

County of Santa Cruz

Invites you to apply for the position of

ASSISTANT PERSONNEL ANALYST

\$71,531 – 95,784 / Annually

ASSOCIATE PERSONNEL ANALYST

\$82,950 – 111,197 / Annually

Open and Promotional



Beautiful Coastal Community
Mediterranean Climate
Excellent Quality of Life

Closing Date: Friday, May 5, 2023

The Positions

The County of Santa Cruz has two exciting opportunities for Analysts to join the Employment Services team (aka: Recruiting Division) and the Risk Management team in the Personnel Department. Join our dynamic team and apply for the openings we have today.

Recruiting Analyst Position:

The Recruiting Analyst for the Employment Services Division will be responsible for leading a team to conduct recruitments and examinations for several County departments. We are seeking a candidate with excellent customer service skills and experience multi-tasking in a fast-paced work environment with priorities changing constantly.

Risk Analyst Position:

The Safety Analyst will be responsible for assisting and developing, implementing, and monitoring the County Safety Program. The Program includes providing training and guidance in accordance with Federal, State, and local regulations related to injury and illness prevention, occupational health and ergonomics.

Summary of Minimum Qualifications

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

Assistant Personnel Analyst:

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 includes 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.

Associate Personnel Analyst:

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 **AND** eighteen months of professional 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. A related advanced degree or a Certificate in Human Resource Management may be substituted for up to six months of the required experience.

Required knowledge and abilities: To view the list of required knowledge and abilities go to the County of Santa Cruz employment opportunities site at:

<http://sccounty01.co.santa-cruz.ca.us/personnel/Specs/VE6spec.html>

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.

Supplemental Questionnaire

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

1. Please describe your experience in recruiting and other Human Resource areas.
2. Please describe an innovative project or program that you helped to develop and/or implement independently which required analytical and problem-solving skills. 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 supervising staff or functioning as a lead worker. In your response, include the number of staff you supervised and/or lead, job titles, and functions, and scope of your responsibility.

The 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 13, 2023**. For more information, please call Personnel Analyst Susana Silva at (831) 454-3596. Hearing Impaired TDD/TTY: 711. If you have a disability that would require an accommodation, please call (831) 454-2600.

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.

Highlighted Benefit Offerings

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 14 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.

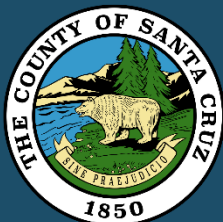
Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

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.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.



County of Santa Cruz Personnel Department

701 Ocean Street, Room 510
Santa Cruz, CA 95060

831.454.2600
www.santacruzcountyjobs.com



LIVE Here

WORK Here

PLAY Here

22-VE4-02

22-VE6-01