



County of Santa Cruz

Invites you to apply for:

PRINCIPAL PERSONNEL ANALYST

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Supplemental Questionnaire Required
Open and Promotional
Salary: \$117,062 – 156,811 / Annually

Closing Date: Monday, October 28, 2024

www.santacruzcountyjobs.com

THE POSITION:

The County of Santa Cruz has an exciting opportunity for a Principal Personnel Analyst to join the Employee Relations and Salary Administration team, in the Personnel Department.

This position is in the Employee Relations and Salary Administration (ERSA) Division, which is responsible for classification and compensation, labor relations including employee discipline and grievances, meet and confers, negotiations, position control, and personnel records. The successful candidate will be expected to oversee the county training program, staff civil service hearings, meet and confers, grievances and employee discipline. Duties will include preparing and presenting clear and concise recommendations on personnel and employee relations issues; researching and interpreting rules, laws, regulations and Memorandums of Understanding; providing alternative and creative solutions to complex human resource challenges; developing and presenting trainings to county staff on a wide range of human resource topics.

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

The ideal candidate will demonstrate that they have the ability to:

- Effectively manage relationships with department representatives, employees, labor groups and external partners
- Effectively communicate and articulate complex ideas clearly and influentially
- Lead a team of managers
- Focus on results and strategic efforts in effectuation of labor relations

QUALIFICATIONS:

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

Four years of increasingly responsible professional personnel experience which included assignments in major program areas, with one year of experience supervising professional staff. One year of the personnel experience must have been related to public agencies. A four year degree from an accredited university with an emphasis in Public Administration, Personnel, Employment Law or related field may be substituted for one year of experience.

Required knowledge and abilities: To view the list of required knowledge and abilities go to the County of Santa Cruz employment opportunities site at:

[HTTPS://WWW2.SANTACRUZCOUNTYCA.GOV/PERSONNEL/SPECS/VE9SPEC.HTML](https://www2.santacruzcountyca.gov/personnel/specs/ve9spec.html)

SPECIAL REQUIREMENTS/CONDITIONS:

Possess and maintain a valid California Class C Driver License or provide suitable transportation approved by the appointing authority.



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!

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 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 Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, please call Employment Services Manager Erin Morimoto at (831) 454-2932. 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 in handling grievances, negotiations, meet and confers, or other labor relations matters.
2. Describe your experience drafting and editing reports, board letters, internal memos and/or correspondence, and disciplinary documentation.
3. Describe your experience managing staff. Include a description of your leadership style, how you approach difficult conversations and motivate staff.

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.

Paid Leave and Administrative Leave

Sixteen days vacation time allotted per year, increasing to 31 days per year after 15 years of service. Six days per year of sick pay, and the County observes 14 paid holidays per year. In addition to competitive vacation and sick leave accruals, the County provides an initial credit of one week of administrative leave at the time of appointment, plus an additional two weeks of administrative leave accrued each year. Administrative leave balance may be cashed out or used as time off.

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