



## EMPLOYMENT OPPORTUNITY

### HUMAN RESOURCE ANALYST/DEPUTY CITY CLERK

MONTHLY SALARY \$5,020 - \$6,102 DOQ

The City of Rio Vista is currently accepting applications for the position of **Human Resource Analyst/Deputy City Clerk**

Under direction of the City Manager, plans, administers, and implements a full-service human resources program including recruitment and selection, worker's compensation, employee performance evaluation, employee orientation, classification and compensation programs, and risk management functions; the incumbent is deputized to receive legal documents for the City in the absence of the City Clerk. Acts for the City Clerk on a relief basis, transcribes minutes of the proceedings, and follows-up on City Council actions; attests, publishes and posts ordinances and resolutions; executes legal contracts; and responds to a variety of questions and inquiries.

The Human Resource Analyst/Deputy City Clerk is a single, high-level position classification within the City Manager's Office, with particular program responsibilities in the areas of personnel, employee benefits and risk management. The incumbent is expected to exercise judgment and initiative in the performance of duties. Please refer to the Human Resource Analyst/Deputy City Clerk job description at <https://www.riovistacity.com/job-description/> for a full list of job duties and necessary knowledge, skills and abilities.

#### **Education and/or Experience:**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is to possess the equivalent to graduation from high school with supplemental business school or applicable college-level course work from an accredited college or university with major course work in human resources, business administration, public administration, or a related field. Five years of experience involving a variety of administrative responsibilities that include personnel, record keeping and benefit programs. Experience working in a public agency setting and dealing with the public is highly desirable. Possession of, or the ability to obtain, a valid class C California driver's license. Possession of a Human Resources Certification from an accredited college is highly desirable.

#### **Compensation & Benefits:**

The City of Rio Vista provides an excellent total compensation and benefits package with a 9/80 work schedule. Benefits for this non-represented position are listed below:

- ♦ **Monthly Base Salary:** \$5,020 – \$6,102
- ♦ **Health/Medical Benefits:** Medical through CalPERS, 90% employer paid, employee contributes 10% of the monthly cost of their selected medical plan.
- ♦ **Dental, Vision & Life:** City paid dental, vision and life insurance plans.

- ♦ **Retirement:** The City contracts with California Public Employees' Retirement System (CalPERS), Classic Member: 2% at 55 formula with employee paying the employee's share. New Pers Member (PEPRA) 2% at 62 as per AB 340. The City participates in Social Security.
- ♦ **Vacation:** 12 days paid vacation for the first three years of service, maximum 25 days annually after 20 years of service.
- ♦ **Holidays:** 13 paid holidays and 2 paid floating holidays per year.
- ♦ **Sick Leave:** Accrued at the rate of 8 hours per month.

Detailed benefits information is available on the City's website at [www.riovistacity.com](http://www.riovistacity.com) under the Human Resources Department menu.

**Final filing date:**

To be considered for the exciting opportunity, a completed Employment Application must be received by the City. This position will remain open until filled or until a significant number of applicants are received. Interested applicants are encouraged to apply early as this position will close without notice. A City of Rio Vista application may be obtained online at <https://www.riovistacity.com/employment-opportunities/>. RESUMES WILL NOT BE ACCEPTED IN LIEU OF COMPLETED APPLICATION BUT MAY BE ATTACHED.

**Processing:**

All properly completed applications will be reviewed for minimum qualifications and only the most qualified individuals will be invited to continue in the selection process. The selection process may consist of the following components: practical exercise, oral interview and finalist interview. Prospective employee will undergo, and must successfully pass, a background reference check (including fingerprinting), physical examination and drug screen. Must show proof of United States (US) citizenship or authorization to work in the US.

***THE CITY OF RIO VISTA IS AN EQUAL OPPORTUNITY EMPLOYER***

The information contained in this announcement is subject to change and does not constitute either an expressed or implied contract.