

COUNTY OF GLENN

Human Resources (Personnel)

Analyst I/II

Personnel Department

HR (Personnel) Analyst I: \$27.51 - \$33.45 /hour*

HR (Personnel) Analyst II: \$30.87 - \$37.52 /hour*

Salary depends on experience and qualifications *

The position will receive an additional 5% Confidential Pay



Glenn County employees enjoy a competitive **benefits package** and the opportunity to perform meaningful public service work in a collaborative, team-oriented environment.

Applications must include:

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

Deadline to Apply: **Monday, June 29, 2026**

Interview Date: **Tuesday, July 7, 2026**

JOIN A HUMAN RESOURCES TEAM THAT MAKES A DIFFERENCE

Are you an experienced HR professional who enjoys solving problems, supporting employees, and working in a fast-paced environment? Glenn County is seeking a Human Resources (Personnel) Analyst I/II to support a wide range of HR functions, including employee relations, leave administration, benefits, recruitment, and more. This is a hands-on, generalist role offering broad exposure to HR operations and the opportunity to make a direct impact on County employees and services. The official job class title for this position is currently the Personnel Analyst I/II. This position is scheduled for 40 hours per week.

THE IDEAL CANDIDATE

The successful candidate is a practical, proactive professional who enjoys helping others, solving problems, and navigating the complexities of human resources work. The ideal candidate will:

- Bring solid experience in human resources, personnel administration, benefits, leave administration, personnel transactions, or closely related functions
- Exercise sound judgement, professionalism, discretion, and confidentiality
- Communicate effectively with employees, supervisors, department leaders, and the public
- Be highly organized, detail-oriented, and able to manage competing priorities in a fast-paced environment
- Interpret and apply policies, procedures, labor agreements, and federal, state, and local regulations with confidence and accuracy
- Value professionalism, public service, accountability, and respectful workplace practices

Refer to the **job description** for a full list of duties.

Why Glenn County:

Located midway between Sacramento and Redding, Glenn County offers a unique quality of life with small-town charm, a strong sense of community, and access to outdoor recreation, agriculture, rivers, mountains, and open space. Here, your work matters. With approximately 29,000 residents and over 1,100 farms, Glenn County remains rooted in agriculture, community service, and practical problem-solving. Employees enjoy the opportunity to make a visible impact, build strong working relationships, and contribute to meaningful public service in an organization where people know one another and collaboration matters.

WHAT YOU'LL DO

In this role, you will support a broad range of Human Resources and personnel operations, including:

- Assisting with employee benefits and health plan administration, employee inquiries, enrollment support, and new employee orientation
- Supporting leave administration processes and maintaining confidential personnel records and documentation
- Preparing, proofreading, and coordinating reports, agendas, contracts, correspondence, notices, and other professional documents
- Responding to employee and department inquiries and assisting in interpreting policies, procedures, and personnel-related requirements

MINIMUM QUALIFICATIONS

EXPERIENCE:

- **Level I** - Two (2) years of increasingly responsible experience in personnel, human resources, payroll, benefits, clerical, or administrative support environment performing technical or program support functions.
- **Level II** - One (1) year as a Personnel Technician II in Glenn County; or three (3) years of increasingly responsible technical experience in a personnel, human resources, payroll, benefits, clerical, or administrative support environment performing technical or program support functions.

TRAINING:

- **Level I & II** - Equivalent to the completion of the twelfth grade supplemented by specialized training in human resources, personnel administration, business, payroll, public administration, or a related field.

HOW TO APPLY

A complete application packet must be submitted for consideration. Applications are available online at CalOpps or in person at the Glenn County Personnel Department, 525 W. Sycamore Street, Willows, CA 95988. Completed applications may be submitted online or in person and must be received no later than 5:00 PM on Monday, June 29, 2026. For questions, please contact the Glenn County Personnel Department at (530) 934-6451.

IMPORTANT APPLICATION INFORMATION

Application packets will be screened for minimum qualifications and competitive qualifications. Candidates determined to be best qualified may be invited to participate in additional selection processes, which may include a written practical exercise, oral interview, background review, fingerprinting, or medical examination if applicable.

An eligibility list may be established and used to fill current and future vacancies for full-time, part-time, and extra-help positions for up to twelve (12) months.

USE THE QR CODE BELOW TO VIEW 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.