



THE COUNTY OF SUTTER

Invites Applications for SENIOR HUMAN RESOURCES ANALYST

\$5,821 - \$7,123/Monthly*

(*Salary effective 3/3/18)

FINAL FILING DATE:

OPEN UNTIL FILLED

*May close without notice upon receipt
of a sufficient number of applications.*

THE IDEAL CANDIDATE: *Will have a solid understanding of public sector human resources, or within a union environment, with a strong emphasis in performance management and employee relations, including but not limited to investigations. They will have experience and be comfortable and participate in labor relations and negotiations to assist the County toward achieving its goals. The top candidate will identify, create and present new, creative and staff development programs and opportunities for all employees throughout the County.*

THE POSITION: Under general direction, participates in and leads the performance of administrative and professional analytical work involved in supporting human resources functions and programs such as recruitment and selection, classification and compensation, employee and labor relations, benefits administration, and the administration of training programs. Occasional overtime, evening and weekend work is required for this position. ***The eligible list established from this recruitment may also be used to fill any future opening(s) within the County in this class for up to nine months.***

Management receives 13 days of paid Administrative Leave per year in addition to the other paid time off indicated on of this bulletin. Any of unused Administrative Leave may be converted as taxable compensation or may be converted to a deferred compensation plan. This position also receives county-paid term life insurance of \$150,000.

JOB DUTIES: Develops, implements and administers various human resources programs and special projects; recommends, implements, maintains and provides guidance and direction in matters pertaining to interpretation of policies, procedures, rules and regulations and administration of human resources programs; gathers and analyzes complex quantitative and qualitative data and presents preliminary recommendations; ensures compliance with State and Federal laws and County policies and procedures; researches and analyzes legislation and Federal and State regulations and their effect of human resources functions and activities; consults with County managers and supervisors on employee/labor relations issues; develops, modifies, coordinates and conducts employee training for County employees; performs the most complex and sensitive work assigned; assists in establishing and monitoring departmental budget; researches and responds to complex and sensitive requests for information or assistance; represents the department at meetings/hearings as assigned; provides supervision, direction and training to assigned staff; supervises and/or participates in the implementation and maintenance of a comprehensive recruitment, selection and new hire processing program. Develops, administers and analyzes various employment performance tests; reviews job applications for qualifications and recommends qualified candidates to departments; supervises and/or participates in the implementation and maintenance of a comprehensive classification and compensation program; collects, tabulates, and analyzes salary and benefit data and develops and presents findings and recommendations; analyzes duties and responsibilities of positions and makes determinations regarding appropriate classification; prepares or revises class specifications; supervises the implementation and maintenance of a comprehensive position control system; conducts and oversees the collection and analysis of preparatory research on contract and bargaining matters for labor negotiations; participates in labor negotiations; responds to complaints of harassment, grievances, disciplinary matters and other problems; recommends and implements resolution strategies and prepares reports of findings; may review and approve Personnel action in HR/Payroll System; builds and maintains positive working relationships with co-workers, other County employees, and the public using principles of good customer service; may participate in regional meetings regarding personnel issues and job fairs.

MINIMUM QUALIFICATIONS: The following are the minimum qualifications for this position. Possession of these qualifications does not ensure that an applicant will be interviewed. Applications will be reviewed in comparison with all other applications received.

Knowledge of: Advanced principles and practices of public human resources administration and organization management; pertinent Federal, State and local laws, codes and regulations including FMLA, CFRA, FSA, COBRA, HIPAA, ADA, workers' compensation and leave tracking; principles of industrial psychology; advanced statistical and reporting methods used in administrative and human resources work; modern office equipment and procedures including use of a variety of software applications; English usage, spelling, grammar and punctuation; principles and practices of supervision.

Ability to: Lead and/or perform the more complex human resources program activities including recruitment and selection, classification and compensation maintenance, employee/labor relations, benefits administration, and training; collect data and effectively analyze written and statistical data and develop and present findings and recommendations; speak effectively in public; provide technical assistance to department managers, supervisors and employees regarding a wide variety of human resources issues; interpret and apply rules, laws, standards and procedures; operate standard office equipment; utilize various software programs relevant to the position; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; interpret and apply rules, laws, standards and procedures; respond appropriately to difficult and sensitive matters.

Education and Experience: Bachelor's Degree in Human Resources, Business Administration, Public Administration or closely related field of study; three years of progressively responsible professional human resources experience, within a public agency; or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Special Requirements: *Essential duties require the following physical and work requirements:* Requires the ability to maintain mental capacity which allows the capability of exercising sound judgment and rational thinking under varied circumstances; the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; ability to see; ability to hear and communicate orally; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as using a computer, typing, data entry or use of other office equipment or supplies; ability to operate a motor vehicle.

License: Must possess and maintain a valid Class C California Driver's License.

The recruitment process for this position includes completing an application, participating in oral interview(s). Please notify the Human Resources Department prior to the final filing date for this position if you believe you have a disability, which would make it difficult to participate in any portion of the recruitment process, and would require reasonable accommodation. Sutter County reserves the right to require medical documentation concerning the need for accommodation. Offers of employment are contingent upon investigation of employment history, references, drug testing, medical review/exam and fingerprinting in addition to other appropriate requirements of the position.

The County of Sutter is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals with disabilities. Sutter County encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer. Rev: 01/18/18



SUTTER COUNTY HIGHLIGHTS

Sutter County is a major agricultural center located in Northern California approximately 50 miles north of the State Capitol, Sacramento. The County, bounded by the Sacramento and Feather Rivers, encompasses 608 square miles and provides easy access to the Lake Tahoe and San Francisco areas. Mountains and lakes offering unlimited recreational opportunities are abundant. Sutter County is a general-law county with a population of approximately 97,000 and includes two incorporated cities, Yuba City and Live Oak. There are 19 department heads and 900 positions with an annual budget of 241 million dollars.

HOW TO APPLY

Eligible applicants are **REQUIRED** apply online at

www.CalOpps.org

Applicants may also attach any additional information in resume form.

For additional information, please visit our website @ www.suttercounty.org

Or contact

Sutter County Human Resources

1160 Civic Center Boulevard, Suite B

Yuba City, CA 95993

Phone (530) 822-7113

FAX (530) 822-7191

E-mail hr@co.sutter.ca.us

TDD access through CA Relay Service: 1-800-735-2929

SELECTION PROCEDURE

The applications will first be reviewed for minimum qualifications. All applications meeting the minimum qualifications will be referred to a screening committee. Those candidates with the most directly related experience, education and training may be invited to a written, performance and/or oral examination. Up to ten ranks of the most outstanding candidates will be referred for final interview(s) with the appropriate department. Investigation of employment history and references may be conducted prior to appointment.

EMPLOYEE BENEFITS

Salary: New employees start at step one and after satisfactory performance during a probationary period, advance to the second step. There are five (5) annual Merit Steps. Merit steps six (6) and above may be awarded after additional years of service have been met and upon satisfactory performance.

PERS <u>Miscellaneous</u> Retirement (NON-Safety)			PERS <u>SAFETY</u> Retirement (Law, Fire, Probation Officers)		
Tier 1 Classic	2.7 @ 55	8% EE Share by EE	3 @ 50	9% EE Share by EE	Up to 11-15-2011
Tier 2 Classic	2 @ 60	7% EE Share by EE	2 @ 50	9% EE Share by EE	11-16-11 to 12-31-2012
Tier 3 New	2 @ 62	6.25% EE Share by EE	2.7 @ 57	11.25% EE Share by EE	1-1-13 (PEPRA)
Note: Tier formula eligibility depends on PERS Rules and AB340, PEPRA Law. The County also participates in Social Security.					

Medical, Dental, Vision and Life Insurance: The County pays the major portion of health, dental, vision and life insurance for employee and dependent(s). Health, dental, vision, and life insurance become effective the first of the month following 30 days of employment. **Management** receives county-paid term life insurance of \$150,000.

Health Care Spending Account: Designated pretax contribution to pay for eligible health care expenses not covered by any insurance.

Dependent Care Spending Account: Designated pretax contribution used to pay for eligible dependent day care expenses.

Paid Leave Days: Depending on the classification in which employed, most employees receive eleven days **vacation** per year up to five years service; fifteen days up to ten years; seventeen days up to fifteen years; twenty days after fifteen years. Thirteen paid **holidays** per year. **Sick leave** accrues at the rate of twelve days per year. **Management** receives 13 days of paid Administrative Leave per year in addition to the other paid time off.

Disability Insurance: Sutter County participates in the State Disability Insurance Program.

Deferred Compensation: Employees may participate in deferred compensation plans. Also, most **New Hires** to Sutter County who are enrolled in a County-sponsored Deferred Compensation Plan, will receive twenty-five dollars (\$25.00) per pay period deposited into their account, eligibility date varies by Unit (Fire Unit not eligible and some Re-hires may not be eligible). **Employees will be advised of the eligibility requirements during New Employee Orientation.** **Management** may convert any unused Administrative Leave as taxable compensation or it may be converted to a deferred compensation plan.

Offers of employment are contingent upon submission of documents verifying identity and authorization to work in accordance with the Immigration Reform and Control Act of 1986; successful completion of a preplacement medical review/examination; satisfactory driving record and proof of automobile insurance, if applicable, and other appropriate requirements of the position. Significant moving violations or lack of insurance may be cause for disciplinary action up to and including dismissal.

The above information is general in nature and does not constitute an expressed or implied contract. Employee benefits may vary with different employee bargaining units.

Notice: In accordance with Government Code 3502.5 all employees hired into job classifications in the General and Professional Bargaining Units are bound by an Agency Shop Agreement and are represented by the Sutter County Employees Association labor contracts. All employees hired in these Bargaining Units are required to pay an initiation fee of \$45.00, plus dues of approximately 1% of the employee's base pay to the Sutter County Employees Association.

Sutter County is required by law to make available certain public records, including employee names, titles, and compensation, as a result of a 2007 California Supreme Court decision. Therefore, be advised that unless an employee can demonstrate the necessity of having this public information withheld, based upon specific, verifiable safety and/or security reasons, this information will be released to the public upon demand.

The County of Sutter does not discriminate on the basis of race, color, religious creed, sex, marital status, age, national origin, medical condition (cancer or genetic characteristics/information), mental or physical disability (including AIDS or HIV), ancestry, sexual orientation, gender identity, gender expression, military and veteran status, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state or local laws or ordinance.

Rev. 06/07/17