

## Personnel Analyst, Human Resources

**Annual Salary:** \$40,352.00 Grade: 25 (Employees: Refer to Civil Service Rule VI.3.1 and VI.17 for promotional rate). Appointment to a position in the classified service shall be at the minimum of the corresponding pay range unless otherwise approved.

**Benefits Offered:** 23.09% employer retirement contribution; sick and vacation leave; health, dental, vision, and supplemental insurances offered.

Examination is announced to establish an employment list to fill vacancies, in the Human Resources Department and future vacancies as they occur to perform administrative and technical tasks to coordinate and implement the employment interview process, the college tuition program, new hire employee orientation, and the benefits program for the Human Resource Department of the City of Alexandria.

### **Minimum Applicant Qualifications:**

- Bachelor's degree from an accredited college or university in Business, Human Resources or related field; supplemented by three (3) years of experience in Human Resources, recruiting and interviewing, or benefits coordination preferably in a public organization; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Must possess a valid driver's license.
- Will be required to obtain a valid State of Louisiana driver's license at time of appointment and maintain throughout employment for this classification.

### **Hours of Work:**

M-F 8:00am - 4:30pm; work hours may vary

### **Kind of Examination**

This examination may consist of a written test, a rating of training and experience, a performance test or any combination thereof deemed necessary to adequately screen and rank applicants. **Examination notices will be sent out via email with a testing date, time, and location.** Applicants must supply complete and accurate information concerning their previous training and experience including a detailed description of their work experience, the names and addresses of all previous employers and the dates of employment. The information is subject to verification.

**Must include copies of driver's license, diploma, GED, DD214, degree, etc. with application.**

**Accepting paper applications: Until filled**

**COMPLETE A PAPER APPLICATION AT: [WWW.CITYOFALEXANDRIALA.COM](http://WWW.CITYOFALEXANDRIALA.COM) UNDER OUR EMPLOYMENT PAGE**

**Completed applications may be submitted in one of the following ways:**

- a. Hand delivery: Civil Service Department 3rd Floor, 625 Murray Street Alexandria, LA 71301**
- b. Email: [civilservice@cityofalex.com](mailto:civilservice@cityofalex.com)**
- c. Fax: (318) 449-5232**

**Civil Service Department Ph. (318)449-5078 Email: [civilservice@cityofalex.com](mailto:civilservice@cityofalex.com)**

**The City of Alexandria is an Equal Opportunity Employer.**