COUNTY OF SAN LUIS OBISPO
HUMAN RESOURCES

PERSONNEL ANALYST I/II

The mission of the Human Resources Department is to attract, select, develop, and retain a talented and diverse workforce through strategic collaboration; providing high quality and cost-effective programs to cultivate a healthy, safe, and productive work environment to maximize individual and organizational potential.

HUMAN RESOURCES

The *Human Resources Division* provides innovative, responsive, and merit-based recruitment and selection services to County departments and job applicants; maintains a standardized classification system which defines scope and nature of job assignments, supports career development options and assists departments with hiring and retaining qualified employees. This division assists 23 County departments in managing performance and conduct issues, as well as the administration of Civil Service Rule, policy and County ordinance.

The *Labor Relations Division* strives to achieve positive Labor-Management Relations between the County and the eight employee associations which represent 23 bargaining units. Responsibilities include negotiation of matters affecting wages, hours and working conditions of represented employees and administration of 14 Memoranda of Understanding, development and administration of competitive pay and benefits for county workforce and monitoring compliance with all labor contract terms and conditions of employment.

The *Risk Management Division* manages the County's Risk and Liability programs which includes administration of Workers' Compensation, Return to Work, and Safety. Risk Management also manages a vigorous ergonomic and loss preventative program in an effort to reduce employee injury and maintain a healthy and safe working environment for a workforce diverse in both type of service and locations across the County.

THE POSITION

The County of San Luis Obispo is seeking passionate Human Resources professionals who will enthusiastically embrace the Personnel Analysts' role as a business partner to client departments.

The Human Resources Department is currently recruiting for both permanent and temporary Personnel Analysts at the I and II level.

The most competitive candidates will have experience as a Human Resources professional in a corporate or government setting. A Bachelor's degree in Business Administration or a related field is preferred. Professional Human Resources certification is highly desirable.

The ideal candidate is someone who:

Has professional level Human Resources experience in: recruitment and selection, progressive discipline, disability accommodation, classification and compensation.

- Is driven to meet the County's goals and objectives by employing effective recruitment, selection and retention processes.
- Is committed to delivering superior service to our client departments and providing a culture of creativity and high standards for County staff.
- Is experienced in advising and consulting with staff and management to address personnel and performance issues in the workplace.
- Understands the importance of being a business partner with our client departments, assisting them in the development and growth of their respective organizations.
- Demonstrates the highest level of personal and professional integrity in making difficult decisions involving HR initiatives and the application of the governing rules, ordinances and policies.

Has a strong record of adapting to change and identifying creative solutions to organizational and personnel challenges in the workplace.

- Is experienced in presenting complex issues in a clear and concise manner, both verbally and in writing to a wide variety of community stakeholders and Agency leaders.
- Is a skilled Human Resources Generalist who can partner with their colleagues in Labor

Relations and Risk Management.

Personnel Analyst I: This is the professional entry level in the Personnel Analyst series. Incumbents, under general supervision, perform or assist in the performance of duties including recruitment, examination, classification, wage and salary administration.

Personnel Analyst II: This is the journey worker level within the Personnel Analyst series. Incumbents, under direction, work independently and may be assigned to provide a total program of personnel services to County departments, independently perform classification studies and administer an effective recruitment and selection system.

Classes in the Personnel Analyst series perform a wide variety of the above described duties in the administration of County Personnel programs and may also do other related work as required.

Candidates interested in the permanent vacancy will need to have demonstrated strong comprehensive generalist experience in all functional areas of Human Resources.

If interested in a temporary assignment, candidates will need to have demonstrated subject matter expertise in one of the following Human Resources functional areas:

Employee Training and Development

Facilitate New Employee Orientation,

Discrimination & Harassment Prevention

Training, curriculum development, etc)

Recruitment and Selection

Full cycle recruiting and examination administration

Workplace Investigations

Define scope, conduct interviews, prepare findings

THE COUNTY

Located halfway between L.A. and San Francisco, approximately 260,000 people call San Luis Obispo County home. Over a dozen delightful towns and cities, including the City of San Luis Obispo, Arroyo Grande, Atascadero, Avila Beach, Cambria, Cayucos, Morro Bay, Nipomo, Paso Robles, Pismo Beach, San Miguel, San Simeon, and others create a single extended community.

San Luis Obispo County's natural beauty includes beaches, lakes, mountains, wetlands, elfin forests, and state/county parks. San Luis Obispo County is home to California Polytechnic State University, Cuesta Community College, Hearst Castle, two of the 21 historical California missions, and a commercial airport. San Luis Obispo County schools are among the highest ranked schools in the state.

San Luis Obispo County is one of the largest wine regions in California. Throughout the County there are year-round farmers markets, recreational activities, wine tours, and cultural events to meet all your relaxation needs. Agriculture, government, tourism, recreation, and a growing technology business sector make up the stable economic background of the County.

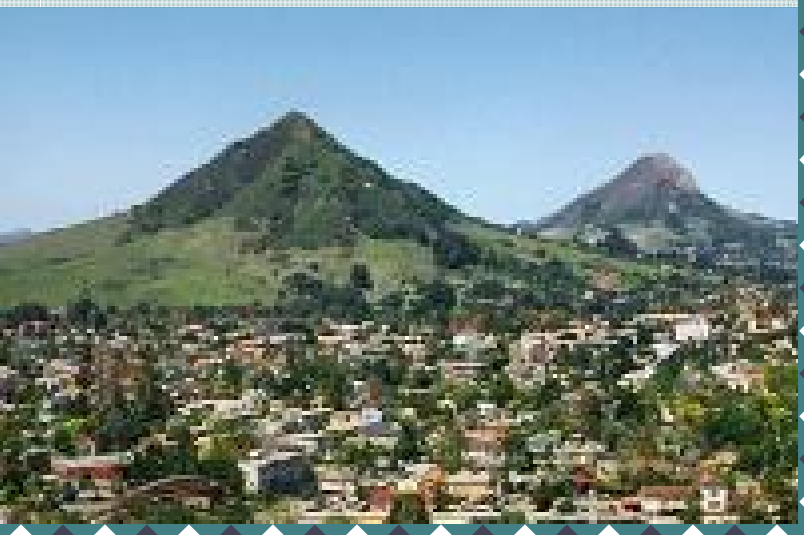
More information about San Luis Obispo County can be found at: *www.sanluisobispocounty.com*

HOW TO APPLY

This is a classified civil service position which requires the completion of an official job application. For complete instructions on how to apply, please refer to the official job posting on the County's website at: *www.slocounty.ca.gov/HR*

The application process requires your response to the supplemental questions listed below.

1. Describe any experience in public sector human resources management,
2. Describe your experience advising management on progressive discipline actions.
3. Describe your experience leading complex recruitment and selection processes
4. Describe your experience with disability discrimination laws and programs; management of workers' compensation programs and/or return to work programs
5. Describe your experience in labor relations, contract negotiation and interaction with employee associations/unions
6. Describe your experience with workplace investigations including familiarity with DFEH and EEOC complaints
7. Describe your experience conducting classification & compensation studies



Please contact Mark McKibben for further assistance-805.781.5959.

County of San Luis Obispo
Human Resources Department
1055 Monterey Street, Suite D250
San Luis Obispo, CA 93408

COMPENSATION

A competitive compensation package will be offered based on the qualifications and experience of the successful candidate.

SALARY RANGE

Personnel Analyst I $4,702—$5,716

Personnel Analyst II $5,310-$6,454

For more information visit:
www.slocounty.ca.gov/Assets/PE/Benefits/bu07.htm

PROJECTED RECRUITMENT PLAN

- Mid April: applications will be screened and the top candidates will be invited to appear before an interview panel.
- Late April: the most qualified candidates will be invited back to make a presentation and complete final interviews.

Applications will be accepted until April 5, 2013

First application review is scheduled for April 1, 2013