benefit programs in accordance with Federal and State laws and District guidelines
- Preparing confidential reports, background checks, and other information; performing and assisting with personnel investigations; reviewing employee performance evaluations; preparing personnel action forms, including disciplinary actions
- Advising staff on conformance with personnel policies,





Federal, State, and other regulations

- Organizing retirement accounting information and producing and maintaining related spreadsheets and reports
- Conducting periodic salary and benefits surveys, and recommending adjustments
- Participating in the Safety Committee to ensure safety compliance amongst all departments
- Supervising and directing one full-time Administrative Assistant in the performance of payroll, human resources, and administrative tasks

### Education and Experience Requirements

The successful candidate will possess a combination of experience and education that is equivalent to a bachelor's degree in Business, Public Administration, Human Resources or related field and three years of professional level experience in payroll processing, human resources or related field is required. One year of supervisory experience is desirable. Additional experience may be considered in lieu of the college degree requirement.

### Physical Requirements

Performs physical labor, lift, carry, push and pull heavy objects, such as tables and chairs (up to 30 lbs.); walk, stand, stoop and crouch for long periods; climb ladders

### Certificates and Licenses

Possession of a valid California Driver's License is required for the Human Resources Analyst to be insurable under District policy.

## THE IDEAL CANDIDATE

In addition to the experience and education requirements previously outlined, the ideal candidate will possess the following knowledge, skills, abilities, traits, and competencies:

- Knowledge of payroll accounting practices and procedures
- Knowledge of Human Resources laws, regulations, and practices
- Knowledge of personnel records management
- Proficiency in Microsoft Word, Excel, Outlook, Windows, and payroll processing software to effectively use word processing, spreadsheet, payroll, and other software programs
- Outstanding communication skills through written correspondence and reports, as well as verbal presentations
- Exceptional interpersonal skills and the ability to provide good customer service, establish and maintain positive relationships, work harmoniously and cooperatively with fellow employees and the public, and represent the District in a professional manner
- The ability to follow oral and written instructions and schedules
- The ability to demonstrate sound judgment, analyze situations, and adopt an effective course of action
- A team player who can also work independently
- Exceptional attention to detail
- Comfortable working in a changing and dynamic environment

## SUPPLEMENTAL QUESTIONNAIRE

Your responses to the supplemental questions are an integral part of the selection process and may be rated based on the job requirements. It is important that your responses be as complete and detailed as possible. Applicants with the most relevant experience will be invited to the next step of the selection process.

1. Where did you hear about this job opportunity?
2. Do you possess a bachelor's degree in Business, Public Administration, or Human Resources?





3. If you answered “no” to question #2, please list your academic coursework, training, and/or major area of study for your bachelor’s degree, as it relates to the minimum qualifications of this position. If not applicable or you responded “yes” to question #2, note N/A.
4. Please summarize your Human Resources experience in recruiting, interviewing, hiring, and/or separating employees. Include the name of your employer(s) where you gained this experience, the scope of your duties and responsibilities, and the dates employed (mm/yy to mm/yy).
5. Please summarize your Human Resources experience preparing and reviewing payroll, including computing payroll taxes and premiums. Include the name of your employer(s) where you gained this experience, the scope of your duties and responsibilities, and the dates employed (mm/yy to mm/yy).
6. Describe your Human Resources experience interpreting and explaining personnel rules and regulations. Include the name of your employer(s) where you gained this experience, the scope of your duties and responsibilities and the dates employed (mm/yy to mm/yy).
7. Please describe any experience you have supervising staff. In your response, specify the number of staff supervised, types of positions you supervised (professional, administrative, technical, etc.), and the scope of your responsibilities.

## COMPENSATION AND BENEFITS

The monthly salary range for this position begins at **\$5,033**. The maximum is **\$6,423**.

Southgate’s compensation package includes the following benefits:

- Personal Time Off (PTO)
- Health Insurance for employee and family (employer contributes 90% in 2018)
- Dental Insurance
- Long-term Disability Insurance
- Life Insurance – \$50,000

- Wellness program
- 401(a) Money Purchase Pension Plan, a defined contribution plan. Employer contributes 10% after first year. In the first year, employer contributes 5% and employee contributes 5%. Full vesting after five years.
- 457 Deferred Compensation plan, voluntary
- Life insurance for employee, spouse and family, voluntary paid by employee
- Vision insurance, voluntary paid by employee

## APPLICATION AND SELECTION PROCEDURE

To be considered for this rewarding career opportunity, please apply on our website at [www.governmentjobs.com/careers/cpsshr/transferjobs](http://www.governmentjobs.com/careers/cpsshr/transferjobs). Submit a completed application and responses to the supplemental questions by **Wednesday, November 28, 2018 at 11:59 PM PST**.

Those individuals determined to be the most highly qualified after the secondary screening will be invited to interview with the District in mid-December 2018. Appointment is expected shortly thereafter following the completion of thorough reference and background checks to be coordinated with the candidate. For additional information about this position, please contact Karen Rodriguez.



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 Recruitment Solutions Department  
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 E-Mail: [krodriguez@cpsshr.us](mailto:krodriguez@cpsshr.us)

Website: [www.governmentjobs.com/careers/cpsshr/transferjobs](http://www.governmentjobs.com/careers/cpsshr/transferjobs)

*Southgate Recreation & Park District is an Equal Opportunity Employer. Applicants will be considered based on their qualifications without regard to race, color, national origin, ancestry, sex, religion, age, mental or physical disability, veteran status, medical condition, marital status, genetic information, sexual orientation or pregnancy.*

