



SUPERIOR COURT OF CALIFORNIA,
COUNTY OF SAN JOAQUIN IS NOW
ACCEPTING APPLICATIONS FOR:

HUMAN RESOURCES TECHNICIAN II

[APPLY HERE](#)

\$53,111 - \$64,557 per year

**Application Deadline:
Friday, January 29, 2021
by 5:00 p.m.**



CAREER OPPORTUNITY:

Under general supervision, the Human Resources Technician II, performs a variety of responsible paraprofessional, technical, and office administrative human resources support functions, including assisting with the recruitment, testing, and selection of staff, salary administration, insurance and benefit program administration, and employee training and orientation; preparing, reviewing, and distributing human resources information systems records; providing responsible technical and clerical support to professional staff in the Human Resources Department; assisting in completing various human resources studies and reports; and performing related work as required.

This is the full journey-level class in the Human Resources Technician series that performs the full range of technical human resources work in all of the following areas: recruitment, testing and selection, classification, compensation, benefits administration, and employee training and orientation, in addition to performing a variety of record-keeping, administrative, and technical support activities. Positions at this level are distinguished from the I level by the performance of the full range of duties as assigned, working independently, and exercising independent judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Successful performance of the work requires the frequent use of tact, discretion, and independent judgment, knowledge of departmental and Court activities, and extensive staff, public, and organizational contact. This class is distinguished from the Human Resources Analyst class series in that the latter is a professional-level classification that requires a four-year degree.

The Full Job Description is available on the Courts website at <https://www.sjcourts.org/general-info/human-resources/job-descriptions/>.



OUR MISSION:

The San Joaquin Superior Court shall resolve disputes and address problems applying the rule of law in a fair, equal, consistent, efficient, timely, and understandable manner with integrity and professionalism. The Court shall promote public confidence and provide user-friendly, customer oriented services and treat all people with respect and dignity in a safe and secure environment.

SAN JOAQUIN COUNTY

The County of San Joaquin (population of approximately 773,000) was incorporated in 1850 at the time of California's original statehood. The county includes the cities of Stockton, Lodi, Tracy, Manteca among others, and offers tremendous opportunities for recreational adventures, and exceptional schools and institutions of higher education including the University of the Pacific, a campus of the California State University Stanislaus, San Joaquin Delta College and Humphreys College Laurence Drivon School of Law. Stockton has a large port entry, marina and several waterways along the Delta. San Joaquin is also home to many wineries, including many in the Lodi area.

ABOUT THE COURT AND SAN JOAQUIN COUNTY

The Court has thirty judges and four commissioners, and participates in 12 different collaborative justice programs. The annual operating budget is approximately \$49.4 million for FY 2019-2020. The Court employs approximately 325 staff including full-time, part-time and contract. There are seven current courthouse locations; 2 in Stockton, 1 in French Camp, 2 in Lodi, 1 in Manteca, and 1 in Tracy. The Court utilizes a single case management system for all case types and submits data electronically to DMV, DOJ and JBSIS. There were over 116,000 filings in the fiscal year 2018-2019. In May 2020, the Court deployed e-filing for Civil, Family Law, Criminal, Probate, and Small Claims case types. For additional information about the Court, visit the website at <https://www.sjcourts.org>.

BENEFITS

■ Medical/Dental/Vision

The Court pays 100% of Employee Only coverage for medical, and 80% of Employee + 1 and Employee + family coverage for medical (Kaiser or Sutter Health Plus). The Court pays 100% of the employee-only premium for dental (Delta Dental) and vision (VSP).

■ Leave Accruals

Sick: 12 sick days per year with no cap on accumulation.

Vacation: 10 days first year, and progresses up to 25 days based upon length of service

Holidays: 13 paid holidays per year and 2 floating holidays.

■ Retirement Membership in the San Joaquin County Employees' Retirement Association (SJCERA)

- 2% @ 62 (PEPRA – Tier II) employees: Hired on or after January 1, 2013 with no prior membership with a California public retirement system or not eligible for reciprocity.
- 2% @ 55 and 1/2 (General-Tier I) employees: Current CalPERS members or former CalPERS members without a break of service of more than 180 days.

■ Life Insurance

Life Insurance and AD&D: Court paid \$85,000 after the first year of service.

■ Deferred Compensation

457 plan; Court contributes 1% of employee's base salary.

■ Parking

Court pays the actual cost up to \$85 per month.

MINIMUM QUALIFICATIONS:

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

- Four (4) years of responsible clerical and/or administrative experience, including one (1) year of technical human resources support experience in a public agency setting or one (1) year of experience equivalent to Human Resources Technician I at the Court.

LICENSE REQUIREMENTS:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

APPLICATION PROCESS

Applicants may apply [on-line](#) or by submitting [a hard copy employment application](#) as well as the supplemental questionnaire to the Human Resources Department at the address below. Incomplete applications will not be accepted. [Electronic submittals](#) are preferred.

*Superior Court of California County of San Joaquin –
Attention: Human Resources Department-13th Floor
180 E Weber Avenue, Suite 1301 A
Stockton, CA 95202*

[APPLY HERE](#)

HUMAN RESOURCES TECHNICIAN II SUPPLEMENTAL QUESTIONNAIRE

1. Briefly describe your experience in the following areas:

- Recruitment and Selection
- Classification and Compensation
- Leaves Management/Workers' Compensation
- Benefits/Payroll Administration

SELECTION PROCESS

The selection process is confidential. Applications received before the deadline will be evaluated to determine if the candidate meets the minimum qualifications. The Court will only interview the candidates that best meet the needs of the Court. Successful candidates may be asked to return for a second interview. Offers of employment are conditional upon successful completion of a pre-employment live scan clearance. All applicants will be notified by e-mail following application review.

Application Deadline: 5:00 p.m.

Friday, January 29, 2021



The Superior Court of California, County of San Joaquin is an equal opportunity employer. If you possess any disabling limitation that would require test/interview accommodation, please inform the Human Resources Department upon submittal of the application. Medical disability verification may be required prior to accommodation.