

# SAN JOAQUIN COUNTY HUMAN RESOURCES DIVISION



## Personnel Analyst III Classification Unit (Unrepresented)

### THE POSITION

The Human Resources Division is seeking an experienced analyst to perform complex professional level public personnel work in the area of classification and compensation. This specialized role will receive direction from the Director and Deputy Director of Human Resources.

The Personnel Analyst III is expected to be a technical expert in the field of classification and compensation for the Human Resources Division and will be the lead on countywide issues relating to these areas. The position will be responsible for researching complaints and grievances related to classification and compensation matters, review countywide new position and classification study budgetary requests, as well as propose salary recommendations on new and existing positions.

### THE IDEAL CANDIDATE

This position plays a critical role in the division and must be a collaborative and merit principal based problem solver. The ideal candidate will possess public sector experience directly related to classification and compensation and demonstrate performing such duties with a high level of independence and professional judgement. The position requires in-depth knowledge and experience with job analysis, salary surveys, and strong organizational skills. Candidates must possess excellent oral and written communication skills, which will be used to present complex classification study information to the Civil Service Commission, Board of Supervisors, County Management, and other organizations requesting data relating to County classification and compensation matters.

### 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  
1017-RB5103-01

# Personnel Analyst III

## TYPICAL DUTIES

- ◆ Conducts classification, task analyses, and job restructuring studies
- ◆ Develops and revises class specifications; conducts job analysis studies, analyzes questionnaires and researches collateral material
- ◆ Participates in the development of procedures, forms and work methods
- ◆ Conducts or participates in a variety of special department projects and prepares appropriate reports
- ◆ Collects and interprets salary and employee data; assists in salary negotiations and other employer-employee relations matters
- ◆ May assume functional responsibility for a personnel program; supervises and manages program activities
- ◆ Prepares correspondence, analytical reports, and board letters and resolutions

## 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:

- ◆ *Classification and Compensation support to Human Resources leadership*
- ◆ *Review and assess countywide new position and classification study requests*
- ◆ *Data collection and analysis in support of all units*
- ◆ *Conduct salary surveys and total compensation budgetary cost analysis*

## MINIMUM QUALIFICATIONS

### Either Pattern I:

**Experience:** Two (2) years as a Personnel Analyst II in San Joaquin County service *preferably with classification and compensation.*

### Or Pattern II:

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

**Experience:** Three (3) years of full-time professional public personnel or related administrative analytical work, of which at least two (2) years must have been a responsibility level equivalent to Personnel Analyst II in San Joaquin County service. *Experience with classification and compensation is preferred and highly desired.*

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

### And:

**License:** Possession of a valid California driver's license.



# Personnel Analyst III

## COMPENSATION PACKAGE

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

*In addition to the base salary, the County offers an excellent benefits package which includes county contribution to health, dental and vision plans*

- ◆ 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
- ◆ IRS Section 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: November 17, 2017**

Please submit your application and supplemental application to:

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

**OR**

online at: [www.sjgov.org/department/hr](http://www.sjgov.org/department/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.

# Personnel Analyst III

## SUPPLEMENTAL QUESTIONS

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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.**

**If you have no experience in the following areas, please annotate “none”.**

1. Describe your work experience in the following areas and include your role in the process:
  - ◇ Identify approximately how many classification studies you have conducted
  - ◇ Classification studies involving multiple departments
  - ◇ Classification studies involving multiple incumbents (Please note largest study)
  - ◇ Classification studies and recommendations you have made that have been appealed to a Commission or Board
2. Describe your role and experience in handling classification appeals. Identify examples of appeals you have addressed, the issues involved, and the outcome.
3. What classification study approaches and/or methods have you used?
4. Describe your experience with compensation analysis, which include salary recommendations for new and/or existing positions and conducting salary surveys with other comparable jurisdictions.