THE COUNTY OF SHASTA

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**INVITES APPLICATIONS FOR**

##### PERSONNEL ANALYST I/II/III

**PERSONNEL ANALYST I: $4,032.00 - $5,146.00 APPROXIMATE MONTHLY / $23.26 - $29.69 APPROXIMATE HOURLY**

**PERSONNEL ANALYST II: $4,359.00 - $5,564.00 APPROXIMATE MONTHLY / $25.15 - $32.10 APPROXIMATE HOURLY**

**PERSONNEL ANALYST III: $5,121.00 - $6,536.00 APPROXIMATE MONTHLY / $29.54 - $37.71 APPROXIMATE HOURLY**

**THE CURRENT VACANCY IS IN THE PERSONNEL UNIT OF THE**

**DEPARTMENT OF SUPPORT SERVICES**

**RESPONSES TO SUPPLEMENTAL QUESTIONS ARE REQUIRED**

**ORAL EXAMS WILL BE HELD IN MAY 2016**

**FINAL FILING DATE MAY 23, 2016 AT 5:00 P.M.**

# ABOUT THE POSITION

Under general supervision, to learn to perform a variety of personnel management assignments in support of the overall County personnel program; to conduct special studies and develop and complete special projects as needed; and to perform related work as required. This opening is in the Department of Support Services Personnel Unit.

# DISTINGUISHING CHARACTERISTICS

**Personnel Analyst I:** This is the entry and first working level within the professional/managerial Personnel Analyst class series. An incumbent specializes in the field of personnel management and program management and may supervise others in one or more program areas as needed. An incumbent works under closer supervision, and performs the more routine and less complex tasks than the next higher classification in the Personnel Analyst series, Personnel Analyst II.

**Personnel Analyst II:** Same as “I” in addition to: This is the full journey level within the professional/managerial Personnel Analyst class series. An incumbent is assigned complex tasks and projects, may direct and supervise a major program component, has knowledge and experience in the field of personnel management, and may supervise others in one or more program areas as needed.

**Personnel Analyst III:** Same as “II” in addition to: This is the advanced journey level within the professional/managerial Personnel Analyst class series. An incumbent directs a major component of the personnel program and specializes in the field of personnel management. An individual in this class is assigned the more complex tasks and projects, works under minimal supervision, has advanced knowledge and experience in the field of personnel management and may supervise others in one or more program areas as needed.

# EXAMPLES OF DUTIES

**Assignments**

**Personnel Analyst I/II/III:** The following represent samples of duties in specialized assignments. Some assignments may overlap or incumbents may be reassigned based on program needs. Any incumbent may be expected to perform the following duties: drafting policies and procedures; developing and conducting training; leading, or participating on countywide committees; representing the division at hearings or meetings; researching, recommending, and applying technology to create efficiencies in operations and to stay current with trends in the field; liaison with department managers and staff from the County Administrative Officer's office; may supervise technical work and staff as needed.

**Personnel Management**

**Personnel Analyst I/II/III:** Administers and manages the Personnel Unit functions and responsibilities. Develops personnel recruitment and processing materials; develops, proposes and implements recruitment and selection plans and procedures; reviews employment applications; interviews applicants and serves on oral boards; conducts job audits to determine duties and responsibilities of positions and recommends appropriate classifications; writes and revises class specifications; develops and disseminates equal employment opportunity information; conducts special personnel and related studies and surveys; confers and coordinates with other agencies to obtain necessary data and other information; explains personnel policies to employees, applicants and the general public; may represent the department in formal settings when appropriate; prepares comprehensive correspondence and reports; participates in the collective bargaining process and interacts with unions of targeted projects; works with individuals and committees to ensure compliance with the Americans With Disabilities Act (ADA) and other state and federal laws germane to human resources management.

# QUALIFICATIONS

**Any combination of education and experience sufficient to directly demonstrate possession and application of the following as applicable to the duty assignment:**

**Basic Knowledge of:** Principles, practices and trends of public and business administration; governmental functions and organization concepts and purposes of personnel management staff services; principles and practices of public personnel management in such program areas as recruitment, testing, classification and pay; principles of training and supervision of staff; labor relations; rules of evidence and investigation techniques; safety issues and practices associated with the workplace; and County organizational structure and operating policies and procedures

**Ability to:** Apply accepted principles and practices of public human resources management; gather, analyze and present data and information; develop and justify ideas and findings, both orally and in writing; interpret and explain laws, rules, regulations and procedures; organize and conduct research studies; analyze and develop alternative solutions to difficult technical personnel problems; prepare comprehensive correspondence and reports; understand instructions furnished in oral, written, diagram, or schedule form; solve problems effectively; deal tactfully with customers in stressful situations; prepare training materials and make related presentations; effectively utilize modern word processing software; train and assist with supervising others; establish and maintain cooperative working relationships with those contacted in the course of work.

**These employment standards are typically attained as follows:**

**Personnel Analyst I:** The equivalent to a Bachelor's degree from an accredited college or university with major course work in human resources management, public or business administration, or related field, and some direct experience working in personnel. Professional work experience may substitute for education on a year-for-year basis.

**Personnel Analyst II:** Same as “I” in addition: and at least two years of increasingly responsible experience comparable to that of a Personnel Analyst I with Shasta County.

**Personnel Analyst III:** Same as “II” in addition: and at least two years of experience comparable to that of a Personnel Analyst II with Shasta County. A master's degree in a related field may substitute for one year of experience.

# SPECIAL REQUIRMENT

* Some positions may require possession of a valid California driver license.

**SUPPLEMENTAL QUESTIONS**

**Responses to the following questions must be submitted with a completed application.**

1. Do you have experience with personnel recruitment processes and policies? If yes, please explain in detail and specify if this experience is with the private or public sector. If no, please type “N/A.”
2. Do you have experience with supervision of staff? If yes, please explain in detail your supervisorial responsibilities and number of employees supervised. If no, please type “N/A.”
3. Do you have experience with the progressive discipline process? If yes, please explain in detail. If no, please type “N/A”.
4. Do you have experience composing and/or administering policies? If yes, please explain in detail and specify if this experience is with the private or public sector. If no, please type “N/A.”
5. Please describe in detail your experience analyzing and interpreting policies, procedures, legislation, and/or rules. Please specify if this experience is with the private or public sector. If no, please type “N/A”.

# PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The employee will need to be able to handle multiple tasks with shifting priorities and interact with the public and the staff. Some situations may involve crisis or conflict resolution.

**OTHER CONSIDERATIONS**

* + - * Some positions may require a valid California driver's license and acceptable driving record according to County policy.
      * Reasonable accommodations may be made for those persons who are disabled under the Americans with Disabilities Act to perform the essential functions of the position.
      * As part of the selection process, all individuals provided with a preliminary offer of employment with Shasta County will be subject to a background investigation, including a criminal history check (primarily completed through the taking of fingerprints).    An image of your fingerprints will be captured and sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI).  The resulting report of your conviction history, (if any), will be evaluated along with the other information received in connection with your application. Except as otherwise required by law, a criminal conviction will not necessarily disqualify you from the position.  The nature of the offense, the date of the offense, the surrounding circumstances, and the relevance of the offense to the position applied for may, however, be considered.
      * Based on the results of the background investigation and criminal history check, applicants may then be provided with an offer of employment conditioned on the results of a medical examination, which includes drug/alcohol testing.
      * In accordance with Government Code Section 3100, County employees, in the event of a disaster are considered disaster workers and may be asked to respond accordingly.
      * Employees in this classification are covered under the CalPERS retirement program. Depending on the provisions of the California Public Employees’ Pension Reform Act (PEPRA) and other applicable laws, an employee in this classification will be covered under one of the following CalPERS retirement formulas: (1) 2% at 55, (2) 2% at 60, or (3) 2% at 62. An employee in this classification will also contribute 7% of his/her pay to this plan, or will contribute such other amount to the plan as authorized by PEPRA and other applicable laws. Please visit <http://www.co.shasta.ca.us/index/support_index/personnel/policies_mous.aspx> for additional information regarding benefits and CalPERS coverage information. The provisions in this flyer and on the County’s website are for information purposes only. To the extent the provisions of the flyer or the County’s website are inconsistent with PEPRA and other applicable laws, PEPRA and other applicable laws shall govern.

**APPLICATION & SELECTION PROCEDURES**

**Shasta County Personnel will accept applications and responses to the supplemental questions until 5:00 p.m., on May 23, 2016.** A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. ***Incomplete applications will not be processed. It is not acceptable to complete the application with statements such as, “See/Refer to Resume,” or “See Attached.”*** Closing date postmarks or faxes will **NOT** be accepted. This recruitment will establish a list that may or may not be used by other departments. Prior applicants must reapply to be considered.

**Applicants will be screened and those considered best qualified will be invited to appear for an oral and/or written examination. Meeting the announced requirements does not guarantee inclusion into the selection process. Depending upon the number of applications received, the selection process may consist of additional application screening, written and/or practical exam(s), oral interview, or any combination thereof.**

**Applicants are encouraged to apply on-line at** [**http://agency.governmentjobs.com/shasta/default.cfm**](http://agency.governmentjobs.com/shasta/default.cfm) **or submit an application to the Shasta County Personnel Office.**

Arrangements may be made to accommodate applicants with disabilities. Requests for accommodations may be made to the Shasta County Personnel Office by the filing deadline posted on this bulletin. Shasta County does not discriminate on the basis of disability. If you feel you are being denied service based on a disability, our ADA Coordinator may be reached at (530) 225-5515; relay service (800) 735-2922; fax (530) 225-5345.

**SHASTA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

###### Shasta County Personnel

###### 1450 Court Street, Suite 348 - Redding, CA 96001; (530) 225-5515

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