



City of Rocklin

# Management Analyst (HR Analyst)

\$97,687 - \$133,137\* DOQ

Open Until Filled

The first review of applications: October 9, 2024

Apply at:

<https://www.governmentjobs.com/careers/rocklinca/>



# THE POSITION

The City of Rocklin is seeking an experienced Human Resources Analyst to join our HR team as a Management Analyst. Our department is structured with two Technicians, two Analysts, and a Director. We support over 265.5 full-time employees, including those in Police and Fire services, as well as several temporary and part-time staff. Additionally, we oversee the City's Risk Management functions, such as Workers' Compensation, safety programs, and contract insurance. The ideal candidate will possess a diverse background in human resources and risk management principles, including experience in the public sector.

## THE IDEAL CANDIDATE

Is a solution-focused problem solver who is responsive to organizational needs and open to new ideas and approaches to deliver HR services. Additionally, our ideal candidate will:

- Have a demonstrated ability to manage and organize multiple HR projects and priorities.
- Understand and apply principles and practices of being an HR Business Partner.
- Have a strategic perspective and the ability to see the long-term impact of projects and initiatives.
- Be an outstanding communicator with exceptional interpersonal, analytical, written, verbal communication, and presentation skills.
- Proven technical skills and the desire to be a generalist in the HR functional areas assigned.

## MINIMUM REQUIREMENTS

Possession of a bachelor's degree with major coursework in public or business administration, finance, human resources, economics, or a closely related field;

AND

Three (3) years of increasingly responsible professional experience performing public administration, finance, housing, or human resources functions; or

One (1) year of experience at a level equivalent to the City's class of Associate Management Analyst or Administrative Analyst.

Public sector experience is preferred.

To view the full job description please visit:  
<https://www.rocklin.ca.us/class-specifications>.



# ROCKLIN COMMUNITY

The people who live and work in the City of Rocklin are the heart of the community and have built a special place for residents and visitors. Rocklin is a preferred location for business and living due to its convenient location, excellent schools, diverse mix of housing, abundant parks and recreational opportunities, and the highest commitment to public safety. Rocklin was recently named as one of top 100 Cities to live in America by Money Magazine, and was named the best place in Placer County to raise a family by Niche.com. Rocklin's outstanding educational system includes Rocklin Unified, one of the top-ranked unified school districts in the state, as well as Sierra College, ranked first in Northern California for transfers to UC and CSU universities and William Jessup University, a fast growing private, 4-year university.

The City of Rocklin is located in South Placer County at the intersection of Interstate 80 and State Highway 65, and is characterized by rolling hill terrain with 360-degree panoramic views of the Sierra Nevada Mountains to the northeast and to the Sutter-Butte mountain range to the west. With an estimated population of 70,000 people, Rocklin is one of the fastest growing cities in California, with approximately 65% of its growth since 2000. Rocklin was first recognized as a destination along the transcontinental railroad in 1864, about the same time granite mining began. The City was incorporated in 1893 during the heyday of railroad and granite mining activity. By 1910, 22 quarries operated in Rocklin, and in 1912, nearly 2,000 train carloads of granite were sent out of town to become part of the state capitol building and buildings in San Francisco.



# BENEFITS

To view all Management benefits please visit here: <https://www.rocklin.ca.us/benefits>.

## Medical

A variety of plans are offered through CalPERS. The City contributes up to \$1,200 per month to active employees and \$300/month cafeteria plan contribution for certain pre-tax premiums. (\$375 in January 2025)

## Dental and Vision

City-paid for employee and dependents.

## Management Leave

- 48 hours per fiscal year.

## Retiree Medical

The City contributes up to \$1,200 per month for post-retirement medical insurance premium costs.

## Deferred Compensation

Optional plans with \$100 City-paid match

## Flexible Work Schedules

- This position is eligible for a 9/80 schedule, with every other Friday off.
- Telework may be available up to two days per week.

## Health and Wellness Program

- Weekly 30-minute paid time to do Yoga.
- Free monthly 10-minute chair massage.
- Paid time to participate in a book club.

The Management Analyst is an at-will position and serves at the pleasure of the City Manager.

Applicants must submit a complete application online and respond to the supplemental questions.

This recruitment is open until filled.

Applicants will be screened against the minimum qualifications and then the desired qualifications. Those who qualify may be further screened to identify the best qualified candidates.

Note: While a resume is always welcome, it will not be accepted in lieu of an official City application.

[APPLY HERE](#)



**ROCKLIN**  
CALIFORNIA

The City of Rocklin is an Equal Opportunity Employer and encourages applicants from diverse backgrounds to apply. Many job classifications require a pre-employment medical screening. Depending on the job classification, medical screening may include testing for drugs, including but not limited to marijuana; a positive test may result in revocation of an employment offer.