



# San Joaquin County Employment Opportunity

## **Classification and Compensation**

### **Personnel Analyst II—Human Resources**

---

#### **ABOUT THE POSITION**

San Joaquin County is recruiting journey level Personnel Analysts to join our Classification and Compensation Unit. This opportunity invites Human Resources (HR) professionals into a dedicated niche of analytically challenging classification and compensation studies and projects in support of all San Joaquin County services. The Unit partners with several functional areas of Human Resources such as labor relations, employee benefits, and employment services. With formal and on-the-job training, as needed, this position will perform complex and detailed professional assignments to enhance the level of HR services provided to County departments. As a Classification and Compensation Analyst, your demonstrated HR experience will allow you to immediately add value to the team while continuing to develop compensation and job analysis skills. In this role, you will provide analytical support for classification, compensation, and salary administration activities.

Project and task assignments will include collecting data, researching pertinent information, and formulating and making recommendations to develop and revise classification specifications, conduct job audits, conduct total compensation and benefits surveys, and review organizational structure and position allocation requests.

#### **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: recruitment, exam development, EEO investigations, SJC Engage (Staff Development), administration of County health, dental, and voluntary benefit programs, as well as safety, risk and leave management. The division also negotiates labor contracts, processes complaints and grievances, participates in labor management meetings, and provides support to the Civil Service Commission.

The mission of the Human Resources Division is to partner with all County departments, community organizations, and educational institutions to recruit, develop, and retain employees of the highest quality and competency, who represent the diverse community we work and live in.

#### **THE IDEAL CANDIDATE**

The ideal candidate will be an experienced public sector HR professional who enjoys in-depth project work, written communication, and "out-of-the-box" thinking, with a willingness to learn internal process and methodology. A working knowledge of MS Word and Excel are a must with the ability to learn HRIS platforms for the purpose of data collection. A proven track record to learn and transition topics quickly, develop relationships with colleagues from a variety of backgrounds and perspectives, and make data driven recommendations will add value to the team.

Recruitment Announcement  
0524-RB5102-SR  
Equal Opportunity Employer

Human Resources  
44 N. San Joaquin Street  
Third Floor, Suite 330  
Stockton, California 95202

**SAN JOAQUIN**  
— COUNTY —  
*Greatness grows here.*

# 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.

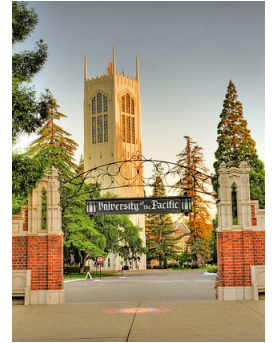
San Joaquin County government provides nine community parks for boating, camping, and picnicking, swimming and organized sports. Annual family events include the Asparagus Festival, attended by thousands of fun-seekers from the County and beyond.

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.



## 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.

**SAN JOAQUIN**  
— COUNTY —

*Greatness grows here.*

# Personnel Analyst II

## Typical Duties (not all inclusive)

- Conducts classification, task analyses, and job restructuring studies; develops and revises class specifications; conducts job audits, analyzes questionnaires and researches collateral material.
- Collects and interprets salary and employee data; assists in salary negotiations and other employer-employee relations matters.
- Assists or cooperates in the administration of public employment programs and the County EEO program.
- Assists in developing and conducting employee-training programs.
- Prepares correspondence and analytical reports.
- Participates in the development of procedures, forms and work methods; conducts or participates in a variety of special departmental projects and prepares appropriate reports
- Communicates with employees, unions, management, legal representatives, contract investigators, and external agencies as needed during the investigative process.
- Presents studies at the Civil Service Commission

## Continued typical Duties (not all inclusive)

- Classification Review: Conduct regular reviews of existing job classifications to ensure they remain relevant and accurate, recommend any necessary changes.
- Salary Surveys: conduct and participate in salary surveys to collect data on compensation trends and practices. Analyze survey results to determine the organization's market position for various jobs.
- Compensation Analysis: Perform compensation analysis to ensure internal equity and external competitiveness. Develop and maintain salary structures, including pay grades and ranges.

## Minimum Qualifications

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: One year of full-time professional public personnel or related administrative analytical work performing class studies, salary surveys and/or other assignments requiring the demonstrated application of job analysis or compensation analysis at a level equivalent to a Personnel Analyst I in San Joaquin County service.

AND

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



# Personnel Analyst II

## Compensation and Benefits

### Approximate Annual Base Salary

**\*\$89,153- \$108,366**

(\*salary includes 10% confidential supplement)

### Cost of Living Adjustments (COLAs)

- Effective July 1, 2024—**4% COLA**

- 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
- 80 hours of Administrative Leave annually (prorated)

## 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 6/28/24.**

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

## Recruitment Incentives \* (new to county employees may qualify)

- **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.

	Step 1	Step 5
Annual Base Salary (this includes 10% Confidential supplement)	\$89,153	\$108,366
1% Employer 457 Contribution (annual)	\$891	\$1083
Vacation Cash Out (annual)	\$2,494	\$3,031
<b>Total Potential Annual Compensation</b>	<b>\$92,538</b>	<b>\$112,480</b>