



County of Santa Cruz
Invites you to apply for

ASSISTANT HUMAN RESOURCES ANALYST

Open and Promotional

**FINAL FILING DATE:
MONDAY, AUGUST 10, 2026**



➤ **Salary:** \$82,971 - 111,114 Annually
*** 9.36% salary increase effective
December 2026*

➤ **To apply, go directly to:**
www.santacruzcountyjobs.com

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County Equity Statement

Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion.

Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.

About the Position

The Human Resources Department is seeking a part-time Assistant Human Resources Analyst to join its Training Division where they will support employee learning and development by coordinating training programs, administering the County's Learning Management System (LMS), maintaining training records, providing technical support, and preparing training communications. The ideal candidate is customer service-oriented, attentive to detail, communicates effectively, works independently, exercises sound judgment, is proficient with Microsoft Office and other computer systems, and can professionally handle sensitive interactions with employees and applicants. The list established from this recruitment will be used to fill the current vacancy as well as potential future openings in areas such as risk management, recruitment and selection, and employee relations & salary administration.

If you are interested in being considered for future opportunities in one or more of these areas, please indicate your areas of interest in the supplemental question.

Summary of Qualifications

Any combination of education and experience which would provide the required knowledge and abilities is qualifying, unless otherwise specified. A typical way to obtain the knowledge and abilities would be:

Assistant Human Resources Analyst - Equivalent to a four-year college degree with completion of upper division course work in Human Resources 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 human resources 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.

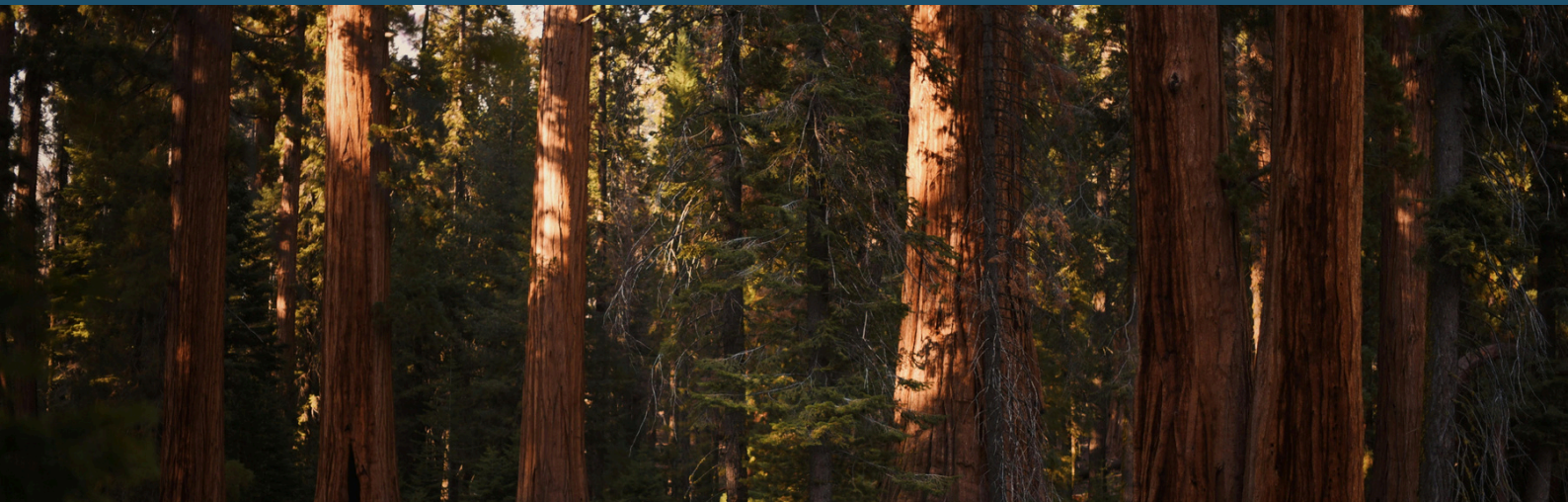
To see the full job specification, including knowledge and abilities, please click here:
<https://www.jobapscloud.com/SCRUZ/specs/classspecdisplay.asp?ClassNumber=VE4>

HOW TO APPLY

Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Human Resources Department, 701 Ocean Street, Suite 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Human Resources Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, people of color, and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.



SUPPLEMENTAL QUESTIONNAIRE

1. Describe your experience in employee training and development and other Human Resources areas.
2. Describe your experience working on a process improvement project that required research and analysis. Include a description of your role, the methods you utilized, and the outcome.
3. Describe your experience supervising staff or working as a lead worker. Include a description of your leadership style and how you approach difficult conversations.
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
- ☐ Employment Services Division (Recruiting)
- ☐ Employee Relations & Salary Administration
- ☐ Training

HIGHLIGHTED BENEFIT OFFERINGS

VACATION – 16 DAYS 1ST YEAR, INCREASING TO 31 DAYS PER YEAR AFTER 15 YEARS OF SERVICE. AVAILABLE AFTER 1 YEAR OF SERVICE.

ADMINISTRATIVE LEAVE – ONE WEEK ADVANCED UPON APPOINTMENT; TWO WEEKS ACCRUED EACH YEAR; CAN BE TAKEN IN CASH OR TIME OFF.

HOLIDAYS – 14 PAID HOLIDAYS PER YEAR.

SICK LEAVE – SIX DAYS PER YEAR.

BEREAVEMENT LEAVE – 5 DAYS – 3 PAID & 2 UNPAID IN CALIFORNIA, 5 DAYS PAID OUT-OF-STATE.

MEDICAL PLAN – THE COUNTY CONTRACTS WITH CALPERS FOR A VARIETY OF MEDICAL PLANS. FOR MOST PLANS, COUNTY CONTRIBUTIONS PAY A MAJORITY OF THE PREMIUMS FOR EMPLOYEES AND ELIGIBLE DEPENDENTS.

DENTAL PLAN – COUNTY PAYS FOR EMPLOYEE AND ELIGIBLE DEPENDENT COVERAGE.

VISION PLAN – THE COUNTY PAYS FOR EMPLOYEE COVERAGE. EMPLOYEE MAY PURCHASE ELIGIBLE 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 – COUNTY PAID \$50,000 TERM POLICY. EMPLOYEE MAY PURCHASE ADDITIONAL LIFE INSURANCE.

LONG TERM DISABILITY PLAN – PLAN PAYS 66 2/3% OF THE FIRST \$13,500, UP TO \$9,000 PER MONTH MAXIMUM.

DEPENDENT-CARE PLAN – EMPLOYEES WHO PAY FOR QUALIFYING CHILD OR DEPENDENT CARE EXPENSES MAY ELECT THIS PRE-TAX PROGRAM.

H-CARE PLAN – EMPLOYEES WHO PAY A COUNTY MEDICAL PREMIUM MAY ELECT THIS PRE-TAX PROGRAM.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) – EMPLOYEES MAY ELECT THIS PRE-TAX PROGRAM TO COVER QUALIFYING HEALTH CARE EXPENSES.

DEFERRED COMPENSATION – A DEFERRED COMPENSATION PLAN IS AVAILABLE TO EMPLOYEES.

NOTE: PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT.

