

SAN JOAQUIN COUNTY HUMAN RESOURCES DIVISION

Management Analyst III (Unrepresented)

THE POSITION

The Human Resources Division is recruiting a Management Analyst III to lead the administrative support activities of the Human Resources Division. The Management Analyst III will advise on administrative, financial, and policy activities in support of all functional units of the department. Assignments are carried out with independence and are reviewed by the Director and the Deputy Director of Human Resources. The Management Analyst III will supervise the Position Control Unit, which is responsible for processing personnel actions for approximately 7000 County employees. Additionally, the Management Analyst III will serve as the Human Resources Division's lead on the Human Resources capital management program, departmental budget, and will coordinate system upgrades and business process improvements.

THE IDEAL CANDIDATE

This position plays a critical role in the division and must be a collaborative and innovative problem solver. The ideal candidate will possess experience with an integrated Human Resources data management system, and will have participated in system management and upgrades. The position requires strong financial and budgetary analysis experience and formal education in business, finance or accounting, coupled with a strong organizational skills. Candidates must possess excellent oral and written communication skills, which will be used to present complex financial information to the Board of Supervisors, County Management and other organizations requesting data relating to the County workforce.

THE DEPARTMENT

Human Resources is a division of the County Administrator's Office and provides centralized human resources and labor relations services for all County departments. The services include recruitment, exam development, EEO investigations, employee training development programs, administration of County health, dental, workers' compensation, unemployment, casualty, and life insurance programs; deferred compensation, and flexible spending programs. The division also negotiates labor contracts; processes complaints and grievances; conducts meet-and-confer sessions and joint labor management meetings; advises County departments on disciplinary actions and counseling matters; recommends policy and procedures for employer-employee relations; and provides staff support for the Civil Service Commission.



Human Resources
44 N. San Joaquin Street
Third Floor, Suite 330
Stockton CA 95202
Phone: 209-468-3370

SAN JOAQUIN
—COUNTY—
Greatness grows here.

Recruitment Announcement
0917-RM0228-01

SAN JOAQUIN COUNTY

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 and nature, or music, arts and culture. Whatever your interest, it can most likely be found in San Joaquin County.

ARTS, CULTURE, AND RECREATION



The arts and culture provide a much-needed respite from everyday worries and the Haggin Museum, San Joaquin County Historical Museum, and the Children's Museum of Stockton are popular spots.

The Stockton Symphony, San Joaquin County Ballet, and Stockton Civic Theater provide important experiences for children and adults. The multi-cultural community offers a diversity of views and opinions in its art and culture, providing a wealth of knowledge about past and present on canvas and stage.

Over 75 languages are spoken within the region and there is richness in the blending of cultures and ways that creates an air of celebration about individual customs, foods and cultures.

San Joaquin County government provides nine community parks for boating, camping, and picnicking, swimming and organized sports. Annual family events include Stockton's Asparagus Festival, attended by thousands of fun-seekers from the county and beyond, held in Stockton.

Individual cities and communities provide a host of other opportunities, from Lodi Lake Park and Nature Area to the Woodbridge Ecological Reserve. The county-owned and operated Micke Grove Park offers a zoo, rides and a historical museum to delight both children and adults. The San Joaquin Delta is one of the area's best kept secrets and offers some of the best boating in the state: more than 1,000 miles of waterways stretching from the Stockton Harbor north to Sacramento and offering access to the San Francisco Bay.

AGRICULTURE

The County is one of the most agriculturally rich regions in California and is the number one producer, statewide, of asparagus. Twenty-four thousand acres of County farmland are dedicated to production of this crop. In recent years, the leading crop in the County has been wine grapes, and wineries and vineyards have sprung up from Stockton to Lodi.



EDUCATION

From preschool to higher education, the county has it covered with an abundant array of opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus - Stockton Center, Humphreys College and School of Law, National University and San Joaquin Delta Community College offer a wide variety of choices for educational opportunities. The County's 17 school districts provide families with a wide choice for children's educational development.

HOUSING

Homes and apartments are plentiful and the median home price in the County is still affordable when compared to other nearby areas.

Affordable, comfortable housing is available in most sections of the County and new homes abound in both the south and north area, with historic homes found mostly in central Stockton and downtown Lodi.

San Joaquin County is a place where families can grow, learn, and experience the nature and beauty of the California landscape while benefiting from the unique opportunities, cultural, recreational, and educational that the area provides.

Management Analyst III

TYPICAL DUTIES

- ◆ Performs complex studies of policies, procedures, organization, operations, services, finances and other related matters
- ◆ Participates in the preparation, review, and administration of HR budget and related County budgets
- ◆ Assists departments and other County managers with fiscal, organizational, and procedural matters
- ◆ Gathers and analyzes data and information; recommends action to administrative authority as appropriate
- ◆ Answers correspondence and questionnaires on behalf of Human Resources
- ◆ Prepares policy and procedure statements
- ◆ Consults with key leaders and other management personnel on various HR related topics
- ◆ May train or lead assigned personnel
- ◆ Lead Human Capital Management processing
- ◆ Preparation of cost analysis related to labor negotiations

MISSION

The mission of the Human Resources Division is to partner with all county departments, community organizations, and educational institutions to recruit, develop, and retain employees of the highest quality and competency, who represent the diverse community we work and live in.

MAJOR RESPONSIBILITIES INCLUDE:

- ◆ *Administrative and fiscal support to Human Resources leadership*
- ◆ *Prepares and monitors the budgets for Human Resources including Internal Service Funds*
- ◆ *Coordination of the Human Resources Management System (HRMS) upgrades and process improvements*
- ◆ *Data collection and analysis in support of all units*
- ◆ *Strategic financial forecasting and cost analysis*

MINIMUM QUALIFICATIONS

Education: Graduation from an accredited four year college or university with a major in public or business administration, economics, social or behavioral science, or a closely related field.

Experience: Four years of responsible managerial, fiscal, personnel, or governmental administrative and/or analytical work, two years of which must have been at a level equivalent to Management Analyst II in San Joaquin County. ***Experience with PeopleSoft HRMS and Financial Systems, budgeting and financial forecasting are highly desirable.***

Substitution: A Master's Degree in public or business administration, economics, or a closely related field from an accredited college or university may be substituted for one year of experience.



Management Analyst III

COMPENSATION PACKAGE

Annual Base Salary: \$84,698-\$102,960

- ◆ Members of the Confidential unit shall receive a supplement of 10% of base salary (valued from \$8,469 to \$10,296 annually)*
- ◆ A 1% employer contribution to the County's 457 Deferred Compensation Plan (valued from \$847 to \$1,029 annually)
- ◆ Vacation cash-out up to 8 days annually (valued from \$2,606 to \$3,168)
- ◆ 1937 Act retirement plan with reciprocity with CalPERS
- ◆ 10 days of vacation leave a year (15 days after 3 years, 20 days after 10 years, 23 days after 20 years)
- ◆ 12 days of sick leave annually with unlimited accumulation
- ◆ 14 paid holidays per year
- ◆ 10 days of administrative leave annually
- ◆ 125 Flex Benefits Plan
- ◆ Life Insurance

This civil service position is exempt from FLSA and is unrepresented and does not participate in CA SDI.

**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 10% unrepresented supplement in lieu of retaining their cafeteria allowance.*

RECRUITMENT INCENTIVES*

- ◆ Reimbursement of qualifying moving expenses up to \$2,000
- ◆ Vacation accrual rate consistent with candidate's total years of Public Service
- ◆ Sick leave credit up to 160 hours of unreimbursed sick leave from prior employer

**Recruitment Incentives may be available. Incentives must first be approved by the San Joaquin County Administrator.*

APPLICATION AND SELECTION

Completed application package must include supplemental application and is to be submitted to the Human Resources Division.

Final Filing Date: October 6, 2017

Please submit your application and supplemental application to:

San Joaquin County Human Resources
Attn: Rachel Novetzke
44 N. San Joaquin Street, Suite 330
Stockton, CA 95202
Tel: 209.468.3370
Fax: 209.468.0508

OR

online at: www.sjgov.org/departments/hr

All applications will be reviewed with qualified candidates being invited to participate in an oral examination interview. Top scoring candidates will be referred to the Director of Human Resources for a selection interview.

Final appointment will be conditional upon successfully passing a pre-employment Live Scan.



Management Analyst III

SUPPLEMENTAL QUESTIONS

Please submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division. Please number your responses and address each question separately and limit one page per question. When answering the questions below related to your experience, please provide a detailed description that includes **the name of your employer, your dates of employment, and your job title.**

1. Provide an overview of your responsible managerial, fiscal, personnel, administrative and/or analytical work in a state, local government, or non-profit organizational setting.
2. Describe your role and responsibility in preparing or reviewing operating budgets in a State, local government, or non-profit organizational setting.
3. Describe your experience with integrated, web based database systems in support of the Human Resources data management, such as PeopleSoft, Oracle or SAP.
4. Describe your experience compiling large volumes of data for the purposes of cost analysis and/or strategic financial forecasting.