



Director of Personnel Services

Provides policy direction for and facilitation of services provided by the Department of Personnel Services

1.0 – Director of Personnel Services

Administrative Services

Provides internal support services in all areas of personnel, payroll, and administration; prepares, monitors, and controls the budget; provides centralized department purchasing and facilities management.

1.0 – Accounting Technician (C)

1.0 – Administrative Services Officer 3

1.0 – Executive Secretary

Director of Personnel Services

Department Services

This program consists of five service teams. Four of these teams (the Bradshaw, Families First, Parkway, and West/Officials teams) are responsible for providing all human resources support and services to the County's operating departments. Services provided include employee relations consultation, discipline, investigations, performance management, labor contract administration, leave of absence, payroll processing and maintenance of the human resources information system (COMPASS). The Specialized HR Services Team provides County-wide human resources services in three primary specialized areas: (1) COMPASS Support, providing enhancements and updates to the COMPASS and MySacCounty systems based on the changing needs of the organization and maintaining legal compliance of the system; 2) Unemployment Insurance program administration; and 3) State Disability Insurance integration, County's Catastrophic Leave program, Position Control, and administration of the County's Organizational Management module in COMPASS and Custodian of Records.

1.0 – Personnel Services Division Chief

Bradshaw HR Service Team

- 1.0 – Human Resources Manager 2
- 1.0 – Human Resources Manager 3
- 1.0 – Office Specialist 2 (C)
- 4.0 – Personnel Analyst
- 4.0 – Personnel Specialist 2
- 3.0 – Personnel Technician
- 5.0 – Senior Personnel Analyst

Families First HR Service Team

- 1.0 – Admin Services Officer 1 (C)
- 1.0 – Human Resources Manager 1
- 1.0 – Human Resources Manager 2
- 1.0 – Human Resources Manager 3
- 4.0 – Personnel Analyst
- 4.0 – Personnel Specialist 2
- 2.0 – Personnel Technician
- 1.0 – Senior Office Assistant (C)
- 4.0 – Senior Personnel Analyst
- 1.0 – Senior Personnel Specialist

Parkway HR Service Team

- 1.0 – Human Resources Manager 1
- 1.0 – Human Resources Manager 3
- 1.0 – Office Assistant 2 (C)
- 1.0 – Office Specialist 2 (C)
- 4.0 – Personnel Analyst
- 6.0 – Personnel Specialist 2
- 3.0 – Personnel Technician
- 1.0 – Senior Office Assistant (C)
- 4.0 – Senior Personnel Analyst
- 2.0 – Senior Personnel Specialist

West HR Service Team

- 1.0 – Human Resources Manager 1
- 1.0 – Human Resources Manager 3
- 1.0 – Office Assistant 2 (C)
- 4.0 – Personnel Analyst
- 4.0 – Personnel Specialist 2
- 2.0 – Personnel Technician
- 1.0 – Senior Office Assistant (C)
- 2.0 – Senior Personnel Analyst
- 1.0 – Senior Personnel Specialist

Specialized HR Services Team

- 1.0 – Human Resources Manager 2
- 7.0 – Personnel Analyst
- 4.0 – Personnel Specialist 2
- 1.0 – Personnel Technician
- 3.0 – Senior Personnel Analyst

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Disability Compliance

Coordinates compliance with laws that prohibit discrimination against persons with disabilities; provides related training and technical assistance to County agencies and departments; administers the County's Reasonable Accommodation process; provides staff and administrative support to the County's Disability Advisory Commission and subcommittees.

0.5 – Equal Employment Opportunity Officer
1.0 – Personnel Technician
1.0 – Senior Personnel Analyst

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Employee Benefits

Manages contracts and administers employee benefits programs: employee and retiree health and dental plans; Consolidated Omnibus Reconciliation Act; Dependent Care Assistance Program; Employee Assistance Program; Internal Revenue Service Section 125 Cafeteria Plan; Employee Life Insurance; Family Medical Leave Act; Omnibus Budget Reconciliation Act; Taxable Equity Financial Responsibility Act; Deferred Compensation (Internal Revenue Code section 457); and 401(a).

- 1.0 – Administrative Services Officer 1 (C)
- 4.0 – Employee Benefits Analyst 2
- 1.0 – Employee Benefits Manager
- 1.0 – Employee Benefits Supervisor
- 1.0 – Office Specialist 2 (C)
- 4.0 – Personnel Technician

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Employment Services

Administers the County's Classification Plan; develops County job classification specifications, collects salary information, and recommends salaries for County classes; designs job-related examinations for County classes, administers County Civil Service examinations, and certifies eligible candidates for employment.

- 2.0 – Human Resources Manager 1
- 1.0 – Human Resources Manager 2
- 2.0 – Office Specialist 2 (C)
- 6.0 – Personnel Analyst
- 1.0 – Personnel Specialist 2
- 12.8 – Personnel Technician
- 1.0 – Senior Office Specialist (C)
- 7.0 – Senior Personnel Analyst

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Equal Employment Opportunity

Coordinates investigation of discrimination/harassment complaints; assists County agencies and departments in reviewing County workforce statistical information to evaluate the effectiveness of the County's Equal Employment Opportunity (EEO) program; provides staff assistance to the County's EEO Advisory Committee; advises County agencies and departments on EEO policies; coordinates responses to state and federal EEO compliance agencies.

0.5 – Equal Employment Opportunity Officer

1.0 – Personnel Technician

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Risk Management

Administers the County's Liability/Property Insurance program by financing and adjusting liability and property losses through insurance, self-insurance, and transfer of risk.

- 0.3 – Administrative Services Officer 2 (C)
- 3.0 – Liability/Property Insurance Analyst 2
- 1.0 – Liability/Property Insurance Supervisor
- 0.5 – Risk & Loss Control Manager
- 0.3 – Senior Account Clerk (C)
- 1.0 – Senior Office Assistant (C)

Safety

Administers the Countywide Safety/Accident Prevention and Industrial Hygiene programs.

- 0.2 – Administrative Services Officer 2 (C)
- 1.0 – Industrial Hygienist
- 0.5 – Risk & Loss Control Manager
- 1.0 – Safety Officer
- 5.0 – Safety Specialist
- 0.2 – Senior Account Clerk (C)
- 3.0 – Senior Safety Specialist

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Training & Organization Development

Coordinates Countywide training programs; provides training services and workplace solutions to enhance the skills and working experience of County employees.

- 2.0 – Office Specialist 2 (C)
- 1.0 – Personnel Analyst
- 1.0 – Senior Personnel Analyst
- 3.0 – Senior Training & Development Specialist
- 1.0 – Training & Development Manager

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Workers' Compensation

Provides Workers' Compensation benefits to County employees who suffer job-related injuries or illnesses; administers the County's Workers' Compensation program to handle claims in an expeditious manner while protecting the interests of the County through application of good risk management and financial practices; coordinates pre-employment physical examinations, drug screenings, and other employee medical services.

- 1.0 – Account Clerk 2 (C)
- 1.0 – Administrative Services Officer 1 (C)
- 0.5 – Administrative Services Officer 2 (C)
- 4.0 – Office Assistant 2 (C)
- 1.0 – Personnel Specialist 2
- 1.0 – Registered Nurse 2
- 0.5 – Senior Account Clerk (C)
- 2.0 – Senior Office Assistant (C)
- 1.0 – Senior Office Specialist (C)
- 2.0 – Workers' Compensation Assistant
- 12.0 – Workers' Compensation Examiner
- 1.0 – Workers' Compensation Manager
- 3.0 – Workers' Compensation Supervisor