

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 various symbols, including a plow, a sheaf of wheat, and a bundle of grapes. The words "SAN JOAQUIN COUNTY" are written around the perimeter of the seal.

# San Joaquin County Employment Opportunity

## **Leave Administration Coordinator**

### Human Resources Division

#### **ABOUT THE POSITION**

The Human Resources Division is recruiting for an experienced analyst to perform complex professional level public personnel work in the area of leave management. This specialized role will receive direction from the Principal Personnel Analyst overseeing the Leave Management team. The Leave Administration Coordinator will function in a leadership role, with specialized knowledge and expertise in HR management to address and advise on complex leave administration cases and to ensure consistency occurs Countywide. This position will perform the most complex and detailed professional assignments with a significant level of independence, intended to expand the level of HR service currently provided to County departments in leave administration. Duties will include HR advising in the areas of absence management, interpretation of entitlement leave laws and regulations applicable to County policies to ensure consistency Countywide. In addition, this position will be responsible for developing and facilitating compliance related trainings for both HR staff and department leave processors, supervisors and managers.

#### **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, 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, EEOA, Deferred compensation.

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 for the Leave Administration Coordinator role will be a seasoned HR professional with expertise in leave management and a thorough understanding of federal, state, and local leave laws. They will have strong leadership skills, capable of advising HR teams and department managers on complex leave cases while ensuring consistent application of policies across the County. This individual will be detail-oriented, with sharp analytical abilities and a proven track record of problem-solving in sensitive situations. They will excel in communication, both in conveying complex information and in developing and delivering compliance-related training. A self-motivated and proactive leader, the ideal candidate will work autonomously while fostering collaboration, ensuring that leave administration practices align with the County's goals and uphold the highest standards of compliance and service quality.

Human Resources  
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Phone: (209) 468-3370

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# Personnel Analyst III

## Compensation and Benefits

Approximate Annual Base Salary:

**\$112,191 - \$141,421**

**\*Salary includes 10% confidential supplement**

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 (pro-rated)

## 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	\$101,992	\$123,971
10% Supplement (annual)	\$10,199	\$12,397
1% Employer 457 Contribution (annual)	\$1019	\$1239
Vacation Cash Out (annual)	\$3,137	\$3,814
<b>Total Potential Annual Comp</b>	<b>\$116,347</b>	<b>\$141,421</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 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 9/20/24.**

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



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# Personnel Analyst III

## Typical Duties

- Supervise a team of Human Resources analysts and support staff.
- Prepares examination announcements & brochures; provides information regarding County employment to interested parties.
- Constructs, validates and analyzes oral, written and performance examinations; insures compliance with federal and state laws.
- Conducts classification, task analyses, and job restructuring studies; develops and revises class specifications; conducts job audits.
- Participates in the development of procedures, forms and work methods; conducts or participates in a variety of special departmental projects.
- Collects and interprets salary and employee data; assists in salary negotiations and other employer-employee relations matters.
- May assume functional responsibility for a personnel program; supervises and manages program activities.
- Develops and conducts employee training programs.
- Prepares correspondence and analytical reports.
- Providing guidance and interpretation to County departmental human resources staff.
- Policy Development

## Minimum Qualifications

Experience: Two (2) years as a Personnel Analyst II in San Joaquin County service.

OR:

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: Three (3) years of full-time professional public personnel or related administrative analytical work, of which at least two (2) years must have been a responsibility level equivalent to Personnel Analyst II in San Joaquin County service.

Substitution: Experience performing demonstrated complex professional *public personnel work such as classification, recruitment and/or test development OR administrative/analytical work related to personnel may be substituted for the required education on a year-for-year basis.*

AND:

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



# 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.

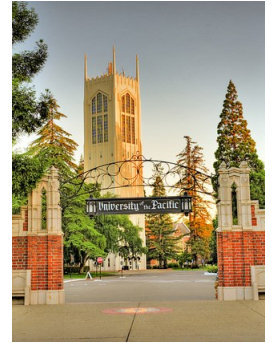
San Joaquin County government provides nine community parks for boating, camping, and picnicking, swimming and organized sports. Annual family events include the Asparagus Festival, attended by thousands of fun-seekers from the County and beyond.

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. 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 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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