



## **HUMAN RESOURCES MANAGER**

**SALARY RANGE 45: \$148,656 - \$180,684 annually**

**OR**

## **HR MANAGEMENT ANALYST**

**SALARY RANGE 33: \$110,928 - \$134,844 annually**

**Final Filing Date: Open until filled. First review of applications on March 19, 2024 at 5:00 p.m. PST. AHA reserves the right to interview candidates before the deadline.**

### **THE ORGANIZATION**

The Housing Authority of the City of Alameda (AHA) is proud of its mission and accomplishments. In partnership with the entire community, AHA advocates and provides quality, affordable safe housing, encourages self-sufficiency, and strengthens community inclusiveness and diversity in housing.

### **THE POSITION**

AHA is seeking an exceptional, team-oriented candidate to work at the Human Resources Manager level or HR Management Analyst level, depending on qualifications. The candidate hired to either position will work on a wide range of analytical, management, and technical assignments supporting AHA Human Resources operations and programs, including human resources administration, employee relations, recruitment and selection, classification and compensation, benefits, employee related risk management and will have the opportunity to perform meaningful and impactful work for an agency dedicated to providing affordable housing in the most impacted region of the nation.

The **Human Resources Manager** position will report to the Director of Human Resources and will play a key role in accomplishing department goals by conducting relevant planning, managing projects, and overseeing complex programs. AHA is particularly interested in applications from candidates with strong knowledge of HR functions, including, but not limited to; labor laws, employee relations, benefit administration, payroll/timekeeping, and a variety of other complex duties.

The **HR Management Analyst** position will report to the Director of Human Resources and have an emphasis in development, implementation and ongoing monitoring of Human Resources strategies and activities, editing and assisting with policy creation and revision as well as other data analysis and special projects for the department or agency.

These positions require the ability to communicate and work effectively with a wide variety of internal and external partners, work on project teams, and receive work direction.

## **MINIMUM QUALIFICATIONS**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Education: Equivalent to graduation from an accredited four-year college or university with major coursework in business administration, public administration, or a related field, *and*
- Experience:
  - **Human Resource Manager:** four (4) years of human resources professional administrative and management support experience, preferably in the public agency government. Housing related experience is strongly desirable, along with some supervisory experience.
  - **HR Management Analyst:** two (2) years of professional administrative and management support experience in public agency government.
- Candidates should possess strong technical skills including proficiency in common business software and document retention systems; experience with Yardi and/or Laserfiche preferred.
- Top notch analytical, research and reporting, project management and problem-solving skills
- Public sector housing work experience is desirable.
- Possession of, or ability to obtain, a valid driver's license by time of appointment is required. Must be able to be insured under AHA's owned automobile insurance policy.

## **BENEFITS PACKAGE**

The Housing Authority provides an outstanding benefits package, including:

- Membership in CalPERS defined benefit retirement program, plus voluntary 457, 457 Roth, and Roth IRA plans (no employer contribution). *Important:* AHA does not participate in Social Security.
- A variety of health insurance plans to choose from, with some plans fully paid for (regardless of the number of dependents) by employer contributions.
- 3 weeks of vacation to start; 11 holidays; and 3.5 floating holidays per year plus paid sick leave.
- A flex schedule of 9 8-hour workdays each pay period with every other Friday generally not scheduled as a workday. Exempt employees, however, are measured on outcomes and are expected to complete work assignments irrespective of the flex schedule.
- Note that the Human Resources Manager and Management Analyst work on-site; telecommuting is not generally offered. These positions require 3-4 days per week in the office.

## **IMPORTANT APPLICATION INFORMATION**

**Final Filing Date: Open until filled. First review of applications on March 19, 2024 at 5:00 p.m. PST. AHA reserves the right to interview candidates before the deadline.**

To apply, submit a:

- Housing Authority Employment Application
- Resume (three pages maximum, include months/years of employment), and
- Responses to the supplemental questions (two pages maximum)



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Your resume and supplemental questions must be in Word or pdf format and uploaded into the employment application form. The AHA application form is located in the Working With AHA>Current Job Openings section of the Housing Authority's website at <http://www.alamedahsg.org>. The full job description and supplemental questions are on the Open Positions page in Employment Opportunities.

**ALL APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY VIA THE AHA WEBSITE**

If you need a reasonable accommodation under the American with Disabilities Act, please contact the Housing Authority office at [hr@alamedahsg.org](mailto:hr@alamedahsg.org).

**The Housing Authority of the City of Alameda is an  
Equal Opportunity / ADA Employer**