

THE COUNTY OF PLACER, CALIFORNIA IS SEEKING
HIGHLY SKILLED PROFESSIONALS FOR THE POSITIONS OF



DISABILITY MANAGEMENT ANALYST I/II

HUMAN RESOURCES ANALYST - I AND
HUMAN RESOURCES ANALYST - II

ANNUAL BASE SALARY

HUMAN RESOURCES ANALYST - I: \$88,483-\$110,448

HUMAN RESOURCES ANALYST - II: \$98,675 - \$123,261

- Plus a comprehensive benefits package
- Starting salary is dependent upon qualifications and experience



TO APPLY FOR THIS EXCELLENT CAREER OPPORTUNITY,
please submit an application via the County's website at
jobsatplacercounty.com by 5:00 pm on February 7, 2025.



VIBRANT COMMUNITIES WITH EXTRAORDINARY POTENTIAL

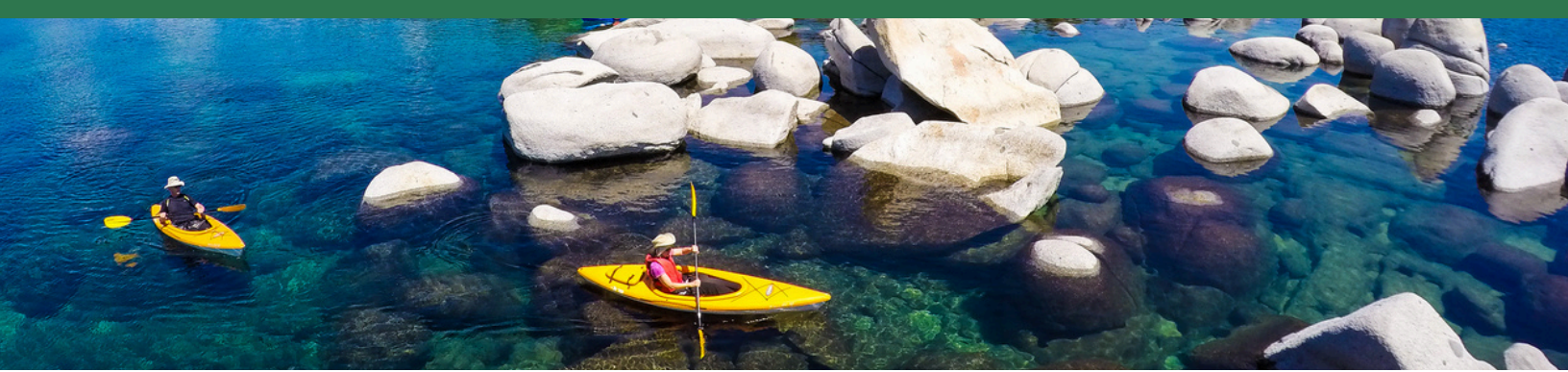
Placer County is an extraordinary community characterized by a healthy and diverse economy, an attractive business environment, and residents who benefit from high-quality educational, safety, and healthcare infrastructure in addition to a wide variety of outstanding recreational opportunities. The government center of Placer County is located in Auburn and is well-positioned 30 miles northeast of Sacramento, the State capital. The total population is approximately 420,717 in unincorporated and incorporated areas of the County combined (Auburn, Colfax, Lincoln, Loomis, Rocklin, and Roseville), including areas of the Sierra Nevada region, the foothills of Auburn, the historic Gold Country, and North Lake Tahoe. Encompassing 1,506 square miles, Placer County is part of the greater Sacramento region, including El Dorado, Sacramento, Sutter, Yolo, Nevada, and Yuba counties. Lake Tahoe, nature's crown jewel of the Sierras, is a short 90-minute drive from the western-most points of the County.

EMPLOYER OF CHOICE AND COUNTY GOVERNANCE

Placer County is consistently ranked first for its quality of life and is one of the healthiest counties in California. Home to Sierra College and Jessup University, with plans for two additional universities to be developed in the western part of the County, Placer also offers a variety of exceptional outdoor recreation opportunities and scenic open spaces. A wide range of housing options exist in the County including multi-family, small lot suburban and urban residential projects, ranchettes, larger rural residential properties, and extensive farmlands with a mix of farming and ranching opportunities. Outdoor recreation activities in Placer County are abundant all year long, from hiking and biking to horseback riding, rafting, snowshoeing, and skiing. Placer County has a strong heritage as part of California's Gold Country and is considered the Gateway to the Sierra.

The County is governed by a five-member Board of Supervisors elected to four-year terms by voters within their respective districts. Six County officials elected at-large are responsible to the Board on budgetary and operational issues. The remaining majority of department heads are appointed and work at the pleasure of the County Executive Officer. Placer County is stable financially due to fiscally prudent decision-making and effective policy setting over the past few decades. Given this stability, the County has been able to achieve its mission to provide responsive, efficient, and effective public services in keeping with its budget and financial policies. The County's budget for FY 2024/25 is \$1.23 billion with a current staff of approximately 2,800 funded positions.

FOR MORE INFORMATION ABOUT PLACER COUNTY, PLEASE VISIT WWW.PLACER.CA.GOV



Placer County is located north of the capital city of Sacramento and is conveniently near two major airports: Sacramento International Airport and Reno-Tahoe International Airport



ECONOMICALLY STRONG COUNTY

Median household income of \$99,734 and median home value of \$539,400



Placer County has good student-teacher ratios, high graduation rates, and exceptional test scores



TOP 10

PLACES TO RAISE A FAMILY IN CALIFORNIA

Placer County reached number 7 out of 58 in 2023



50%

RESIDENTS HAVE AN ASSOCIATE'S DEGREE OR HIGHER

THE PLACER COUNTY REGION OFFERS A WONDERLAND WITH FOUR DIVERSE SEASONS TO ENJOY THE OUTDOORS



420,717

TOTAL POPULATION



Placer County ranked highly in longevity, quality of life, social behaviors, and access to clinical care



41.8

MEDIAN AGE

THE POSITION

Disability Management Analysts provide program planning and administration to the Leaves of Absence, Disability Management, and Retirement unit within the Human Resource Department. This position is distinguished from other human resources positions by its responsibility and special attention to managing and administering leaves of absence and/or disability management as it relates to employees county-wide and is responsible for the following:

- Researches, analyzes, and interprets applicable laws, programs, and regulations (including FMLA, ADA, CFRA, FEHA, and other federal, state, and local leave laws) relative to assigned areas of responsibility and makes recommendations based on findings.
- Administers leave of absence and disability management activities.
- Provides information and advice to department heads, managers, supervisors, and employees on leaves of absence and disability management-related matters.
- Facilitates and participates in the reasonable accommodation interactive process in accordance with related laws and regulations.
- Develops, maintains, and disseminates policies and procedures consistent with legal requirements.
- Drafts and/or recommends revisions to County leave policies to ensure compliance with federal, state, and local laws and regulations.
- May develop and conduct training for managers.
- Plans and coordinates one-on-one retirement (including service, disability, and industrial disability retirement) information meetings and may conduct retirement planning seminars.
- Maintains records and prepares reports using automated software systems and/or other electronic and manual means.
- Builds and maintains relationships with departments to facilitate awareness of regulatory compliance issues and proactively address potential problems.
- Maintains knowledge of all applicable leave and accommodation laws including the FMLA, ADA, and state and local laws and research changing trends in case law.

MINIMUM QUALIFICATIONS

Candidates need to possess the following background/qualifications:

EXPERIENCE

Human Resources Analyst - I: One year of professional-level analytical experience performing human resources, general administration, or organizational analysis work;

OR

Two years of paraprofessional level experience working as an Administrative Technician in Placer County Human Resources or as a Human Resources Technician or other related classification, preferably in a public agency human resources department.

Human Resources Analyst - II: Two years of increasingly responsible professional human resources administration experience similar to the duties performed by Placer County's Human Resources Analyst I.

EDUCATION

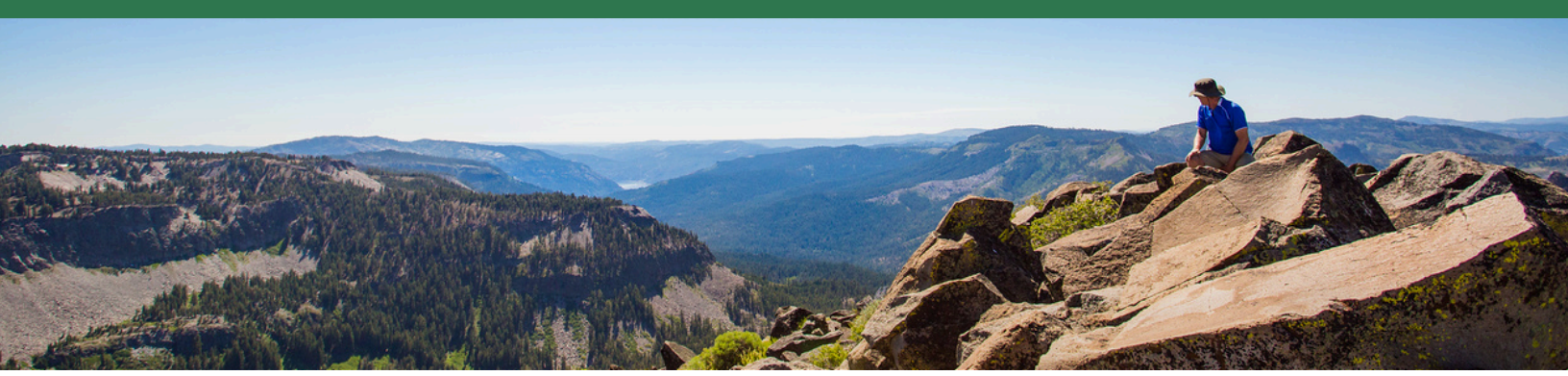
Equivalent to a bachelor's degree from an accredited college or university with major course work in business or public administration, human resources administration, behavioral science or a related field.

REQUIRED LICENSE

May need to possess a valid California driver's license as required by the position.

THE IDEAL CANDIDATE

The ideal candidate will demonstrate experience in analyzing and interpreting policies, practices, procedures, and relevant regulations. They will be adept at conducting research, analyzing information and data, and presenting findings concisely. They will demonstrate the ability to communicate sensitive and complex information while maintaining confidentiality. Additionally, they will possess confidence in public speaking with a proven ability to resolve conflicts and mediate difficult situations by communicating effectively, both verbally and in writing.



COMPENSATION AND BENEFITS

The annual base salary range for these management positions is \$88,483 - \$110,448 for Disability Management Analyst - I and \$98,675 - \$123,261 for Disability Management Analyst - II. The starting salary is contingent on qualifications and experience. In addition, Placer County offers an attractive benefits package as described below:

ANNUAL LEAVE

The County provides 100 hours of management leave to be used as time off or cashed out, 12 paid days of sick leave, and 14 paid holidays per year (two of which are floating holidays). Vacation is accrued beginning at 10 days and increasing to a maximum of 25 days per year with 20 years of service.

CAFETERIA PLAN

The County provides \$5,000 per calendar year to be taken in cash, deposited in a medical spending account, dependent care spending account, or a sponsored 401(k) plan.

DEFERRED COMPENSATION

Voluntary 401(k) and 457(b) plans are available through payroll deductions. The County will match one dollar for every two dollars in employee contributions made to a 401(k) account up to a maximum employer contribution of \$1,500 per employee per calendar year.

LIFE INSURANCE

The County provides life insurance of \$50,000 and an accidental policy of \$10,000.

HEALTH, DENTAL, AND VISION INSURANCE

The County offers a choice of health insurance plans provided through CalPERS, with the County paying 80% of the selected plan's total premium. The County pays for employee dental and vision insurance (dependent coverage is available at employee's expense).

RETIREE MEDICAL

Employees receive 50% of the County medical contribution upon retirement with ten years of CalPERS service credit, including five years of Placer County service. Employees receive an additional 5% of the County medical contribution for each additional year of service up to 20 years.

RETIREMENT PLANS

Employees are covered by Social Security and the California Public Employees' Retirement System (CalPERS).

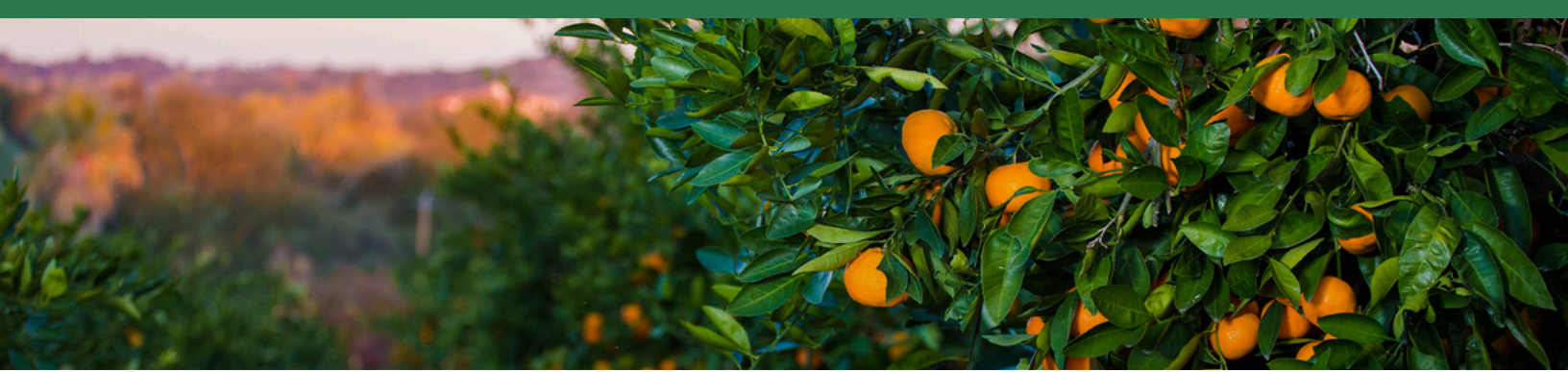
SALARY PROTECTION

Qualifying employees, after a waiting period of ten (10) consecutive workdays, shall receive 80% of their regular pay up to a maximum of thirteen (13) pay periods to care for self or qualifying family members, or to bond with employee's newborn or newly adopted child or foster child.

ANNUAL SALARY & BENEFITS	DISABILITY MANAGEMENT ANALYST - I	DISABILITY MANAGEMENT ANALYST - II
ANNUAL SALARY	\$88,483 - 110,448*	\$98,675 - 123,261*
MANAGEMENT LEAVE CASH OUT (100 HOURS ANNUALLY)	\$4,254 - \$5,310	\$4,744 - \$5,926
CAFETERIA PLAN	\$5,000	\$5,000
401(K) EMPLOYER MATCH ANNUAL MAXIMUM	\$1,500	\$1,500
TOTAL ESTIMATED BENEFITS	\$69,924 - \$77,748	\$73,555 - \$82,312
TOTAL ESTIMATED ANNUAL SALARY & BENEFITS	\$169,161 - \$200,006	\$183,474 - \$217,999
NET TOTAL ESTIMATED ANNUAL SALARY & BENEFITS (LESS EMPLOYEE COST)	\$146,988 - \$177,833	\$160,275 - \$194,800

For a more detailed listing of Management benefits, [click here](#).

**The starting salary is contingent on qualifications, experience, and types of cases assigned.*



SELECTION PROCESS

To apply for this excellent career opportunity, please submit a cover letter, resume, and an application via the Placer County website www.jobsatplacercounty.com by 5:00 pm on February 7, 2025.

Appointment to these positions will be contingent upon successful completion of a post-offer, pre-employment physical examination, and a background investigation, including a Livescan fingerprint clearance.

An application appraisal screening will be conducted to select a reasonable number of the best-qualified candidates who will be invited to an interview. The interviews will be used to appraise the education, experience, and personal qualifications of each best-qualified applicant.

FOR MORE INFORMATION ABOUT PLACER COUNTY, PLEASE VISIT WWW.PLACER.CA.GOV

Thank you for your interest in employment with Placer County. Placer County is an equal opportunity employer and is committed to an active nondiscrimination program. It is the stated policy of Placer County that harassment, discrimination, and retaliation are prohibited and that all employees, applicants, agents, contractors, and interns/volunteers shall receive equal consideration and treatment. All terms and conditions of employment, including but not limited to recruitment, hiring, transfer, and promotion will be based on the qualifications of the individual for the positions being filled regardless of gender (including gender identity and expression), sexual orientation, race (including traits historically associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, ancestry, religion (including creed and belief), national origin, citizenship, physical disability (including HIV and AIDS), mental disability, medical condition (including cancer or genetic characteristics/information), age (40 or over), marital status, military and/or veteran status, sex (including parental status, pregnancy, childbirth, breastfeeding, and related medical conditions), reproductive health decision making, political orientation, or any other classification protected by federal, state, or local law. Please contact the Human Resources Department at least 5 working days before a scheduled examination if you require accommodation in the examination process. Medical disability verification may be required prior to accommodation.



Placer County is an equal opportunity employer and is committed to an active nondiscrimination program.

HUMAN RESOURCES DEPARTMENT
Equal Opportunity Employer
145 Fulweiler Avenue, Suite 200
Auburn CA 95603

(530) 889-4060
www.JobsAtPlacerCounty.com