



**Department of
Personnel Services**

SENIOR PERSONNEL ANALYST





THE COMMUNITY

Sacramento County covers 984 square miles and is home to the California state capital, 1.5 million residents and seven incorporated cities: Citrus Heights, Elk Grove, Folsom, Galt, Isleton, Rancho Cordova and Sacramento. The population of Sacramento County's unincorporated area is approximately 564,000.

Residents in Sacramento County have a variety of recreational, dining and entertainment options to choose from. The County is home to more than 15,000 acres of park, plus the 23-mile American River Parkway, where more than five million visitors enjoy the unique wildlife and recreation area annually. Fishing, boating and rafting opportunities are available to water enthusiasts, and picnic sites, golfing, guided natural and historic tours are steps away from the multi-use trail. With its close vicinity to local agriculture, County residents also have an extraordinary selection of local food, wines and beers.

Sacramento County is one of the most affordable home-buying metropolitan areas in the state, and has a skilled workforce, high graduation rates and college-educated residents. The County is a leader in the 21st century economy with growing advanced manufacturing, agriculture and food, clean energy technology, information and communications technology and life sciences.

COUNTY GOVERNMENT

The County of Sacramento was incorporated in 1850 in response to the needs of a growing population and was one of the original 27 counties of California. In 1933, the Sacramento County Charter was established, along with the County Executive position.

The County is governed by five members of the Sacramento County Board of Supervisors, elected on a non-partisan basis to serve staggered four-year terms, each representing one of the five districts. The County Executive is responsible to the Board for planning, organizing and directing County activities. Other elected officials include the Assessor, District Attorney and the Sheriff.

In 1972, an amendment to the County Charter was implemented to organize the County on an agency basis for more effective administration of functions for which the County Executive is responsible to the Board of Supervisors. Approved by the electorate, the amendment established agency heads to groups of County Departments. The four agencies within the County, which report to the County Executive, are Administrative Services, Community Services, Public Safety & Justice, and Social Services. Sacramento County has more than 30 departments and offices that provide services to County residents.

The County is responsible, pursuant to the County Charter or ordinances, or by state or federal mandate, to provide health and welfare, criminal justice and municipal services (including law enforcement), as well as other services to County residents. Major services include the Airport System, Animal Care and Regulation, Clerk Recorder, Criminal Justice, Health and Welfare, Property Tax System, Regional Parks, Transportation, Waste Management and Recycling, Voter Registration and Water Resources.

The County's Approved Fiscal Year (FY) 2023-24 Budget is over \$8.4 billion, and there are more than 13,600 full-time employees.

THE OPPORTUNITY

Your opportunity to join dedicated human resources professionals who are committed to providing high quality human resources services to attract, develop, motivate and retain a diverse workforce.

THE DEPARTMENT

The 203 staff members in the Department of Personnel Services provide human resources support to over 13,300 employees in more than 1,000 job classes across more than 30 departments and offices. The Department of Personnel Services supports this significant workforce by administering benefits, employee relations, training and development, classification and compensation, selection and recruitment, risk management, workers' compensation, safety, payroll, equal employment opportunity and disability compliance.

THE POSITION

The Senior Personnel Analyst is the advanced journey/lead worker level in the Personnel Analyst Series. Incumbents are assigned a variety of human resources assignments without detailed instructions or guidance.

Senior Personnel Analysts provide lead direction and training to Personnel Analysts, technicians and/or clerical staff, and personally perform the more complex and/or specialized assignments requiring thorough analysis, extensive research, innovative or unique solutions, and interdepartmental coordination. Flexible schedules including hybrid/telework are available in most positions after an initial training period.

The position is used in many different capacities throughout the County. The following includes a listing of different areas where Senior Personnel Analysts are assigned:

HR Generalist

Provides support to an individual department on a variety of human resources issues. Duties will vary depending on the needs of the department, but may include workplace investigations, discipline, training, medical leaves, payroll and hiring. Current department assignments include Airports; District Attorney; Child, Family, and Adult Services; Health Services; Human Assistance; Retirement; Sheriff; and Waste Management.

Employee Relations

Conducts workplace investigations related to Equal Employment Opportunity/Department of Fair Employment and Housing, Workplace Violence and related complaints; develops and delivers HR-related training; provides advice and coaching for supervisors and managers on employee performance; assists departments in gathering and assembling documentation for personnel actions and arbitration hearings; reviews/recommends level of discipline and prepares discipline documents.

Medical/Leaves

Supports Americans with Disabilities (ADA) Accommodations, Early Return to Work, Workers' Compensation, Light/Modified Duty, Paid Family Leave, State Disability Insurance (SDI), Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA) Management, Leaves of Absence, Parental Leave, Pregnancy Leave, Disability Retirements, Medical Terminations, Complex Case Management, and Training.

Specialized HR Services

Supports, coordinates and administers a variety of different programs, including the County's Unemployment Insurance (UI) program, implementing approved organizational structure changes and change to County positions in SAP, administering the County's Catastrophic Leave program and the County's State Disability Insurance (SDI) Integration program.

Exam Administration

Develops civil service examinations and exam plans in response to County needs in collaboration with department representatives, is responsible for the establishment of all eligible lists, the testing of specialized skills, and administering and overseeing exam activities and certifications.

Classification & Pay

Performs classification studies, including presentation to the Civil Service Commission; plans, conducts and oversees salary and total compensation surveys; conducts position reviews and communicates findings to requesting party and necessary stakeholders; reviews Salary Resolution Amendment requests and communicates findings to necessary stakeholders.

Training and Organizational Development

Develops and provides training programs, including skills based training and leadership, provides advice and coaching on organizational development, including culture change and team building, and supports countywide onboarding and orientation. Maintains the Leadership Dashboard, administers the Leadership Development Academy, maintains My Learning, and supports Performance Evaluation Service.

Disability Compliance Office

Provides training and technical assistance to County departments on disability compliance rights and responsibilities. Works with Disability Advisory Commission to identify and address ADA access barriers to people with disabilities utilizing County programs and services.

Equal Employment Opportunity (EEO) Office

Provides training to county staff; investigates internal complaints and responds to state and federal complaints of discrimination, harassment, and retaliation. Provides assistance to the County's Equal Employment Opportunity Advisory Committee.

IDEAL CANDIDATE

Will have the ability to:

- Communicate effectively with internal and external customers
- Work with a high degree of independence and develop sound, well supported recommendations
- Foster cooperation and collaboration in others through trust-building and relationships
- Identify and assess customer needs, and develop strategies to address issues and bring them to resolution
- Demonstrate technical competence, job knowledge and the ability to add value beyond the core job function
- Present data clearly and concisely, orally and in writing, to convey concepts, conclusions, and recommendations
- Work effectively as a team member with a positive attitude and a willingness to learn
- Be innovative and solution focused with a vision toward the future
- Navigate stressful and complex workplace issues

Minimum Qualifications

The Minimum Qualifications for this position are as follows:

Either 1) Two years of experience in the class of Personnel Analyst or comparable class in Sacramento County Service,

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 closely related field, and three years of progressively responsible and difficult professional experience in human resources work.

Completion of a Master's degree in a closely related field from an accredited college or university may substitute for one year of the experience requirement.



RESUME

Career Objective:

I am seeking a competitive and challenging environment where I can use my ability to communicate with people and take advantage of my knowledge of English.

Accomplished secretary seeking to leverage skills in personnel management and recruitment in an entry-level human resources position.

Professional Experience:

- Preparing business plans
- Planning investment activities and budget
- Analyzing data sets collected through all departments
- Preparing financial forecasts
- Preparing reports for the board of management
- Good at establishing rapport with people from diverse backgrounds
- highly organized and detail-oriented
- engineer with over three years IT industry experience
- five years of project management experience
- ability to find innovative solutions

COMPENSATION

The County of Sacramento offers an excellent compensation and benefits program. The salary range for this position is \$91,475.28 - \$111,186.00 annually.

The attractive benefits program includes:

- **Retirement** – The County's defined-benefit pension plan is provided by the County Employees' Retirement Law of 1937 and is managed by the Sacramento County Employees' Retirement System (SCERS) Board of Retirement.
- **Medical Insurance** – Choice of HMO and High Deductible Health Plans (HDHP), to include Kaiser, Sutter, and Western Health Advantage.
- **Dental Insurance** – Includes 100% of the dental plan premium for the employee and eligible dependents.
- **Deferred Compensation** – A deferred compensation program is available through the County 457(b) Deferred Compensation Plan.
- **Life Insurance** – \$50,000 in life insurance coverage for the employee and \$2,000 for all eligible dependents. Employees have the option to purchase up to \$1,000,000 in additional life insurance coverage.
- **Holidays** – 14.5 paid holidays per year.
- **Vacation** – Two to five weeks (based upon length of service) of paid vacation.
- **Sick Leave** – 15 days per year.
- **Flexible Spending Accounts** – Employees may set aside funds on a pre-tax basis to pay for eligible medical and/or dependent care expenses.
- **Other Benefits** – The County contributes \$25.00 per pay period into a Retiree Health Savings Plan. After 10 years of County service, employees are eligible for 2.5% longevity pay.

HOW TO APPLY

To be considered for this incredible opportunity, applicants must complete and submit an online County of Sacramento employment application via the County's jobsite, at www.saccountyjobs.net.

The first filing date is Friday, April 12, 2024. The recruitment closes on Friday, April 26, 2024.

For immediate consideration, please apply by April 12, 2024.

Following the establishment of the eligible list, as vacancies become available the most qualified candidates will be invited to participate in the interview and selection process.

If you have questions and for additional information about this position, please contact Chris French, Senior Personnel Analyst, via phone at (916) 874-4416 or via email at FrenchC@saccounty.gov.



An Equal Opportunity/ADA Employer

