



# County of Santa Cruz

Invites you to apply for:

## PERSONNEL TECHNICIAN

**LIVE** Here **WORK** Here **PLAY** Here

Supplemental Questionnaire Required

Open and Promotional

Salary: \$5,330 – 6,748 / Monthly

Closing Date: Friday, August 2, 2024

[www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com)



## THE POSITION:

The County of Santa Cruz has an exciting opportunity for a Personnel Technician to join the Personnel Department.

Are you searching for an exciting opportunity to join a team dedicated to making a difference in the community by recruiting and retaining the County's excellent workforce? The Personnel Department is looking for a Personnel Technician to support recruitment and hiring activities for the Health Services Agency. The ideal candidate will possess excellent customer service skills, will work well in a team, and thrive in a fast-paced work environment.

The list established will be used to fill the current vacancy and it may also be used to fill other vacancies during the life of the eligible list in the areas of recruitment, selection, position classification, salary administration, employee relations, training, risk management and equal employment opportunity.

The option for remote work may be available for some positions based on the type of work and operational needs.

## SUMMARY OF 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:

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

**OR**

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

**OR**

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

## SPECIAL REQUIREMENTS/CONDITIONS:

Possession of a valid California Class C Driver License, or the ability to provide suitable transportation, which is approved by the appointing authority, is required for some positions

## OTHER SPECIAL REQUIREMENTS:

Some positions may require evening or weekend work attending meetings, administering examinations, conducting training, or working during emergencies such as earthquakes or floods.





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!

## **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](http://www.santacruzcountyjobs.com) or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, please call Personnel Analyst Teresa Carrillo at (831) 454-3025. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel 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 interpreting and/or explaining personnel rules, policies and procedures.
2. Describe your experience multitasking and your methods for prioritizing tracking and meeting deadlines.
3. Describe your experience with solving complex problems independently. Include a description of a specific problem which you resolved successfully. Include the steps you took to resolve the issue and what you might do differently in the future if you were faced with similar circumstances.

## **HIGHLIGHTED BENEFIT OFFERINGS:**

### *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.

\*3% COLA effective September 2024

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