



## EMPLOYMENT OPPORTUNITY

FINAL FILING DATE: Wednesday, August 23, 2017 @ 5:00 p.m.

### Human Resources Analyst I/II

Hiring Range: HR Analyst I \$4,239 - \$4,663/ mo.

Hiring Range HR Analyst II \$4,774 - \$5,252/ mo.

(Additional \$250/mo. Confidential pay + Benefits)

The County of Yuba is currently recruiting for the position of Human Resources Analyst I/II within the Human Resources and Organizational Services Department. Under supervisory guidance, this position performs a broad range of complex and professional analytical duties in support of a centralized human resources, organizational services and risk management office. Major responsibilities could include merit based recruitments, classification and compensation studies, organizational studies, employee training and development, support of labor and employee relations, and human resources metrics and information systems management.

#### Ideal Candidate

The ideal candidate will have Human Resources related experience in a fast-paced environment and possess the interpersonal skills to successfully interact with a variety of individuals from all levels of the organization and the public. They will have a solid understanding of California and Federal Labor Law and experience in the area of recruitment, classification & compensation, labor and employee relations, risk management, organizational development, employee benefits and/or Human Resources Information Systems. Strong analytical and problem solving abilities are critical, as are strengths in project management, business writing and attention to detail.

#### Required Qualifications

**Level I Minimum:** A Bachelor's Degree from an accredited college or university with major course work in human resources, public or personnel administration, industrial relations, business, economics, or a closely related field. *Candidates with strong experience who lack the degree and can demonstrate they possess the required knowledge, skills and abilities are encouraged to apply.*

**Level I Preferred:** In addition to the minimum qualifications, experience in human resources administration which has included recruitment, benefits, classification, compensation and/or the interpretation of human resources policies or possession of a valid SPHR/PHR certification.

**Level II Minimum:** A Bachelor's Degree from an accredited college or university with major course work in human resources, public or personnel administration, industrial relations, business, economics, or a closely related field and two years of experience equivalent to a Human Resources Analyst I. *Candidates with strong experience who lack the degree and can demonstrate they possess the required knowledge, skills and abilities are encouraged to apply.*

**Level II Preferred:** In addition to the minimum qualifications, possession of a valid SPHR/PHR certification, and/or an advanced degree in a closely related field and additional years of professional experience in a private/public sector human resources department. Knowledge of risk management, cost analysis and/or employee safety or experience in a public agency setting is desirable.

**Save the Date:** A Qualification Appraisal Panel is scheduled for **Wednesday, August 30, 2017**. Selected applicants will receive an invitation after the final file date via e-mail. Please arrange your schedule accordingly.

#### About the County

Yuba County is situated in the Northern Sacramento Valley, approximately 40 miles north of the State Capitol in Sacramento and two hours away from San Francisco and Lake Tahoe. The boundaries stretch from the farms and orchards of the valley to the timberlands of the Sierras. Yuba County offers its residents the many advantages of a rural lifestyle away from the pressures of the urban areas. The County's rivers, lakes and outdoor recreation areas provide excellent hunting, fishing, boating and skiing opportunities. Our County vision is to create a "golden" future for Yuba County by Inspiring a community of participation, embracing our unique history, and discovering the wealth of our untapped potential.

*Contact Us!*

County of Yuba  
Human Resources  
915 8th Street, Suite 113  
Marysville, CA 95901  
(530) 749-7869

For Application instructions, complete job details and/or to apply visit:  
[www.co.yuba.ca.us](http://www.co.yuba.ca.us)



*The County of Yuba is an Equal Opportunity Employer (EOE)*