



County of Santa Cruz

Invites you to apply for:

HUMAN RESOURCES TECHNICIAN

Open and Promotional

Salary: \$5,793 – 7,334 Monthly

Closing Date: Monday, October 6, 2025

SUPPLEMENTAL QUESTIONNAIRE REQUIRED

Live here, Work here, Play here

www.santacruzcountyjobs.com

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.

THE POSITION:

Under general supervision, performs a wide variety of technical human resources work by assisting human resources analysts or other professional staff in the more routine aspects of professional level assignments; independently performs special projects and assignments of a technical or complex clerical nature; acts as a lead worker to clerical staff; and performs other duties as required.

The option for remote work may be available based on the type of work and operational needs, upon successful completion of probation.

SUMMARY OF QUALIFICATIONS:

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

One year of experience performing duties comparable to those of a Human Resources Clerk in Santa Cruz County;

OR

Two years of responsible journey level clerical experience which included the interpretation and application of human resources rules or regulations;

OR

Two years of college coursework and some clerical experience which provides the knowledge and abilities listed above.

KNOWLEDGE:

Working knowledge of recordkeeping practices and procedures; office procedures and practices; and database, word processing and spreadsheet applications. Some knowledge of the principles and practices of human resources administration including recruitment, selection, classification, compensation and benefits, employee relations, risk management, Worker's Compensation, Equal Employment Opportunity/non-discrimination and training.

ABILITY TO:

Plan, schedule, coordinate and publicize a variety of human resources-related group activities, such as examinations, training programs, job fairs and employee insurance enrollment functions; work independently while performing a variety of duties; exercise good judgment and problem-solving skills; learn to use the software required to operate the computers; apply basic mathematical, accounting and statistical techniques; prepare and present oral and written material clearly, concisely, and effectively to groups and individuals; read, understand, interpret, apply and explain laws, rules, policies and procedures; establish and maintain effective working relationships with colleagues, claimants, applicants and the public; schedule and prioritize work to meet constant or changing deadlines; train and coordinate the work of clerical employees; operate standard office equipment; perform keyboard tasks at a moderate rate of speed (some positions); lift items weighing up to 55 pounds, such as boxes of applications or other forms (some positions); and perform tasks requiring strength, such as pulling 80 pounds of supplies on a cart to an examination site or health fair (some positions).

THE EXAMINATION:

Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

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.

Some positions may require Fingerprinting and/or Background Investigation.

THE COMMUNITY:

Stunning Santa Cruz County has approximately 270,000 residents and is situated in the northern area of Monterey Bay, 70 miles south of San Francisco and 35 miles southwest of the Silicon Valley. The County's natural beauty is apparent in its pristine beaches, lush redwood forests, and rich farmland. The County enjoys an ideal Mediterranean climate with low humidity and approximately 300 days of sunshine a year. The area's unique shops and restaurants, coupled with a multitude of cultural and recreational activities, including theatre, music, art as well as golfing, surfing, hiking, and biking, offer a wealth of leisure activities. There are numerous local higher education institutions including Cabrillo College and the University of California, Santa Cruz, with two additional State Universities less than an hour away. These elements make Santa Cruz County a great place to live, work, and play!

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, Room 510, Santa Cruz, CA 95060. For information, please 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.



SUPPLEMENTAL QUESTIONS:

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

Note: Please answer the questions below as completely and thoroughly as possible, as your answers may be used to assess your qualifications for moving to the next step in the recruitment process.

1. Describe your experience providing technical or administrative support in a human resources or related setting. What types of issues did you handle, and what steps did you take to resolve them?
2. Describe your experience supporting or coordinating group activities such as trainings, administering exams, meetings, or events. What role did you play, and how did you ensure everything ran smoothly?
3. Describe a time when you had to adapt to shifting priorities or last-minute changes. What was the situation, and how did you manage your workload to meet deadlines?

HIGHLIGHTED BENEFIT OFFERINGS:

ANNUAL LEAVE – 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

HOLIDAYS – 14 paid holidays per year.

BEREAVEMENT LEAVE – 3 days paid 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 – County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT – 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 \$20,000 term policy. Employee may purchase additional life insurance.

DISABILITY INSURANCE – Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

DEPENDENT-CARE PLAN – Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

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.