



**COUNTY OF MONTEREY**  
Invites Applications for the Position of:

# Supervising Personnel Analyst

*An Equal Opportunity Employer & a Drug-Free Workplace*

**SALARY:** \$40.00 - \$54.60 Hourly  
\$3,200.24 - \$4,368.32 Biweekly  
\$6,933.85 - \$9,464.69 Monthly

**OPENING DATE:** 08/29/19

**CLOSING DATE:** 09/30/19 11:59 PM

**POSITION DESCRIPTION:**



**Application Filing Deadline: September 30, 2019**  
**Exam #: 19/14B28/08MG**

**THE DEPARTMENT**

The Human Resources Department through collaborative partnerships fosters organizational excellence in attracting, developing, and retaining a diverse and talented workforce to effectively serve our community. We provide leadership in shaping an inclusive culture that drives excellence and innovation.

**THE POSITION**

The Human Resources Department is seeking a seasoned Human Resources professional to fill a Supervising Personnel Analyst position. The incumbent will supervise the day-to-day activities of one or more assigned functional units of a personnel program and performs the more complex technical and professional work related to areas as recruitment and selection, testing, job classification, compensation, organizational analysis, personnel transactions, and employee relations. The Supervising Personnel Analyst will also serve as a resource to the County Administrative Officer, Elected Officials, Department Heads and HR professionals.

This individual will instill confidence and be approachable, while being a strong coach and leader. In addition, the Supervising Personnel Analyst will work collaboratively with Human Resources Program Managers to provide recommendations for the development and revisions of personnel programs, rules, policies and procedures, and may oversee and manage special projects.

**EXAMPLES OF DUTIES:**

- Plans, coordinates, executes and manages a full range of human resource services for departments utilizing professional and technical level human resources teams.
- Selects and supervises the planning, direction and review of work of professional and related human resources staff; oversees development of staff training and professional development plan and trains staff in procedural and technical aspects of their jobs in order to ensure the provision of consistent,

effective, quality service to departments, employees and the public; serves as a technical resource to staff; conducts performance evaluations and audits of subordinate human resources staff.

- Performs complex, difficult professional human resources work in the areas of recruitment, examination, classification and compensation, workers' compensation, leave management, performance assessment, grievance and disciplinary action, personnel transactions, employee benefits and organizational development.
- Develops, revises, and implements personnel management systems, programs, and procedures to improve and enhance operations within assigned unit(s).
- Analyzes the effect and makes recommendations on proposed legislation, laws, regulations, contract provisions, legal opinions and legal decisions related to assigned area(s) of responsibility.
- Consults with department heads, supervisors, employees, and subordinate human resource staff in the interpretation and application of personnel rules, regulations, policies and procedures; provides professional and technical expertise on human resource management issues.
- Prepares a variety of correspondence, reports, and presentations related to assigned responsibilities.
- Oversees the maintenance of records and the distribution of various personnel forms.
- Attends meetings representing HR leadership.
- Coordinates programs and projects and works in conjunction with other personnel specialty areas, the Civil Rights Office, County Counsel and others as required.

**The successful applicant will have a proven track record demonstrating the following knowledge, skills, and abilities:**

**Thorough Knowledge of:**

- Have demonstrated success in building cohesive and high functioning teams and the principles and practices of effective supervision.
- Principles and practices of public sector human resources management, including the administration of recruitment, examination, classification and compensation programs.
- Job analysis techniques, including requirements, employment practices, purpose, methods and applications.

**Working Knowledge of:**

- Organizational development, worker's compensation, automated personnel transactions, absence/leave management, employee benefits, performance assessment, grievance and discipline.
- Research methods, data collection and sampling techniques and statistical analysis.
- Federal, state and local legislation pertaining to employment practices, equal employment and affirmative action programs.

**Skill and Ability to:**

- Establish and maintain effective interpersonal relationships with others, including County officials and managers, employees and the public.
- Coordinate, organize and manage the delivery of complex, varied services utilizing team-based approaches.
- Plan, organize and review the work of subordinate staff.
- Train, counsel and advise subordinate staff.
- Recognize problems of a sensitive or political nature and understand organizational and political implications of decisions and recommendations.
- Plan, coordinate and implement overall work plans to achieve a designated objective; coordinate multi-faceted projects and studies including coordination and planning for resources, staff and timing;
- Incorporate innovative approaches to the delivery of human resource services; think creatively (i.e., develop new cost-effective processes, improve present standards, exercise initiative, ingenuity and sound judgment in identifying and solving difficult, complex problems)
- Communicate effectively in writing, including preparation of administrative and statistical reports, and make effective and persuasive oral presentations.
- Understand, interpret and apply appropriate provisions of applicable laws, ordinances, rules, regulations, memoranda of understanding and operating procedures.
- Be open-minded, fair, equitable and conscientious; mediate resolutions to difficult, complex issues.
- Use good judgment when dealing with others in a variety of stressful and non-stressful situations; communicate in a professional manner.
- Work under pressure of time and conflicting demands.
- Work independently with a minimum of supervision.

**EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING:**

The knowledge and abilities listed above may be acquired through various types of education, training or experience. Typical ways to acquire the required knowledge and skills are listed below.

**Experience:**

Five years of progressively responsible working level human resources work, which included complex and varied experience in major areas of public sector human resources management comparable to that of a Senior Personnel Analyst with Monterey County.

**AND****Education:**

Completion of all course work leading to a Bachelor's Degree in Personnel Administration, Public Administration, Business Administration, Industrial Relations or a closely related field.

**ADDITIONAL INFORMATION:****Conditions of Employment Include:**

Possession of a valid California Class C Driver's License or the employee must be able to provide suitable transportation, which is approved by the appointing authority.

**Benefits:**

Monterey County offers an excellent benefits package. To view the "**Unit X - Safety and Non-Safety Management**" Benefit Summary Sheet, please visit our website by clicking [HERE](#). This information is not legally binding, nor does it serve as a contract. The benefits listed in the Monterey County Personnel Policies and Practices Resolution prevail over this listing.

**Notes:**

Employment is contingent upon acceptable documentation verifying identity and authorization for employment in the U.S.; a list of acceptable documents is available on the USCIS Form I-9. If you are hired into this classification in a temporary position, your rate of pay will be hourly and you will not be eligible for the benefits listed in the summary.

**Application and Selection Procedures****Apply On-Line!**

Our website: [www.co.monterey.ca.us/personnel](http://www.co.monterey.ca.us/personnel)

**Applications may also be obtained from and submitted to:**

Monterey County, Human Resources Department  
Attn: Michelle Gomez, Human Resources Analyst  
168 W. Alisal Street, 3rd Floor  
Salinas, CA 93901

Email: GomezME@co.monterey.ca.us | Phone: 831-755-5383

To assess applicants' possession of required qualifications, the examination process may include an oral examination, pre-examination exercises, performance examination, and/or written examination. The competitive examination process includes submittal of required application materials. A complete application package will include:

- **A completed County of Monterey Employment Application**
- **Responses to the Supplemental Questions**

**Applicants who fail to provide all required materials by the application filing deadline will not be considered.** Resumes, cover letters, letters of interest, and other correspondence will not be accepted as a substitute for required application materials. All required application materials will be competitively evaluated. Those applicants that are determined to be the most appropriately qualified will be invited to participate further in the examination process.

### **EQUAL OPPORTUNITY**

Monterey County is a drug-free work place and an equal opportunity employer. The County seeks candidates who can make contributions in an environment of cultural and ethnic diversity. Monterey County provides reasonable accommodations for the disabled. If you believe you possess a disability that would require test accommodation, please call the Human Resources Analyst at (831) 755-5383.

### **Supervising Personnel Analyst Supplemental Questionnaire**

- \* 1. The required application materials include responses to the supplemental questions. Applicants who fail to provide all required materials by the given deadline will not be considered. Supplemental questions responses must be numbered and each question must be addressed separately. Resumes, cover letters, letters of interest and other correspondence will not be accepted as a substitute for the required application materials. Supplemental question responses are an integral part of the selection process; failure to respond or provide a complete supplemental question response, or responding "see resume" to a supplemental question, will eliminate you from further consideration.  
 I have read and understand the supplemental questions instructions
- \* 2. Please describe your experience in supervising, motivating and training staff. Include your job title and the number and level of employees supervised.
- \* 3. Please describe your training and experience performing recruitment and selection activities. In your answer include your experience with job analysis, analysis of exams, administration of exams, outreach activities, scoring of examinations and the establishment of eligible lists.
- \* 4. Please describe your experience conducting research independently, analyzing your findings, and delivering a written recommendation. Include in your response who you submitted your recommendation to, and the outcome.
  
- \* Required Question