



The Department of Personnel Services, Employment Services Division announces the exam for:

Personnel Analyst

Exam # 28218-18-0

Approximate Monthly Salary: \$5,982.12 - \$7,269.72

DESCRIPTION

Personnel Analysts perform a wide variety of professional level duties in the areas of recruitment, selection, classification, salary administration, equal employment opportunity, employee/labor relations, employee development, training, and other human resources programs.

MINIMUM QUALIFICATIONS

Either: 1. One year of experience in the class of Personnel Technician (formerly titled Personnel Assistant) in Sacramento County service,

And

Completion of 60 semester (90 quarter) units from an accredited college or university. (Note: An additional (2) two years of experience performing the duties of a Personnel Technician, formerly Personnel Assistant, in Sacramento County Service, may substitute for the above educational requirement).

Or: 2. Bachelor's degree or higher from an accredited college or university in business or public administration, human resources management, psychology, labor relations or a closely related field, and one year of professional experience in human resources work. Completion of a master's degree in a closely related field from an accredited college or university in one of the above areas of study may substitute for the experience requirement.

Or: 3. Satisfactory completion of at least one year of service as a student intern in Sacramento County service in an area of assignment including classification and pay, test validation and development, employee/labor relations, compensation, organizational/human resources management, affirmative action, and/or recruitment and selection,

And

Completion of a Bachelor's degree or higher from an accredited college or university in business or public administration, human resources management, psychology, sociology, labor relations or a closely related field.

Filing Deadline: 5:00 PM on December 21, 2018

Please see job announcement for important testing information, including tentative test dates. This communication is a courtesy announcement only and is not meant to replace the full job announcement. Please view the official job announcement for all requirements and testing information. The full job announcement and online application is available for viewing on our website at www.saccountyjobs.net.