



The City of Emeryville is hiring a

# HUMAN RESOURCES ANALYST

Annual Salary.

**\$105,612 - \$129,732**



When you join our team, you're becoming part of a community committed to service, collaboration, and empowerment. We provide competitive salaries, comprehensive benefits, and a strong commitment to work-life balance.

## Apply Today!

***The recruitment closes:***

***Friday, August 8, 2025, at 11:59 PM***



<https://www.ci.emeryville.ca.us/>



1333 Park Ave. Emeryville, CA 94608



## THE CITY

The City of Emeryville is a dynamic organization in search of employees who excel when challenged. We are a small City with a big impact and take pride in the quality and variety of services we provide to the Community.

From its incorporation in 1896, the City of Emeryville has evolved from an industrial hub to a contemporary city of arts and innovation, which continues to evolve and grow into a modern 21st-century urban community with retail, office, hospitality, and biotechnology sectors. Emeryville offers a thriving arts community and the Bay Street retail and residential project. The City is home to over 1,000 businesses, including nationally recognized brands Peet's Coffee, Grocery Outlet headquarters, Grifols, IKEA, Tanium, and computer animation pioneer Pixar. From retail stores to technology firms, businesses in Emeryville benefit from a small and personal city government, an active and engaged residential community, and a thriving local business community.

## THE POSITION

The City of Emeryville is seeking a detail-oriented, collaborative, and proactive human resources professional. The Human Resources Analyst is responsible for delivering a wide range of human resource services in the areas of recruitment and selection, classification, compensation, employee and labor relations, disability and leave management, benefits administration, risk management, and other human resources activities. The selected candidate will advise departments on human resources matters and exercise central management oversight in human resources policy matters. In addition, the successful candidate will handle special assignments requiring complex research and analysis; provide technical assistance and task or project-based direction to lower-level Human Resources staff, and perform other related work as required.

## IDEAL CANDIDATE

The ideal candidate will possess a strong combination of analytical thinking and interpersonal skills, relevant experience, and a solid understanding of human resources principles and practices. The selected candidate will leverage data to drive informed decisions and play a key role in supporting the overall success of the organization.

## BENEFITS

The City of Emeryville offers an excellent benefits package that includes: medical, dental, and vision coverage for the employee and their family, life/AD&D insurance, long-term disability coverage, an Employee Assistance Program, and participation in FSA/DCAP, CalGOVEBA. Annual paid time off includes: vacation, 15 days of sick leave, 14 paid holidays, 3 floating holidays, and 7 days of administrative leave. Retirement benefits include participation in the CalPERS pension plan (2% @ 60 for classic members or 2% @ 62 for new members) and social security; voluntary participation in the 457b and 401a plans.

## QUALIFICATIONS

**Education:** Equivalent to graduation from a four-year college or university with a major in human resources administration, business, public administration, psychology, or a related field; and

**Experience:** Two (2) years of increasingly responsible experience in a human resources technician position or above. Experience in technical human resources work may be substituted for the education on a year-for-year basis.



## HOW TO APPLY

Submit a completed application and supplemental questionnaire at:  
<https://www.governmentjobs.com/careers/emeryville>. Or scan the QR code below.

All materials must be included to be considered as a candidate. Attachments should be in PDF or Word format.

**Application Deadline: Friday, August 8, 2025, at 11:59 PM**

Candidates requiring accommodations in any phase of the recruitment process should contact the Human Resources Department at [jobs@emeryville.org](mailto:jobs@emeryville.org).



SCAN ME

Recruitment Services provided by:



THE CITY OF EMERYVILLE IS AN EQUAL OPPORTUNITY EMPLOYER