

COUNTY OF GLENN



Extra Help Employee Personnel Analyst I Personnel Department

Deadline to Apply: Monday, February 23, 2026

COMPENSATION: \$27.51 Per Hour

Salary depends on experience and qualifications.

Glenn County Extra Help Employee **benefits package.**

Applications must include :

- Glenn County Employment Application
- Resume
- Transcripts and/or Certificates
- Cover Letter

Interview Date: Wednesday, February 25, 2026

Extra Help Employee - Personnel Analyst I; this position will perform a wide variety of technical, and/or paraprofessional personnel assignments in the development, implementation and maintenance of the County personnel program; This position will independently perform special projects and assignments of a secretarial, technical, and/or paraprofessional nature. The position is at-will, temporary, part-time and scheduled for up to twenty-five (25) hours per week.

THE IDEAL CANDIDATE

The ideal candidate is a proactive, detail-driven self-starter who takes initiative, is dependable and organized, and thrives both independently and as part of a team. This individual exercises sound judgment, adapts easily, and values a diverse and inclusive workplace. A strong foundation in personnel administration is essential, along with the ability to confidently interpret and apply policies, regulations, and federal, state, and local laws. Strong Excel skills are required.

JOB DUTIES

- Performs recruitment and examining assignments; Schedules examinations to include post-offer, preemployment Physical Examinations.
- Performs basic research and data compilation including the preparation of required reports. Prepares, organizes, and maintains filing systems.
- Processes leaves of absence paperwork.
- Assists the Personnel Director in the monitoring of accounts payable and receivable.
- Prepares and proofreads a variety of reports, statistical charts, legal notices, agendas, contracts and news releases; type from rough draft, verbal instructions or transcribing machine recordings.

About Glenn County: Glenn County has a population of 29,132 and is located mid-way between Sacramento and Redding in Northern California. Glenn County is primarily an agricultural community with mountains on the west, the Sacramento River bounding the east side and the Interstate 5 corridor taking you through the rich farm land of the County. With over 1,188 farms, agriculture remains the primary source of Glenn County's economy. Major commodities include rice, almonds, milk products, prunes, bees and livestock.

MINIMUM QUALIFICATIONS

EXPERIENCE:

Two years of increasingly responsible technical and/or secretarial experience in a personnel office; or equivalent experience performing clerical, personnel, and/or payroll activities.

EDUCATION:

Equivalent to the completion of the twelfth grade supplemented by specialized human resources/personnel training.

HOW TO APPLY

A complete, original application must be filed for each position you are interested in applying for. Applications are available online at www.calopps.org/county-of-glenn or in person at the Glenn County Personnel Office at 525 W. Sycamore Street, Willows, CA 95988. You may contact the Personnel Department at (530) 934-6451 and request an application. Applications must be received by **5:00 PM on Monday, February 23, 2026.**

IMPORTANT APPLICATION INFORMATION

Candidates must submit a completed job application packet. Application packets will be screened and candidates considered best qualified will move forward to a competitive examination process, which will include a written practical skills exam, an oral interview, fingerprinting/background check or medical examination process if applicable. Eligible lists are used for Full-Time (40 hrs./wk. with benefits), Part-Time (20 -39 hrs./wk. with benefits), and Extra Help Employee (EXE) temporary (limited benefits) and may be used to establish a list to fill future vacancies for the next twelve (12) months.

COUNTY OF GLENN JOB OPPORTUNITIES



The County of Glenn is an Equal Opportunity Employer. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the Personnel Department.

The above information is general in nature and does not constitute an expressed or implied contract. The County of Glenn has the right to rescind this recruitment at any time.