



**COUNTY OF YOLO**  
invites applications for the position of:

## Personnel Analyst

**SALARY:** \$67,946.32 - \$82,598.05 Annually

**OPENING DATE:** 05/06/19

**CLOSING DATE:** 05/26/19 11:59 PM

### DESCRIPTION:

The County of Yolo is recruiting to fill one (1) regular, full-time position in the class of Personnel Analyst at the Health and Human Services Agency (HHS).

The ideal candidate will possess strong work ethics, be dependable, have a positive attitude, be an effective communicator and be team oriented while executing the required tasks, duties and responsibilities outlined in the job specification. Additionally, the successful candidate will be able to demonstrate vast experience with recruitment/retention, investigations, contract interpretation, ADA accommodations and workers compensation processing.

Interested applicants should submit an online County of Yolo Employment Application, responses to supplemental questions and verification of education by the closing date.

**For important and detailed information regarding the application and selection process for this recruitment, please see the APPLICATION AND SELECTION PROCESS section of this job announcement below.**

### Definition

Under close supervision, performs a variety of personnel, recruitment, classification, employee relations, training, and risk management functions and analysis.

### Distinguishing Characteristics

This is the journey level in the professional Personnel Analyst Series. This classification is distinguished from the next lower class of Associate Personnel Analyst by a lower degree of supervision required and by the expectation that the incumbents will provide a full range of professional support services of average complexity, difficulty and controversy. It is distinguished from the next higher class of Senior Personnel Analyst by the latter working at the advanced journey level and the degree of independence exercised in completing assignments and in selecting methods, techniques and source material for carrying out personnel administration and research functions and the complexity and sensitivity of assignments.

### ESSENTIAL FUNCTIONS:

- Applies, interprets and ensures departmental compliance with general personnel administration practices and procedures and with negotiated memoranda of understanding, county code, and other appropriate rules and regulations relating to recruitment, selection, and employee relations;
- Confers with departmental representatives on sensitive and/or volatile personnel issues, strategies and courses of action;
- Reviews, analyzes and makes written recommendations related to proposed reorganizations, restructuring, and reallocation of positions;
- Reviews applications to determine if applicants meet minimum requirements;
- Responds to candidates' questions relating to application process and requirements for specific recruitments;
- Conducts job audits and analyses to determine proper allocation of positions;

- Reviews, analyzes, revises and develops, administers, proctors, and scores written and performance tests;
- Conducts salary, fringe benefit and personnel practices surveys;
- Attends, records the proceedings of, and assists in researching, developing, costing, and presenting issues and proposals as part of the collective bargaining process;
- Provides staff assistance in support of the county's risk management programs in such areas as insurance liability, workers compensation, unemployment insurance, safety, and training;
- Reviews, evaluates, develops and/or revises recommendations relating to existing and new county policies;
- Oversees specialized program assignment;
- Prepares job announcements, and plans recruitment strategies;
- Counsels employees on sensitive personnel issues as requested;
- Investigates, researches, hears and attempts to resolve issues relating to selection, classification and contract maintenance.

### **MARGINAL FUNCTIONS**

- Proctors examinations.

Some positions may require the performance of different essential or marginal functions depending upon work location, assignment, or shift.

### **EMPLOYMENT STANDARDS:**

**Education:** Equivalent to graduation from college with major course work in personnel administration, public or business administration, psychology, sociology or closely related area.

**Experience:** Two (2) years of progressively responsible experience in personnel work involving recruitment, examination, classification, training, risk management, collective bargaining, and salary administration.

**Substitution:** Additional years of qualifying experience may substitute for the required education on a year for year basis.

### **License Requirements:**

Some positions in this classification may require incumbents to possess and maintain a valid California driver's license, Class C or higher, to carry out job related duties. Individuals who do not meet this requirement due to a physical or mental disability may request a reasonable accommodation.

**Knowledge of:** principles, practices and techniques of personnel administration, including recruitment, examination, classification, salary and benefit administration, employee relations, and risk management; personnel research methods and report writing; county governmental organization, services, financing and general legal mandates; principles of employee selection, training, discipline and evaluation; principles used in instructing, counseling and evaluating employees; English grammar and usage; principles of report writing; modern office methods and procedures; application of statistical methods used in personnel administration functions.

**Ability to:** review, analyze and recommend solutions to volatile and controversial personnel issues; collect, interpret and evaluate a variety personnel related data; complete special assignments; prepare clear and concise reports; communicate clear and concisely, both orally and in writing; interpret and apply personnel policies, rules and regulations; be current on personnel administration trends, developments and techniques; represent the department in a competent and professional manner; develop, administer, and analyze oral, written and performance tests for a variety of occupations; work with controversial and/or confrontational situations; operate modern office machines, including computer terminals.

### **APPLICATION & SELECTION PROCESS:**

It is highly recommended that you print this job bulletin for future reference.

Your application should highlight all relevant education, training, and experience, and clearly indicate how you meet the minimum qualifications for the position as of the closing date. Application

information must be current, concise, and related to the requirements in this job announcement. A resume may be included with your application; however, it will not substitute for the information requested on the application. In addition to a completed application, applicants are required to submit a completed supplemental questionnaire. Incomplete applications will be disqualified.

Additional documents may be submitted to the Yolo County Human Resources Office in any one or more of the following ways:

As an attachment to the online application

By e-mail to [jobs@yolocounty.org](mailto:jobs@yolocounty.org)

By fax to (530) 666-8049

By hand-delivery to 625 Court Street, Room 101, Woodland, CA 95695. Office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m.

The following is a tentative schedule of events that will occur as part of the selection process. The selection process steps, and all listed dates, may change with or without notice.

- Week of 05/27/2019 Screen for Minimum Qualification
- Week of 06/03/2019 Screen for Best Qualified
- TBD Department Selection Interviews
- TBD Reference Checks
- TBD Tentative Job Offer/Livescan/Drug & Alcohol Screen
- June/July 2019 Estimated Start Date

### Screening for Best Qualified

The supplemental questions are designed to elicit specific information regarding a candidate's experience, education, and training. Responses should be consistent with the information on your application and are subject to verification. If a job included responsibilities applicable to several questions, separate the different functions of the job to answer all the questions completely. Resumes or referral to the application or other questionnaire responses will not be accepted in lieu of completing each question. If you have no experience, write "no experience" for the appropriate question. Based upon responses to the supplemental questionnaire, the applicant's education, training, and experience will be evaluated to determine those applicants that are best qualified.

### Contact Information

For questions about the position or about employment with the County, please contact Human Resources by e-mail at [jobs@yolocounty.org](mailto:jobs@yolocounty.org) or by phone at (530) 666-8055.

**Equal Employment Opportunity:** It is the policy of the County of Yolo to provide equal employment opportunity for all qualified persons, regardless of sex, sexual orientation, race, color, ancestry, religious creed, national origin, physical disability (Including HIV and AIDS), mental disability, medical condition (cancer or genetic characteristics/information), age (40 or over), marital status, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state or local laws or ordinance. The County will comply with all of its obligations under State and Federal laws regarding the provision of reasonable accommodations to applicants. Reasonable testing arrangements may be made to accommodate applicants with disabilities or who are unable to attend a scheduled test due to religious reasons in accordance with the Fair Employment and Housing Act and the Americans with Disabilities Act. Please call the County of Yolo Human Resources Office at (530) 666-8055 at least five (5) business days prior to the scheduled test date to request accommodation. Documentation from a medical doctor, rehabilitation counselor, or other qualified professional will be required.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.yolocounty.org>

625 Court Street, Room 101  
Woodland, CA 95695  
(530) 666-8055

[jobs@yolocounty.org](mailto:jobs@yolocounty.org)

Position #2019-00131  
PERSONNEL ANALYST  
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### Personnel Analyst Supplemental Questionnaire

- \* 1. The job bulletin for this class outlines the steps in the application and selection process, and contains all necessary information that an applicant will need to complete and submit a complete application packet. Complete application packets MUST be submitted prior to the closing date. Candidates will not be given additional time to submit additional information. I have read and certify that I understand the application instructions for this position. I understand that all required documents must be submitted by the closing date, and I have reviewed the job bulletin to ensure I understand what is required to submit a complete application packet.
  - Yes
  - No
  
- \* 2. I have read the above instructions and understand that my responses to the supplemental questions are required, and my responses will be used to determine the best qualified candidates for this job. I certify that my responses are accurate to the best of my knowledge. I understand that should my name be placed on an eligible list and it is later found that my responses are inaccurate, my name will be immediately removed from the eligible list and I will be deemed ineligible for consideration for employment in this class with Yolo County.
  - Yes
  - No
  
- \* 3. Are you a current, regular (permanent or probationary) employee of Yolo County?
  - Yes
  - No
  
- \* 4. Please indicate your highest level of education.
  - No high school diploma or GED
  - High school diploma or GED
  - Some College
  - Associates Degree
  - Bachelors Degree
  - Masters Degree
  - Juris Doctor
  - Doctorate Degree
  
- \* 5. Describe your experience in developing and administering Talent Management programs, including recruitment and selection, onboarding, classification, compensation, performance management, training, succession planning, etc.
  
- \* 6. Describe your experience with the progressive discipline process, including coaching management staff on employee performance, investigating disciplinary matters, writing disciplinary reports, etc.
  
- \* 7. Describe your experience performing labor and employee relations functions such as collective bargaining, meet and confer, responding to grievances, acting as a Skelly Officer, etc.
  
- \* 8. Describe your experience with the Americans with Disabilities Act (ADA), such as engaging in the interactive process, finding alternate placements for staff, consulting with department management, etc.
  
- \* Required Question