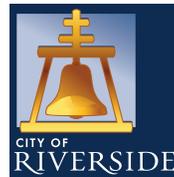




**Principal Human Resources Analyst**  
**Employee Relations**

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City of Riverside, California



## A City of Arts & Innovation

With a vibrant population over 317,000, Riverside is the economic and cultural heart of the Inland Southern California region, and is quickly becoming one of California's most diverse and successful cities.

Riverside's historic legacy begins with its citrus heritage. After the city's incorporation in 1883, it quickly became the economic leader of Southern California's booming citrus industry. By 1885, Riverside was one of the wealthiest cities in the nation. Riverside's success in attracting national interest and investment during this period left a lasting imprint and is celebrated today in the citrus groves along Victoria Avenue and in the California Citrus State Historical Park.

Fast forward to the 21st century. Riverside continues to thrive, experiencing growth as a university community of more than 50,000 students, as an innovative community of hi-tech and bio-tech companies, and as the Justice Center of the Inland Empire. Its ideal location 50 miles east of Los Angeles and 30 miles north east of Orange County make it an ideal place for doing international business. **For more information on the City of Riverside, visit [RiversideCA.gov](http://RiversideCA.gov).**

# Principal Human Resources Analyst Employee Relations

Hiring Range \$78,408 - \$105,084 annually

### Overview:

This position is responsible for supervising the Employee Relations Team; managing discipline cases, investigations and grievances; and developing effective working relationships at all levels in the organization and with recognized employee organizations.

### Example of Duties:

The chosen candidate will serve as an advisor to assigned departments or units in various aspects of employee and labor relations and classification and compensation, counsel and advise managers and supervisors regarding issues governed by the collective bargaining agreements, and will interpret City policies and Memoranda of Understanding (MOU) provisions.

### Education:

Equivalent to a Bachelor's degree from an accredited college or university with major work in business or public administration or a closely related field. Two years of professional experience may be substituted for two years of the required education on a year for year basis.

### Experience:

At least five years of professional Human Resources experience equivalent to a Human Resources Analyst with the City of Riverside. A Master's degree is highly desirable and may also substitute for one year of the required experience.

### Knowledge:

In order to be considered for this position you must possess knowledge of the principles and practices of employee or labor relations techniques; the dynamics of staff/line personnel relationships; current trends in employee/employer relationships; principles and practices of public sector labor relations; collective bargaining process in the public sector; effective case presentation techniques; principles of public administration and management; and the principles and practices of position classification, salary administration.

You also must have the ability to: Coordinate the development of consensus in addressing human resources issues; develop and maintain effective relationships with employees at all levels of the organization; understand, interpret, apply, and explain human resources laws, rules, regulations, standards, and procedures; analyze and make improvements in policies and procedures relating to human resources activities; analyze data and prepare clear and concise reports; train, supervise, and evaluate the work of subordinates; recognize problems and devise effective courses of action; counsel employees and advise management relative to grievances and their solutions, and other human resources management problems; speak and write effectively; and exercise independent judgment and initiative.

**This position is open until filled.**

Please apply at  
**[RiversideCA.gov/Jobs](http://RiversideCA.gov/Jobs)**



## **Benefits:**

A comprehensive benefits package is offered to eligible employees, consisting of Medical and Dental plans (i.e. Health Maintenance Organizations (HMOs) and Dental Maintenance Organizations (DMOs)) as well as free-choice Preferred Provider Organization (PPO) plans. Additional benefits, depending on bargaining unit, may include: Life Insurance, Disability Insurance, Long Term Disability insurance, Vision coverage, two 457 Deferred Compensation plans, a 401(a) Deferred Compensation plan and a Flexible Spending Account with Out-of-Pocket expenses and Dependent care options.

The City has nine employee bargaining units and two unrepresented groups. Each of these groups is represented in the Health and Benefits Committee (HBC). The HBC and City staff work together in developing the City benefits package as well as address Citywide wellness issues.

## CONNECT WITH US



[RiversideCA.gov/SocialMedia](https://www.RiversideCA.gov/SocialMedia)

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