

COUNTY OF GLENN



Personnel (HR) Manager Personnel Department

Deadline to Apply: Friday, March 20, 2026

COMPENSATION: \$3,517.60-\$4,276.80 bi-weekly salary

Salary depends on experience and qualifications.

Glenn County employees are offered an excellent **benefits package**.

Applications must include:

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

Interview Date: **Wednesday, April 1, 2026**

The County of Glenn is seeking an exceptional human resources professional to serve as our next Personnel Manager. This recruitment is open to experienced Personnel/HR Managers ready to lead, as well as high-performing Personnel/HR Analysts who are prepared to step into a developmental pathway toward this leadership role. We are committed to investing in the right candidate and may consider appointment at the Analyst level with a structured opportunity for training, coaching, and mentorship designed to prepare the incumbent to assume full Personnel Manager responsibilities. This is a rare opportunity for a motivated HR professional who is eager to expand their technical expertise, strengthen their leadership capabilities, and grow into a key executive partner within the organization. This position is scheduled for forty (40) hours per week.

THE IDEAL CANDIDATE

Whether stepping in as a seasoned leader or advancing from the Analyst level—will bring sound judgment, intellectual curiosity, professional courage, and a genuine commitment to public service. The Personnel Manager serves as a trusted advisor to leadership and plays a vital role in shaping a high-performing, service-focused workforce.

JOB DUTIES

- Serves as a senior advisor to County leadership, managing complex personnel matters including employee relations, performance management, leave admin, and policy development while ensuring legal compliance and best practices.
- Directs and oversees core HR programs and staff, including employee benefits, workers' compensation, classification and compensation, HR systems, and personnel operations to ensure effective, accurate, and service-oriented delivery.
- Partners with executive leadership on organizational and strategic initiatives, preparing Board reports, maintaining the County's Position Allocation List and classification plan, and conducting analysis to support sound workforce and operational decisions.
- Leads Countywide safety, risk, and employee support programs, while providing expert consultation, training, and guidance to departments to promote a safe, compliant, and high-performing workplace.

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

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.

A CULTURE THAT INVESTS IN YOU

Our Personnel Department is proud of its highly collaborative and supportive work environment. We operate as a true team, led by an engaged interim Director who is deeply committed to coaching, mentoring, and developing staff so they can reach their full professional potential. We believe that when employees are supported, trained, and trusted, they do their best work. We also value work-life balance and strive to create an environment where dedicated public servants can build meaningful, sustainable careers while enjoying the quality of life our beautiful community offers.

MINIMUM QUALIFICATIONS

EXPERIENCE:

Three (3) years of progressively responsible professional human resources/personnel administration experience which includes at least one (1) year in employee benefits administration. Two (2) years of this experience must also have been in a full-time supervisory capacity.

TRAINING/EDUCATION:

Equivalent to graduation from a four (4) year college or university in public, business, or personnel administration, or related field

OR

Human Resources Credential such as Society for Human Resources Management (SHRM) Credential.

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 can be submitted online or in person until **5:00 PM on Friday, March 20, 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.