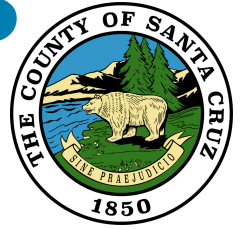


COUNTY OF SANTA CRUZ

HUMAN RESOURCES TECHNICIAN



Bilingual (English/Spanish) Encouraged to Apply

Salary: \$5,995 – 7,590 Monthly

Final Filing Date: Monday, November 9, 2026

To apply, go directly to: 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.

ABOUT THE POSITIONS

The County of Santa Cruz Human Resources Department is recruiting for two exciting opportunities to make a meaningful impact on County employees and the community we serve.

Employment Services Division (ESD) – Full-Time, Bilingual (English/Spanish): Join a collaborative, fast-paced team that supports recruitment and examination activities for multiple County departments. In this role, you will help connect talented individuals with public service careers, administer bilingual examinations, and guide applicants and department representatives through the recruitment process. This position offers opportunities to apply your bilingual skills, deliver exceptional customer service, and contribute to fair and effective hiring practices throughout the County.

Training Unit – Part-Time, 20 Hours per Week: Help strengthen the skills and success of the County workforce by supporting employee learning and professional development. This position coordinates Countywide training classes, administers the tuition reimbursement program, supports the County's Supervisory Academy, and plays a key role in managing the Santa Cruz County Learns Learning Management System. If you enjoy organization, coordination, technology, and helping others grow professionally, this is an opportunity to make a meaningful contribution to employee development across the organization.

Both positions offer the opportunity to explore issues, conduct research, develop thoughtful recommendations that support effective decision-making and meaningful improvements while collaborating with colleagues across County departments, developing valuable professional skills, and contributing to the programs and services that support our local community. Whether your interests lie in recruitment and customer service or training and employee development, you can play an important role in building a skilled, engaged, and effective County workforce. **The eligible list established through this recruitment may be used to fill the current vacancies, as well as future vacancies, throughout the life of the eligible list.**



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 below.

To view a list of the required knowledge and abilities go to the job specification at: <https://www.jobapscloud.com/SCRUZ/specs/classspecdisplay.asp?ClassNumber=VE2>

KEY QUALITIES FOR SUCCESS

What you will bring to our team:

- Critical thinker with strong research and problem-solving skills
- Strategic and detail-oriented professional
- Strong communication and customer service skills
- Highly organized and able to manage multiple priorities in a fast-paced environment
- Collaborative team player who builds positive relationships with co-workers and across County departments
- Technologically savvy, adaptable, and comfortable learning new systems and processes
- Demonstrated initiative in identifying opportunities to improve processes and services
- Committed to high-quality public service
- Enthusiastic about supporting recruitment, employee development, and building a skilled, engaged, and effective County workforce
- Bilingual (English/Spanish) proficiency for the Employment Services Division position

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.

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, 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 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.