

COUNTY OF SANTA CRUZ

Talent Acquisition Analyst

(Assistant Personnel Analyst)

\$62,171 – 83,242 Annually



Beautiful Coastal Community
Mediterranean Climate
Excellent Quality of Life



Application Deadline: Friday, January 5, 2018

The Position

The County of Santa Cruz is seeking a resourceful, technologically savvy, and driven individual to serve as Talent Acquisition (TA) Analyst. The TA Analyst will be required to drive new growth and develop innovative, and modern ways to recruit new talent for the County. The position will also be responsible for continuing to grow the newly created TA program. The incumbent will be responsible for using LinkedIn, Twitter and other social media platforms to network with and source potential candidates, and to brand the County as a desirable and preferred employer within the community.

The current vacancy is for the Talent Acquisition Analyst assignment within the Employment Services Division of the Personnel Department. The list established from this recruitment will be used to fill the current vacancy and may be used to fill any future vacancies during the life of the eligible list.

Summary of Minimum Qualifications

Any combination of education and experience which would provide the required knowledge and abilities is qualifying, unless otherwise specified. A typical way to obtain the knowledge and abilities would be:

Equivalent to a four year college degree with completion of upper division course work in Personnel Administration, Management, Public Administration, Organizational Development, Administrative Analysis, Problem Solving Techniques, Industrial, Testing or Experimental Psychology, Business Law, or a closely related field

OR

Two years of technical level public or private sector personnel experience which included responsibility for one or more of the following areas of assignment: recruitment, selection, position classification, salary administration, employee relations, risk management or equal employment opportunity.

OR

One year of technical level public or private sector personnel experience as described above **AND** possession of a Certificate in Human Resource Management.

Special requirements/Conditions: Possession of a valid California Class C Driver License, or the ability to provide suitable transportation which is approved by the appointing authority, is required for some positions. **Other Special Requirements:** Some positions may require evening or weekend work attending meetings, administering examinations, conducting training or working during emergencies such as earthquakes or floods.

To view the list of required knowledge and abilities go to the County of Santa Cruz employment opportunities site at: **www.santacruzcountyjobs.com**

Ideal Candidate

The ideal candidate will possess the following:

- Strong knowledge of social media networking and marketing
- Creative and innovate thinker who will advocate for new methods and systems, and foster a culture of innovation
- Ability to inspire others and quickly establish rapport
- Experience in recruiting or marketing is highly desirable

The County of Santa Cruz

Santa Cruz County has approximately 270,000 residents and is situated in the northern area of Monterey Bay, 70 miles south of San Francisco and 35 miles southwest of the Silicon Valley. The County's natural beauty is apparent in its pristine beaches, lush redwood forests, and rich farmland. It has an ideal Mediterranean climate with low humidity and approximately 300 days of sunshine a year. Its unique shops and restaurants, coupled with a multitude of cultural and recreational activities, including theatre, music, art as well as golfing, surfing, hiking, and biking, offer a wealth of leisure activities. Higher education includes Cabrillo College and the University of California, Santa Cruz, with two additional State Universities less than an hour's drive away. These elements of high quality living make Santa Cruz County one of California's most desirable living areas.



Supplemental Questionnaire

Please respond to the following questions using no more than one page per question.

1. Describe your experience in recruiting and/or marketing. Include experience using social media in a professional capacity and list which social media platforms were used.
2. Please describe an innovative project or program that you helped to develop and/or implement. Include the details of the project, the role you played in it, and which company or agency you were working with at the time.
3. Describe your experience working on a project that required independence, analytical and problem solving skills.

Application Process

Candidates must submit a County application and answers to the supplemental questions. The completed application packet must be received online at www.santacruzcountyjobs.com before midnight or received in the Personnel Department, 701 Ocean Street, Rm. 510, Santa Cruz, CA 95060 by 5:00 p.m. on **Friday, January 5, 2018**. For more information please call Employment Services Manager Nisha Patel at (831) 454-2600. Hearing Impaired TDD/TTY: 711. If you have a disability that would require an accommodation please call (831) 454-2600.

The Examination

THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

Benefits

Medical, Dental, and Vision

Medical coverage is available through CALPERS with the County paying a majority portion of the cost for the employee and dependents. The cost of the dental plan is entirely County-paid for employees and dependents. The County pays for the cost of an employee vision plan and the employee may purchase dependent coverage.

Retirement and Social Security

Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013 (PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

Life Insurance and Long-Term Disability Plan

County paid \$50,000 term life insurance policy. Employees may purchase additional life insurance. The County pays for a long term disability plan that pays 66 2/3 % of the first \$13,500, up to \$9,000 per month maximum benefits.

Paid Leave and Administrative Leave

16 days' vacation time allotted per year, increasing to 31 days per year after 15 years of service. Six days per year of sick pay, and the County observes 12.5 paid holidays per year. In addition to competitive vacation and sick leave accruals, the County provides an initial credit of one week of administrative leave at the time of appointment, plus an additional two weeks of administrative leave accrued each year. Administrative leave balance may be cashed out or used as time off.

Women, minorities and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

The County of Santa Cruz is an Equal Opportunity Employer committed to building a diverse workforce

