



County of Santa Cruz

Invites you to apply for:

ASSISTANT PERSONNEL ANALYST

SALARY: \$75,878 - 101,608 ANNUALLY

ASSOCIATE PERSONNEL ANALYST

SALARY: \$88,005 - 117,957 ANNUALLY

Supplemental Questionnaire Required

Open and Promotional

Closing Date: Friday, February 21, 2025

**To apply, go directly to:
www.santacruzcountyjobs.com
or Scan the QR code**



Women, people of color, and people with disabilities are encouraged to apply.

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THE JOB

The County of Santa Cruz is thrilled to announce two exciting analyst opportunities within the Personnel Department: one vacancy is in the Risk Management Division and another vacancy is in Labor Relations Division. We are conducting recruitments at the Assistant (trainee) and Associate (journey) levels to assess candidates with varying levels of experience. Please review the qualifications section listed below and apply for the level that best matches your experience.

Risk Management: This position is responsible for overseeing the County's liability program, which includes managing claims against the County in collaboration with various County departments and County Counsel. Key responsibilities include claims investigation, report writing, and working with the Risk Manager to develop a Risk Mitigation Program. The ideal candidate will demonstrate strong organizational and file management skills, exceptional customer service abilities, and the capacity to work independently and efficiently in a dynamic environment.

Labor Relations: This position is in the Employee Relations and Salary Administration (ERSA) Division, which is responsible for labor relations. The incumbent will advise on evaluations, grievances, investigations, and assist with disciplinary documents. Other key duties involve conducting classification studies and salary surveys, researching and interpreting policies, rules, regulations, and MOUs, implementing negotiated contracts, and other human resource-related functions. The ideal candidate is a resourceful problem-solver with excellent analytical and organizational skills, a dedication to outstanding customer service, and the ability to work independently while fostering strong collaborations with departments.

This recruitment will establish a list to fill the current vacancy, as well as potential future openings in areas such as recruitment and selection, labor relations, training, risk management, and equal employment opportunity.

QUALIFICATIONS

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain this knowledge and abilities would be:

ASSISTANT PERSONNEL ANALYST

Equivalent to a four-year college degree with completion of upper division course work in Personnel Administration, Management, Public Administration, Organizational Development, Administrative Analysis, Problem Solving Techniques, Industrial, Testing or Experimental Psychology, Business Law, or a closely related field.

OR

Two years of technical level public or private sector personnel experience which includes responsibility for one or more of the following areas of assignment: recruitment, selection, position classification, salary administration, employee relations, risk management or equal employment opportunity.

OR

One year of technical level public or private sector personnel experience as described above AND possession of a Certificate in Human Resource Management.

ASSOCIATE PERSONNEL ANALYST

Equivalent to a four-year college degree with completion of upper division course work in Personnel Administration, Management, Public Administration, Organizational Development, Administrative Analysis, Problem Solving Techniques, Industrial, Testing or Experimental Psychology, Business Law, or a closely related field **AND** eighteen months of professional level public or private sector personnel experience which included responsibility for one or more of the following areas of assignment: recruitment, selection, position classification, salary administration, employee relations, risk management or equal employment opportunity. A related advanced degree or a Certificate in Human Resource Management may be substituted for up to six months of the required experience.

Required knowledge and abilities can be found here:

<http://sccounty01.co.santa-cruz.ca.us/personnel/Specs/VE6spec.html>

SUPPLEMENTAL QUESTIONS

1. Describe your experience in the following areas: risk management, labor relations (including classifications, negotiations and employee discipline), recruitment and selection, training and/or equal employment opportunity. Include a description of your responsibilities in each of the areas.

2. Provide an example of your experience planning, developing, implementing, and reporting on a specific program or project. Provide details about your experience developing outcome measures, gathering and analyzing data, and reporting data. Be specific about your role, the process you used and the outcome of your efforts.

3. Describe your experience writing reports, internal memos, evaluations and/or correspondence.

4. Please check the area(s) of specialization from the list below for which you would like to be considered: (NOTE: Selective certification for positions may be based on the working knowledge and abilities required for the areas listed below.)

- Risk Management
- Labor Relations
- Training
- Employment Services Division (Recruiting)
- Equal Employment Opportunity



COMPENSATION AND BENEFITS

\$75,878 – 117,957 ANNUALLY AND A GENEROUS BENEFIT PROGRAM THAT INCLUDES RETIREMENT, MEDICAL, DENTAL AND VISION INSURANCE, PAID VACATION AND TIME OFF.

Medical, Dental, and Vision

Medical coverage is available through CALPERS with the County paying a majority portion of the cost for the employee and dependents. The cost of the dental plan is entirely County-paid for employees and dependents. The County pays for the cost of an employee vision plan and the employee may purchase dependent coverage.

Retirement and Social Security

Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013 (PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

Life Insurance and Long-Term Disability Plan

County paid \$50,000 term life insurance policy. Employees may purchase additional life insurance. The County pays for a long-term disability plan that pays 66 2/3 % of the first \$13,500, up to \$9,000 per month maximum benefits.

Paid Leave and Administrative Leave

Sixteen days vacation time allotted per year, increasing to 31 days per year after 15 years of service. Six days per year of sick pay, and the County observes 14 paid holidays per year. In addition to competitive vacation and sick leave accruals, the County provides an initial credit of one week of administrative leave at the time of appointment, plus an additional two weeks of administrative leave accrued each year. Administrative leave balance may be cashed out or used as time off.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.