

The seal of San Joaquin County is a circular emblem. It features a central figure of a person standing on a pedestal, holding a scale of justice. The figure is surrounded by a wreath. The words "SAN JOAQUIN COUNTY" are written around the perimeter of the seal. The seal is rendered in a light green color.

San Joaquin County Employment Opportunity

Equal Employment Opportunity (EEO) Analyst II

Human Resources

About the position

The County EEO Analyst is essential in promoting equal employment opportunities within the county. This role involves analyzing employment practices to identify potential discrimination and recommending strategies to foster a diverse and inclusive workforce. Responsibilities include developing and monitoring EEO programs, investigating discrimination complaints, and providing guidance to departments on EEO matters. The ideal candidate will possess strong analytical skills, a thorough understanding of EEO laws, and the ability to engage in outreach and training initiatives. Strong communication and interpersonal skills are essential for building effective relationships with stakeholders, making this position pivotal to the county's commitment to diversity and inclusion.

About the department

Human Resources is a division of the County Administrator's Office and provides centralized HR and labor relations services for all County departments. Services include: Employment Services to include recruitment, retention, exam development, and performance management, DEI/EEO program, Staff development & wellness, administration of County health, dental, and voluntary benefit programs, safety, risk and leave management. The division also negotiates labor contracts, processes complaints and grievances, participates in labor management meetings, and provides support for the Civil Service Commission, Equal Employment Opportunity Advisory Committee and Deferred compensation.

The Ideal Candidate

The ideal candidate for the County EEO Analyst position is a proactive and detail-oriented professional with a strong background in equal employment opportunity laws and practices. They possess exceptional analytical skills, enabling them to assess and interpret complex data related to hiring, promotions, and retention while identifying potential areas of bias or discrimination. With a proven track record in developing and implementing EEO programs and initiatives, they are adept at conducting investigations into complaints and providing sound recommendations to promote a fair workplace. Excellent communication and interpersonal skills are essential, allowing them to effectively engage with diverse stakeholders and conduct outreach and training sessions. A commitment to fostering an inclusive and respectful work environment, combined with a deep understanding of federal, state, and local EEO regulations, makes them an invaluable asset to the county's mission of ensuring diversity and equity in employment practices.

Recruitment Announcement
0924-RB5602-01
Equal Opportunity Employer

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

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EEO Analyst II Human Resources

Compensation and Benefits

Approximate Annual Base Salary:

***\$90,937 - \$110,534**

(*salary includes 10% confidential supplement)

Cost of Living Adjustments (COLAs)

Effective July 14, 2025—3% COLA

In addition to the base salary, the County offers an excellent benefits plan which includes a county contribution to health insurance, dental and vision insurance plans. Other benefits also offered by the County include:

- Members of the Confidential Unit receive a supplement of 10% on top of base salary
- A 1% employer contribution to the County's 457 Deferred Compensation Plan
- Vacation cash-out up to eight (8) days annually
- 1937 Retirement Act plan with reciprocity with CALPERS.
- 125 Flex Spending Benefits Plan
- 12 days sick leave annually with unlimited accumulation.
- 10 days of vacation leave (15 days after 3 years, 20 days after 10 years, and 23 days after 20 years)
- 14 paid holidays per year

Recruitment Incentives

- **Vacation Accrual Rate:** San Joaquin County vacation accrual rate consistent with the candidate's total years of public service.
- **Sick Leave:** Candidates leaving other employment may receive credit for actual non-reimbursable sick leave hours (up to 160 hours).
- **Reimbursement of moving expenses:** Actual documented cost of moving to a maximum of \$2,000. Costs may include moving expenses, interim housing, and travel expenses related to the move for the candidate and their family.

Application and Selection

The competitive process includes submittal of a completed San Joaquin County Employment application and Supplemental Questionnaire. Resumes will not be accepted in lieu of a complete application package. If a formal exam process is utilized, qualified applicants will be invited to participate in an oral or written examination interview which may include a practical exercise. The top-scoring candidates will be referred to the department for a hiring interview. To apply, submit a completed application and supplemental questionnaire on or before the **final filing date 10/25/24.**

This Civil Service position is unrepresented. Final appointment will be conditional upon passing a pre-employment background check.

Potential cashable compensation	Step 1	Step 5
Annual Salary	\$82,670	\$100,486
Confidential supplement 10%	\$8,267	\$10,048
1% Deferred Comp	\$826	\$1004
Vacation Cash-out (8 days)	\$2,544	\$3,091
Total	\$94,307	\$114,629



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Primary Responsibilities

- Receives, processes and performs investigations into complaints of discrimination or harassment; interfaces with employees, unions, management, legal representatives, and external agencies, as needed, during the investigative process; prepares detailed and comprehensive post-investigative reports and maintains careful records; assures confidentiality of witnesses and participants, as appropriate; may provide testimony or expert witness in a hearing or other venue as required.
- Responds to EEO complaints and inquiries; answers questions and advises County managers and supervisors about the County's EEO program, as well as federal and state laws and regulations.
- Implements the County's EEO plan by conducting statistical analyses of County labor and workforce, compiling and analyzing data using computer software; prepares data and reports to meet reporting requirements.
- Designs and conducts employee training modules and orientation programs relevant to the EEO program.
- Researches EEO laws and requirements, including County Civil Service Rules, state and federal laws relevant to EEO issues and relevant court and administrative agency opinions and rulings.
- Maintains a liaison with state and federal officials, as well as with city/county officials, staff, citizens, community/professional organizations and educational institutions.
- Attends meetings, conferences and seminars; participates on committees and task forces; makes presentations to groups, commissions, and others as required.

Minimum Qualifications

Either Pattern I

Experience: One year as an Equal Employment Opportunity Analyst I with San Joaquin County.

OR Pattern II

Education: Graduation from an accredited four-year college or university, preferably with a major in one of the social or behavioral sciences, humanities, business or public administration, or a closely related field.

Experience: One year experience implementing equal employment opportunity programs, conducting investigations of allegations of harassment/discrimination, and/or conducting equal employment opportunity-related training programs.

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

AND

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



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Make San Joaquin County your new home!

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.

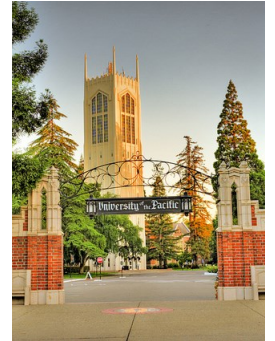
San Joaquin County government provides nine community parks for boating, camping, and picnicking, swimming and organized sports. Annual family events include the Asparagus Festival, attended by thousands of fun-seekers from the County and beyond.

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 Mickey Grove Park offers a zoo, rides and a 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.



Education

From preschool to higher education, the County has it covered with an abundant array of public or private opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus-Stockton Center, Humphreys College and Law School, 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.



Agriculture

The county is one of the most agriculturally rich regions in California. Grapes are the leading commodity, with 98,000 bearing acres, much of that in wine grapes. Over 85 wineries within the Lodi Appellation offer opportunities for tasting and special events.

Almonds, walnuts, tomatoes and cherries round out the top crops, with an abundance of other produce. Weekly farmers markets throughout the county offer a cornucopia of fresh fruit and vegetables. Fruit stands and pick-your-own produce farms dot the countryside.

Housing

Housing is plentiful in San Joaquin County and is affordable when compared to other nearby areas.

Housing ranges from new developments to historic homes. 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.

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