

SAN JOAQUIN COUNTY

HUMAN RESOURCES DEPARTMENT

Principal Personnel Analyst

THE POSITION

The San Joaquin County Human Resources Department is seeking an experienced professional who has comprehensive and wide-ranging experience in human resources. This leadership position will be responsible for planning, managing and coordinating a variety of central Human Resource Division functions including: recruitment, selection, exam development, classification, and staff development. The position will also play a key role in areas related to labor/employee relations, investigations, and workforce planning. The Principal Personnel Analyst will be managing a team of human resources professional and administrative support staff.

This position serves a key role as a strategic partner and team member of the Human Resources Leadership Team. The ideal candidate will have a strong foundation and understanding of human resources operations, possess an in-depth knowledge of talent recruitment and selection in the public/government sector, be an effective communicator, demonstrate excellent interpersonal skills, be a consensus builder, have exceptional analytical and problem solving skills, and be able to multi-task, work in a fast paced environment, and handle a high volume workload.

THE DEPARTMENT

The Human Resources Department reports to 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 investigation; employee development training 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.

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



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



Recruitment Announcement
0516-RB5110-01

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 Stockton Children's Museum 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.

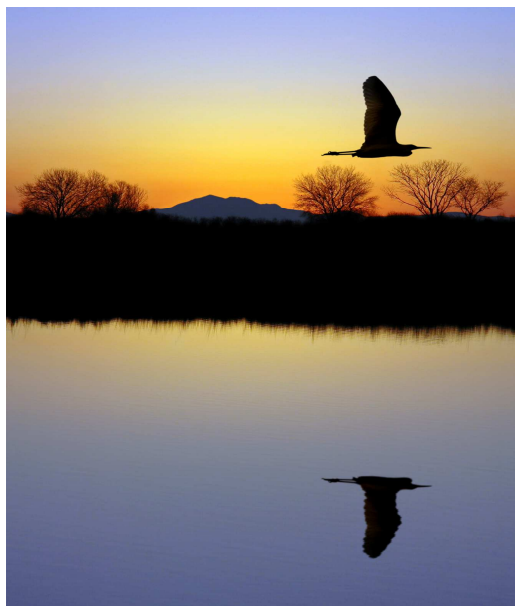
Over 75 languages are spoken within the region and there is richness in the blending of cultures and ways that creates an air of celebration about individual customs, foods and cultures.

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



Principal Personnel Analyst

MAJOR RESPONSIBILITIES

- Manages a major program or group of programs in the human resources division; coordinates programs and projects; works in conjunction with other Human Resources units, EEO, Labor Relations, County Counsel, and others as required.
- Interprets and explains provisions of the Civil Service Rules, Civil Service Ordinance, Salary Ordinance, Administrative Manual, MOU's, general personnel policies, and other related regulations; advises departments on a variety of human resources matters, including counseling and evaluating employees; may advise departments on disciplinary actions.
- Coordinates Civil Service grievances received in H.R.; oversees and participates in the investigation of grievances and complaints; interviews witnesses; researches rules, policies, ordinances, and regulations; prepares findings and recommends resolutions of grievances and complaints; may represent the County at Civil Service Commission hearings, Board of Supervisors hearings, or in arbitration hearings related to grievances and complaints.
- Analyzes legislation, and legal trends and developments related to Human Resources; evaluates potential impact and keeps management informed; makes recommendations related to new legislation; assists in the formulation of county-wide policies and procedures.
- Prepares a variety of oral and written reports and memoranda; develops ordinances and Board documents.



MINIMUM QUALIFICATIONS

Experience: One year as a Personnel Analyst III or four years as a Personnel Analyst II in San Joaquin County service.

OR

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: Five years of increasingly responsible full-time professional public human resources experience in one or more of the following areas: classification, compensation, recruitment, leave administration, disability management, employees relations, test development or closely-related field.

Substitution: Qualifying experience may be substituted for the required education on a year-for-year basis.

AND FOR BOTH PATTERNS

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

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.*





Principal Personnel Analyst

COMPENSATION PACKAGE

Approx. Monthly Salary: \$7,058-\$8,580

In addition to base salary, the County offers the following competitive benefits:

- ◆ 10% Confidential Unit Supplemental 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
- ◆ 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
- ◆ 125 Flex Benefits Plan
- ◆ Life Insurance

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.

APPLICATION AND SELECTION

Completed application package must include supplemental application and be received by the final filing deadline.

Apply online today at www.sjgov.org/hr or submit your application, supplemental application and resume to:

Final Filing Date: June 10, 2016
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

NOTE: Job offers that are extended to position in the Confidential Unit are contingent on successfully passing a pre-employment background.





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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. Describe your professional work experience directly related to human resources operations in each of the following areas. Include your roles and duties and an organizational chart of the division/department you work for. If you do not possess experience in an area, simply note "N/A".

- Recruitment and Selection
- Classification and Compensation
- Training/Staff Development
- Human Resources Management System
- Position Control
- Labor Relations
- Employee Discipline/Performance Evaluation
- Development of Policies and Procedures
- Employee Leave Administration/Advising (ADA, FMLA, etc.)

2. Describe your experience working in a merit-based governmental/public agency. Include key roles and responsibilities you performed in the described agency, and provide a copy of the civil service rules used by the agency you work for.

3. Describe your experience as a supervisor or senior lead staff, listing the number and types of the positions you supervised. Include details about your role and the scope of your responsibilities.

4. Describe your experience using online recruitment tools.