

# San Joaquin County Employment Opportunity

## **Classification and Compensation**

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

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#### **ABOUT THE POSITION**

San Joaquin County is recruiting a journey level Personnel Analyst to join our Classification and Compensation Unit. This opportunity provides an opportunity to conduct a variety of classification and compensation studies and projects, which can be analytically challenging and conducted with autonomy. The Class and Comp unit supports several functional areas of Human Resources (e.g., labor relations, employee benefits, employment services) and provides exposure to all County operations and service areas. Your demonstrated HR experience will allow you to contribute to the team, and this opportunity will allow you to develop your compensation and job analysis skills. 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. The Class & Comp unit develops and revises class specifications; conducts job audits, analyzes questionnaires and researches collateral material; and conducts total compensation surveys.

This position will be responsible for conducting classification studies, task analyses, and organizational restructuring studies. The Analyst will develop, implement, and maintain compensation policies and programs to ensure equitable and competitive employee compensation. In this role, you will provide analytical support for compensation, classification, and salary administration activities.

#### **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, 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 for 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 with a big-picture mindset, who enjoys in-depth project work, written communication, and "out-of-the-box" thinking. 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  
0822-RB5102-01  
Equal Opportunity Employer

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

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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.

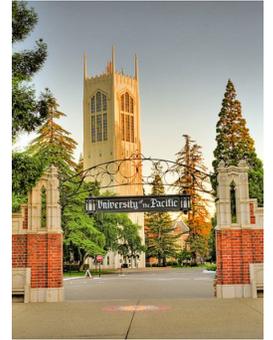
San Joaquin County government provides nine community parks for boating, camping, and picnicking, swimming and organized sports. Annual family events include the Asparagus Festival, attended by thousands of fun-seekers from the County and beyond.

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 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.

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# 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.

## Minimum Qualifications

Experience: One year as a Personnel Analyst I in San Joaquin County service.

OR

Education: Graduation from an accredited four year college or university with a bachelor's degree in public or business administration, social science, industrial psychology or closely related field.

AND

Experience: One year of full-time professional public personnel or related administrative analytical work equivalent to a Personnel Analyst I in San Joaquin County service. Experience in Class & Comp is preferred.

Substitution: Experience performing demonstrated complex para-professional public personnel, 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 license.

## Application and Selection

The competitive process includes submittal of a completed San Joaquin County Employment application. 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 department for a hiring interview. To apply, submit a completed application on or before the final filing date.

To apply, visit our [webpage](#) or scan the QR code with your smartphone's camera.

Final Filing Date: **October 14, 2022**

*This Civil Service position is not represented by a union. Final appointment will be conditional upon passing a pre-employment DOJ Live Scan and Background check.*



# Personnel Analyst II

## Compensation and Benefits

Approximate Annual Salary:

**\*\$80,102- \$97,365**

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.

\*salary includes a 10% confidential unit supplement.

Other benefits also offered by the County include:

- 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

	Step 1	Step 5
Annual Base Salary (this includes 10% Confidential supplement)	\$80,102	\$97,365
1% Employer 457 Contribution (annual)	\$728	\$885
Vacation Cash Out (annual)	\$2,241	\$2,723
<b>Total Potential Annual Compensation</b>	<b>\$83,0710</b>	<b>\$100,973</b>

## Wellness

San Joaquin County is dedicated to providing its employees with a great benefit package and is interested in their overall well-being. Through our SJC Engage wellness program, San Joaquin County employees and eligible dependents are offered support in the way of various workshops, courses, and programs in areas such as Physical and Mental Wellness, Professional Wellness, and Financial Wellness. Employees also enjoy special employee pricing through Perks at Work.

For additional information regarding the wellness program, please click to visit the SJC Engage website:



## Recruitment Incentives\*

- Vacation accrual rate consistent with candidate's total years of Public Service
- Sick leave credit up to 160 hours of unreimbursed sick leave from prior public employer
- Reimbursement of qualifying moving expenses up to \$2,000

*\*Recruitment Incentives may be available. Incentives must first be approved by the San Joaquin County Administrator.*



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