



City of Pasadena

EMPLOYMENT OPPORTUNITY

MANAGEMENT ANALYST III (C) - Recruitment #: 07- 046 MANAGEMENT ANALYST IV (C) - Recruitment #: 07- 046A (LABOR RELATIONS)

ANNUAL SALARY

Management Analyst III - \$60,378.45 to \$75,472.80

Management Analyst IV - \$68,733.18 to \$85,916.27

The City pays 4.8% of the 7% PERS member contribution toward retirement.

LAST DATE TO FILE

Applications and supplemental applications must be received by: **5:30 PM, September 21, 2006. NO POSTMARKS ACCEPTED.**

Apply Online at www.cityofpasadena.net/humanresources/currentopenings.asp

ESSENTIALFUNCTIONS

Under general supervision, assists in the administration and coordination of the City's Labor & Employee Relations program; conducts research and analysis in various Human Resources management areas; provides advice and support to operating departments in discipline and grievance administration, reasonable accommodation, contract negotiations with bargaining units, implementation and interpretation of Memoranda of Understanding, and personnel policies and procedures; participates as part of the negotiating team in the meet and confer process; conducts research on negotiable issues; conducts a variety of compensation surveys and analysis; serves as the liaison to operating departments on meet and confer process and issues; conducts administrative investigations; conducts training of new employees, supervisors and managers in various aspects of Labor Relations and may assist in other areas of human resources management such as recruitment and selection, classification and compensation, including safety and worker's compensation; conducts comprehensive analyses and coordination of public personnel policies, legislation, organization, procedures and services; plans and directs administrative and personnel projects; makes presentations; and represents the department and/or City at meetings.

QUALIFICATIONS

Any combination of education and/or experience that has provided the necessary knowledge, skills and abilities for acceptable job performance such as:

MA III: Bachelor's degree in business, public or personnel administration, or a closely related field, and three years of professional experience in Human resources Management, one year of which has been at the journey level in the Labor Relations field.

MA IV: Bachelor's degree in business public or personnel administration, or a closely related field, and four years of professional experience in Human Resources Management, two years at the journey level in the Labor Relations field.

Applicants must submit a writing sample of a summary investigation report you've written (personal information redacted prior to submission). Applicants filing on-line must mail a copy of the summary investigation report to the Human Resources Department, PO Box 7115, Pasadena, CA 91109-7215 prior to filing deadline.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable to thorough knowledge of: California public sector labor relations; discipline and grievance administration; principles and techniques of conducting investigations; principles and practices of organization and public personnel administration; and equal employment policies. Considerable to advanced ability to: negotiate sensitive and mutually satisfactory agreements in accordance with City Council and department parameters; facilitate dispute resolution; conducts complex research on operating and financial programs and issues; communicate effectively, both orally and in writing; interact effectively with employees, managers and the public; represent the department effectively in meetings, including making presentations and conducting training; and analyze problems and recommend effective solutions.

EXAMINATION

Applicants who appear best qualified based on their application and supplemental application submitted will be invited to any combination of written, performance or oral appraisal to further evaluate their job-related experience, education, knowledge, skills and abilities. Probationary work test period is one year.

VACANCIES

There is currently one vacancy in the Human Resources Department. The City may fill current or future Management Analyst III and Management Analyst IV (Labor Relations) from this eligible for referral list.

SPECIAL CONDITIONS

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record. Must be able to provide own transportation to off-site facilities within the City of Pasadena on short notice.

FLSA

Exempt

7069A 9/07/06 LC/jd

I m p o r t a n t I n f o r m a t i o n

EQUAL EMPLOYMENT OPPORTUNITY: The policy of the City shall be to provide equal opportunity to all persons and to prevent unlawful denial of opportunity to any individual because of race, gender, religious creed, sexual orientation, color, marital status, national origin, parental status, ancestry, disability (including AIDS), medical condition (cancer), or age.

APPLICATIONS: A completed official City application and any required supplemental material must be submitted and date stamped by the Human Resources Department by the deadline stated on the job announcement. A separate and complete application must be filed for each position.

EXAMINATION PROCESS: If three or less qualified applications are received, any further examination process may be waived, and the applicants may be referred to the appointing authority for appointment consideration.

SALARIES: All stated salaries are based on present information, subject to change. Appointments are generally made at the minimum salary. All salaries are subject to statutory payroll deductions. Federal law requires that all new employees contribute 1.45% of their monthly salary to the MEDICARE system.

PHYSICAL REQUIREMENTS AND SPECIAL CONDITIONS: Applicants must be free from conditions which would preclude satisfactory performance of the essential functions of the job for which applied. Subsequent to a job offer, the City of Pasadena requires a pre-employment physical and drug test consistent with current State and Federal law. Candidates will be examined by a City physician, at City expense, before appointment is approved. Candidates are cautioned not to resign or give notice to present employers until they qualify on the medical examination.

The City of Pasadena conforms with State and Federal obligations to make reasonable accommodation for applicants and workers with disabilities. The Human Resources Department asks that it be advised of special needs prior to the filing deadline.

Pasadena residency is a factor in making an employment offer, provided all other qualifications are equal amongst other candidates.

Many positions involve frequent travel to various sites and locations to fulfill job responsibilities and may require a valid California Drivers License or other alternative transportation arrangements made by the incumbent. Verification of a valid license is required via a DMV printout prior to appointment, and a safe driving record.

AGENCY SHOP REQUIREMENTS

Some job classifications are in collective bargaining units, the employees of which are required to join a union or pay an equivalent service fee as a condition of employment.

SLIDING CLASSIFICATIONS AND UNDERFILLING POSITIONS: Some classifications are designated as sliding classifications wherein an incumbent may be reclassified to the next budgeted higher level within the job series when qualified and upon demonstrated ability to perform the higher level job duties. Some positions may be filled at a lower classification level than what is budgeted, and the incumbent may be reclassified up to the budgeted classification when qualified and upon demonstrated ability to perform the higher level job duties.

BENEFITS for most Regular Full Time Employees (Benefits vary for part-time and temporary employees):

Ten days annual vacation for first 5 years of employment; 12 paid holidays per year; paid sick leave, medical and dental plans, and basic and supplemental life insurance; membership in the California Public Employees' Retirement System, credit union, deferred compensation program.

VETERAN'S PREFERENCE POINTS: For Open Recruitments, three additional points will be added to the passing score of Veterans who are honorably discharged with one year of active military duty. The DD214 form or other proof must be submitted at time of application.

PRIDESHARE II PROGRAM: All City employees are **required** to register in the City employee rideshare program. Solo drivers pay a monthly Clean Air/Parking Fee of \$35.

CIVIL DEFENSE: In accordance with State law, all City of Pasadena employees are disaster service workers and may be required to report for duty, or remain on duty, in the event of a disaster.

NOTE: The provisions of this job announcement do not constitute an expressed or implied contract. Any provision contained in this job announcement may be modified or revoked without notice.

JOB LINE: The City operates a 24-hour Job Line number, (626) 744-4600, which lists current job opportunities.

HUMAN RESOURCES WEBSITE: www.ci.pasadena.ca.us/humanresources/currentopenings.asp

CITY OF PASADENA'S WEBSITE: www.ci.pasadena.ca.us

HUMAN RESOURCES TELEPHONE: (626) 744-4366