

# SAN JOAQUIN COUNTY HUMAN RESOURCES DIVISION



## Leave Administration Coordinator (Personnel Analyst III-Unrepresented)

### THE POSITION

The Human Resources Division is seeking an experienced analyst to perform complex professional level public personnel work in the area of leave management. This specialized role will receive direction from the Deputy Director of Human Resources.

The Personnel Analyst III will function in a leadership role, with specialized knowledge and expertise in personnel management to address complex leave administration cases, applicable policy development and regulatory compliance in the field of Human Resources. This position will perform the most complex and detailed technical assignments with a significant level of independence, intended to expand the level of HR service currently provided to County Departments in leave administration. The typical duties will include HR advising in the areas of absence management, interpretation of entitlement leave laws, regulations and applicable County policies to ensure consistency Countywide. In addition, this position will be responsible for developing and facilitating compliance related trainings for both HR staff and Department e-pad processors, supervisors and managers.

### THE IDEAL CANDIDATE

This position plays a critical role in the division and must be a collaborative and merit principal based problem solver. The ideal candidate will possess public sector experience directly related to leave administration and demonstrate performing such duties with a high level of independence and professional judgement. Candidates must possess excellent oral and written communication skills, which will be used to advise and educate County departments on all aspects of leave administration.

### THE DEPARTMENT

Human Resources is a division of the County Administrator's Office and provides centralized human resources and labor relations services for all County departments. The services include recruitment, exam development, EEO investigations, employee training development programs, administration of County health, dental, workers' compensation, unemployment, casualty, and life insurance programs; deferred compensation, and flexible spending programs. The division also negotiates labor contracts; processes complaints and grievances; conducts meet-and-confer sessions and joint labor management meetings; advises County departments on disciplinary actions and counseling matters; recommends policy and procedures for employer-employee relations; and provides staff support for the Civil Service Commission.



Human Resources  
44 N. San Joaquin Street  
Third Floor, Suite 330  
Stockton CA 95202  
Phone: 209-468-3370

**SAN JOAQUIN**  
—COUNTY—  
*Greatness grows here.*

Recruitment Announcement  
0819-RB5103-02



## TYPICAL DUTIES

- ♦ Evaluate, analyze and advise County departments regularly on complex leave cases
- ♦ Develop and revise applicable policies related to leave administration
- ♦ Participates in the development of procedures, forms and work methods regarding leaves
- ♦ Conducts or participates in a variety of special department projects and prepares appropriate reports
- ♦ Develop and facilitate compliance related training for staff that process and/or advise on leaves
- ♦ May assume functional responsibility for a personnel program; supervises and manages program activities
- ♦ Prepares correspondence, analytical reports, and board letters and resolutions

## MISSION

*The mission of the Human Resources Division is to partner with all county departments, community organizations, and educational institutions to recruit, develop, and retain employees of the highest quality and competency, who represent the diverse community we work and live in.*

## MAJOR RESPONSIBILITIES INCLUDE:

- ♦ Leave Administration support to Human Resources leadership
- ♦ Review and assess countywide leave practices and policies
- ♦ Data collection and analysis in support of all units
- ♦ Conduct surveys and review leave laws and regulatory requirements

## MINIMUM QUALIFICATIONS

### Either Pattern I:

**Experience:** Two (2) years as a Personnel Analyst II in San Joaquin County service *preferably with leave administration and policy development.*

### Or Pattern II:

**Education:** Graduation from an accredited four year college or university, preferably with a major in public or business administration, social science, industrial psychology, or a closely related field.

**Experience:** Three (3) years of full-time professional public personnel or related administrative analytical work, of which at least two (2) years must have been a responsibility level equivalent to Personnel Analyst II in San Joaquin County service. *Experience with leave administration and policy development is preferred and highly desired.*

**Substitution:** Experience performing demonstrated complex professional public personnel work such as classification, recruitment and/or test development OR administrative/analytical work related to personnel may be substituted for the required education on a year-for-year basis.

### And:

**License:** Possession of a valid California driver's license.

## COMPENSATION PACKAGE

### **Annual Base Salary: \$85,530-\$103,979**

*In addition to the base salary, the County offers an excellent benefits package which includes county contribution to health, dental and vision plans.*

- ◆ Members of the Confidential unit shall receive a supplement of 10% of base salary (valued from \$8,553 to \$10,398 annually)\*
- ◆ A 1% employer contribution to the County's 457 Deferred Compensation Plan (valued from \$855 to \$1,039 annually)
- ◆ Vacation cash-out up to 8 days annually (valued from \$2,632 to \$3,199)
- ◆ 1937 Act retirement plan with reciprocity with CalPERS
- ◆ 10 days of vacation leave a year (15 days after 3 years, 20 days after 10 years, 23 days after 20 years)
- ◆ 12 days of sick leave annually with unlimited accumulation
- ◆ 14 paid holidays per year
- ◆ 10 days of administrative leave annually
- ◆ IRS Section 125 Flex Benefits Plan
- ◆ Life Insurance

This civil service position is exempt from FLSA and is unrepresented.

*\*Cafeteria Unit Retention: Existing County employees who currently receive a cafeteria plan allowance and subsequently transfer, demote or promote from or into the Confidential unit shall have the option to either retain their existing cafeteria plan contribution amount or have a one-time option at time of hire of opting for the 10% unrepresented supplement in lieu of retaining their cafeteria allowance.*

## RECRUITMENT INCENTIVES\*

- ◆ Reimbursement of qualifying moving expenses up to \$2,000
- ◆ Vacation accrual rate consistent with candidate's total years of Public Service
- ◆ Sick leave credit up to 160 hours of unreimbursed sick leave from prior employer

*\*Recruitment Incentives may be available. Incentives must first be approved by the San Joaquin County Administrator.*

## APPLICATION AND SELECTION

Completed application package must include supplemental application and is to be submitted to the Human Resources Division.

**Final Filing Date: August 30, 2019**

Please submit your application and supplemental application to:

San Joaquin County Human Resources  
44 N. San Joaquin Street, Suite 330  
Stockton, CA 95202  
Tel: 209.468.3370  
Fax: 209.468.0508

**OR**

online at: [www.sjgov.org/departments/hr](http://www.sjgov.org/departments/hr)

Final appointment will be conditional upon successfully passing a pre-employment DOJ Live Scan.



## SUPPLEMENTAL QUESTIONS

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Please submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division. Please number your responses and address each question separately and limit one page per question. When answering the questions below related to your experience, please provide a detailed description that includes **the name of your employer, your dates of employment, and your job title.**

**If you have no experience in the following areas, please annotate “none”.**

1. Describe your work experience in the following areas and include your role in the process:

Advising departments and staff on leave administration (include the type of leaves you have experience advising).

Experience training staff, managers and processors on leave administration.

Developing policies, procedures, and/or guidelines pertaining to leaves or other human resources related areas for departments.

2. Describe your role and experience in reviewing and advising on **complex** leave management cases. Identify examples you have addressed, the issues involved, and the outcome.
3. Describe your experience with researching and interpreting regulatory laws pertaining to leave administration, employment, or other human resources related areas.