



San Joaquin General Hospital Is Recruiting For Departmental Personnel Analyst

THE POSITION

The **Departmental Personnel Analyst** is a key member of San Joaquin General Hospital's Human Resources Unit. Ideal candidates will demonstrate experience performing professional personnel and related administrative/analytical work preferably in the areas of labor relations, leave management, and discipline.



This position serves as a departmental Human Resources liaison and works closely with the hospital managers to advise and assist on confidential personnel related matters.

SAN JOAQUIN GENERAL HOSPITAL

San Joaquin General Hospital, a public hospital established in 1857, is a 196-bed general acute care trauma center providing a full range of both inpatient and outpatient services. In addition to providing direct medical services, the hospital is active in providing education for health professionals through post-graduate residency programs in General Surgery, Internal Medicine and Family Practice and has trained over 3,000 physicians since the residency programs were established in 1932. The hospital also participates in clinical affiliation agreements for training programs in a variety of health professions including Registered and Licensed Vocational nurses, Pharmacists, Radiology Technologists, Social Workers and Respiratory Therapists.

San Joaquin General Hospital's friendly staff is committed to creating a warm and personal environment which is sensitive to both a patient's emotional and physical needs. At San Joaquin General Hospital, we are proud and confident of our tradition of serving and caring for our patients with courtesy, respect, dignity, enthusiasm, and a positive attitude. All of us at San Joaquin General Hospital are working to provide the highest quality health care services to the residents of San Joaquin County now and in the future.



www.sjgeneralhospital.com

COMPENSATION & BENEFITS

Approx Monthly Salary: \$5290-\$6431

In addition to base salary, the County offers:

- ◆ 10% confidential unit pay
- ◆ 1% employer contribution to the County's 457 Deferred Compensation Plan
- ◆ Vacation cash-out up to 8 days annually
- ◆ 1937 Act retirement plan with reciprocity with CalPERS
- ◆ Vacation earned 10 days each year up to 3 years; 15 days after 3 years; 20 days after 10 years; and 23 days after 20 years
- ◆ 12 days of sick leave annually with unlimited accumulation
- ◆ 14 paid holidays per year
- ◆ 125 Flex Benefits Plan
- ◆ Life Insurance

www.sjgov.org/hr/Programs/Benefits

This civil service position is exempt from FLSA and is unrepresented.

Cafeteria Unit Retention: Existing County employees who currently receive a cafeteria plan allowance and subsequently transfer, demote or promote from or into the confidential unit shall have the option to either retain their existing cafeteria plan contribution amount or have a one-time option at time of hire of opting for the confidential unit pay in lieu of retaining their cafeteria allowance.



Departmental Personnel Analyst

Recruitment Announcement 0414-RB5500-01

TYPICAL DUTIES

- ◆ Coordinates a wide range of personnel-related administrative/analytical activities for a County Department; assists department staff in understanding and implementing personnel-related policies and procedures.
- ◆ Serves as a liaison to County Human Resources staff in areas such as recruitment, testing/certification, classification, salary development, labor relations and staff development; helps assure that department personnel activities in these areas adhere to County policy.
- ◆ Reviews and analyzes departmental policies, procedures, and organization pertaining to personnel services; recommends policy, procedure and organizational changes for management approval as appropriate.
- ◆ Advises department supervisors and managers regarding personnel matters, including disciplinary and labor relations issues as appropriate; helps investigate complaints and grievances on behalf of management; works with County Human Resources, EEO, and Labor Relations staff on such matters required.
- ◆ Helps conduct surveys and collect data; responds to surveys and inquiries from outside agencies; gathers information for classification or other studies; helps distribute/collect forms to/from employees; prepares comprehensive narrative and statistical reports; responds to a variety of correspondences.
- ◆ May participate in oral examination panels or interview sessions; may participate in and/or coordinate departmental employee training activities; may help monitor department grant and contract activities; may supervise the maintenance and processing of personnel and payroll records.
- ◆ Attends conferences and meetings, including those called by the County Human Resources Director regarding county-wide human resources issues, policies, and procedures as requested; may lead and/or participate on committees and task forces; may supervise subordinate staff.

MINIMUM QUALIFICATIONS

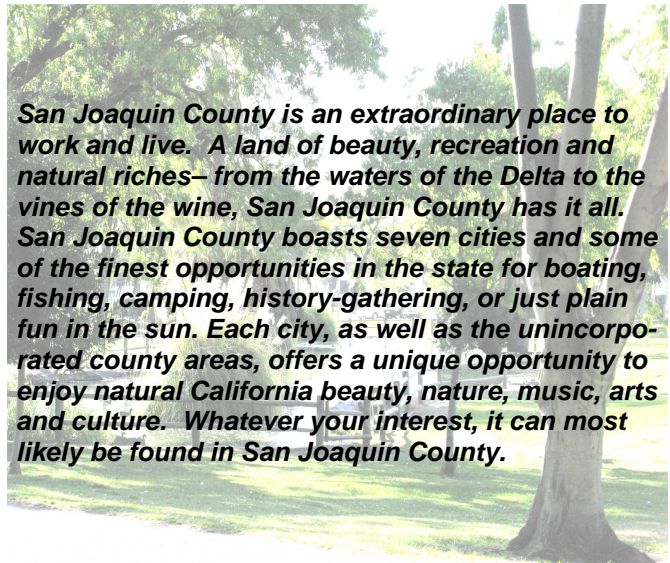
Please Note: Supplemental application must be submitted with regular employment application.

Education: Graduation from an accredited college or university with major coursework in public or business administration, personnel management or closely related field.

Experience: One (1) year of professional personnel or personnel-related administrative/analytical work.

Substitution: Experience performing demonstrated complex para-professional public personnel, such as classification, recruitment, and/or test development OR administrative analytical work related to personnel may be substituted for the above-required education on a year-for-year basis.

Come join the Human Resources team of San Joaquin General Hospital!



San Joaquin County is an extraordinary place to work and live. A land of beauty, recreation and natural riches— from the waters of the Delta to the vines of the wine, San Joaquin County has it all. San Joaquin County boasts seven cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun. Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy natural California beauty, nature, music, arts and culture. Whatever your interest, it can most likely be found in San Joaquin County.

APPLICATION SUBMITTAL AND SELECTION PROCEDURES

This recruitment is being conducted to fill one Departmental Personnel Analyst vacancy with San Joaquin General Hospital. To apply, a completed application and supplemental questionnaire must be postmarked or received online by the final filing deadline. Resumes will not be accepted in lieu of an application. Application materials may be obtained from and submitted to:

Final Filing Date: April 18, 2014
San Joaquin County Human Resources
44 N. San Joaquin Street Suite 330
Stockton, CA 95202
Tel: 209.468.3370

Apply Online Today At: www.sjgov.org/hr

NOTE: Job offers that are extended to positions in the Confidential Unit are contingent upon the completion of a pre-employment drug screening and a fingerprint Live Scan Check.



DEPARTMENTAL PERSONNEL ANALYST

Recruitment Announcement

0414-RB5500-01

SUPPLEMENTAL QUESTIONS

Please submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division. This is an important part of your application package that will allow us to thoroughly assess and evaluate your qualifications for the position of Departmental Personnel Analyst. Use additional sheets if necessary.

1. Do you possess a Bachelor's Degree in public or business administration, personnel management or closely related field? ___Yes ___No

If yes, please identify:

Name of institution: _____

Degree Obtained: _____

2. Do you possess a minimum of one (1) year experience performing professional personnel or personnel related administrative/analytical work? ___Yes ___No

If yes, answer the following questions in detail as they pertain to your professional personnel or personnel-related administrative/analytical experience. If you do not possess experience in a certain area, please mark "N/A". Include in your answer: name of employer, dates of employment, and duties performed.

⇒ Describe your professional human resources experience advising and/or assisting managers with employee discipline.

⇒ Describe your professional human resources experience advising department managers on labor relations issues.

⇒ Describe your professional human resources experience advising managers on protected leave administration and/or long term leave management issues.

⇒ Describe your professional human resources experience advising and interpreting policies and procedures. Include in your answer if you have implemented HR related policies or procedures for a department.

⇒ Describe your professional human resources experience gathering and analyzing data for complex reports.

⇒ Describe your experience utilizing automated Human Resources Management Systems (i.e. PeopleSoft). Include in your answer which systems you have worked with.