

# San Joaquin County Employment Opportunity

## **Principal Personnel Analyst** Human Resources

### **ABOUT THE POSITION**

San Joaquin County is seeking a dynamic and experienced individual to join our organization as a Principal Personnel Analyst. This recruitment is being conducted to fill one vacancy in this vital leadership role within our organization. The Principal Analyst will oversee a team that conducts recruitments, analyzes reports, provides recommendations, and advises on HR related processes and policies. In collaboration with senior leadership, the Principal Analyst will establish and uphold personnel related priorities, ensuring the smooth and efficient operation of this critical human resources unit.

This position entails providing expert advice to management on personnel related matters, including hiring, interviewing, discipline, investigations, policy and procedure compliance, grievances, complaints, and performance evaluations. The Principal Analyst will analyze relevant legislation and legal trends, evaluate their impacts on the organization, and make informed recommendations. Additionally, this role involves planning, implementing, and overseeing staff development and training programs to ensure compliance as well as promote continuous professional growth. This position will report to the Assistant Human Resources Director

### **THE IDEAL CANDIDATE**

The ideal candidate will have the technical expertise to perform public human resources work with precision. Strong leadership and supervision skills are required to foster a productive and collaborative work environment. The Principal Analyst must be capable of gathering and analyzing complex data, preparing comprehensive reports, and understanding and interpreting intricate regulations and technical information. To excel in this management role, the incumbent must possess comprehensive knowledge of public human resources administration principles and practices. They should be well-versed in administrative and organizational principles and proficient in statistical methods and analysis. Familiarity with merit systems and federal and state employment regulations and guidelines is essential. Demonstrated ability to establish and maintain effective working relationships with colleagues, management, and other stakeholders is also vital.

### **ABOUT THE DEPARTMENT**

Human Resources is a division of the County Administrator's Office and provides centralized HR-related advisement to the County's 27 customer departments. With a dedicated team of 61 professionals, Human Resources encompasses a range of specialized units including: Employee Benefits, Staff Development, Employment Services, Risk Management, Labor Relations, EEO, Position Control, Leave Management and Classification & Compensation. Our mission is to partner with all county departments, community organizations, and educational institutions to recruit, develop, and retain employees of the highest quality and competency, and who represent the diverse community we work and live in.

Recruitment Announcement  
0125-RB5110-01  
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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*Greatness grows here.*

# Principal Personnel Analyst

## Human Resources

### Typical Duties

- Manage county recruiting within the Human Resources Division. Coordinate programs and projects related to recruitment and staffing.
- Collaborate with other Human Resources units, EEO, Labor Relations, County Counsel, and other relevant stakeholders as necessary.
- Analyze legislation and legal trends impacting Human Resources. Evaluate potential impacts and keep Leadership informed of relevant developments.
- Make recommendations related to new legislation and assist in the formulation of countywide policies and procedures.
- Correspond and meet with recognized employee organizations regarding HR issues. Provide technical support for negotiations with recognized employee organizations.
- Provide guidance to departments regarding performance appraisal procedures, ensuring alignment with organizational objectives and continuous professional development.
- Interpret and explain provisions of relevant regulations and ordinances, including Civil Service Rules, Salary Ordinance, MOUs, and personnel policies.
- Advise departments on a variety of human resources matters, including counseling and evaluating employees. Provide guidance on disciplinary actions and other personnel-related issues.
- Plan and implement internal staff development and training programs.
- Supervise, coach, and mentor subordinate staff.

### Minimum Qualifications

#### Either Pattern I:

**Experience:** One year as a Personnel Analyst III or four years as a Personnel Analyst II in San Joaquin County service.

#### Or Pattern II:

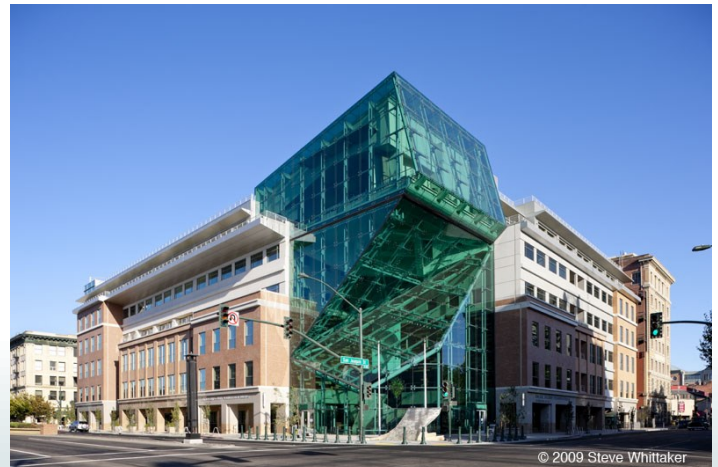
**Education:** Graduation from an accredited four-year college or university, preferably with a major in public or business administration, social science, industrial psychology, or a closely-related field.

**Experience:** Five years of increasingly responsible full-time professional public human resources experience in one or more of the following areas: classification, compensation, recruitment, leave administration, disability management, employees relations, test development or closely-related field.

**Substitution:** Qualifying experience may substitute for the required education on a year-for-year basis.

#### AND FOR BOTH PATTERNS:

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



# Principal Personnel Analyst

## Human Resources

### Compensation and Benefits

Approximate Annual Total Compensation:

**\$120,121—\$146,008 \***

*\* Approximate annual salary includes 10% confidential supplement.*

*Future COLA: July 2025 = 3%*

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:

- Confidential Unit receive a supplement of 10% on top of base salary (noted above)
- A 1% employer contribution to the County's 457 Deferred Compensation Plan
- Vacation cash-out up to eight (8) 8-hour 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
- 80 hours of Administrative Leave annually

Click to review all [benefits](#).

### 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).
- **New Hire Retention Bonus:** \$2,000 upon completion of first year equivalent employment (2,080 hours); \$1,000 at 6,240 hours; \$3,000 at 12,480 hours.
- **Moving Expenses:** Documented costs to a max of \$2,000

	Step 1	Step 5
Annual Base Salary	\$109,201	\$132,735
10% Supplement (annual)	\$10,920	\$13,273
1% Employer 457 Contribution (annual)	\$1,092	\$1,327
Vacation Cash Out (64 hours)	\$3,360	\$4,084
<b>Total Potential Annual Comp</b>	<b>\$124,573</b>	<b>\$151,420</b>

### 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 examination interview which may include a practical exercise. The top-scoring candidates will be referred to the Director of Human Resources for a hiring interview. To apply, submit a completed application and supplemental questionnaire on or before the **final filing date**.

**Final Filing Date: January 31, 2025**

**This Civil Service position is not represented by a union and is exempt from FLSA. Final appointment will be conditional upon passing a Pre-Employment Background and DOJ Live Scan.**

To apply, visit our [website](#).

For information on this recruitment, please contact Nicole Devencenzi at 209-468-9755 or [ndevencenzi@sjgov.org](mailto:ndevencenzi@sjgov.org)

# 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.

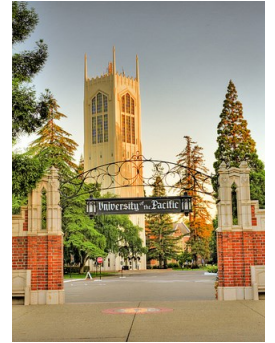
Individual cities and communities provide a host of other opportunities, from Lodi Lake Park and Nature Area to the Woodbridge Ecological Reserve. The County-owned and operated Micke Grove Park offers a zoo, rides and a historical museum to delight both children and adults. The San Joaquin Delta is one 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.



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## 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. Almonds are the leading commodity with over 104,000 bearing acres. Milk, grapes, walnuts, and cherries round out the top crops, with an abundance of other produce. Grapes make up 91,000 bearing acres, much of which are wine grapes. There are over 85 wineries within the Lodi Appellation offer opportunities for tasting and special events.

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 found mostly in central Stockton and downtown Lodi. 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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