



City of Alexandria, LA Job Opportunities
“Serving with Purpose”

Personnel Analyst, Human Resources

Annual Salary Range: \$42,066.96 - \$50,480.35 Grade: 25

The City of Alexandria is seeking professional individuals to begin a career in the Human Resources Department, located in the heart of Central Louisiana, to perform administrative and technical tasks to coordinate and implement the employment interview process, the college tuition program, and the benefits program for the Human Resources Division of the City of Alexandria.

Benefits:

The City of Alexandria offers a comprehensive benefits package that includes: medical insurance, dental and vision, short/long term disability, group and dependent life insurance, sick and vacation leave, 11 paid holidays, EAP, tuition reimbursement, wellness clinic for employees and their dependents. Retirement benefits include the City of Alexandria's Retirement System and a voluntary deferred compensation supplemental retirement plan.

Duties and Responsibilities:

- Coordinate the employment interview process.
- Offers the successful candidate the position contingent on passing the pre-employment exam and drug/alcohol testing; schedules pre-employment testing for candidates, performs reference and background checks.
- Conducts new hire orientation, assists new hires with benefits enrollment.
- Performs administrative tasks to assist employees with all issues and questions involving the benefits programs offered by the City. Coordinates annual benefits enrollment; COBRA Administration, self-funded health plan, and Cafeteria Section 125 to ensure compliance.
- Monitors the deferred compensation programs and authorizes changes and/or withdrawals.

Minimum 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 the time of appointment and maintain it throughout employment for this classification

Accepting applications: January 7 - 21, 2026, by 11:59 p.m. or the first 50 applications, whichever comes first

Applicants must supply complete and accurate information concerning previous training and experience, including a detailed description of work experience.

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 if applicable.

*****If you prefer to receive text messages regarding your application update, please include a current cell phone number on your application.*****

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

APPLY ONLINE AT WWW.GOVERNMENTJOBS.COM/CAREERS/ALEXANDRIALA

Civil Service Department

Ph. (318)449-5077 or (318)449-5030 Fax (318)449-5232, Email: civilservice@cityofalex.com

The City of Alexandria is an Equal Opportunity Employer