SAN JOAQUIN COUNTY

HEALTH CARE SERVICES

Greatness grows here.

DEPARTMENT PERSONNEL ANALYST

SALARY: $90,293-$109,751 / ANNUALLY

Additional compensation is detailed on page 3 of this brochure.

FILING DATES: OCTOBER 29, 2026 - NOVEMBER 30, 2026

Offers of employment are contingent upon passing a background check.

San Joaquin County is seeking a resourceful, detail-oriented human resources professional to serve as a Departmental Personnel Analyst. This position offers an opportunity to partner with department leadership, navigate complex personnel matters, and support workforce decisions that directly impact the delivery of essential public services.

CONTACT US

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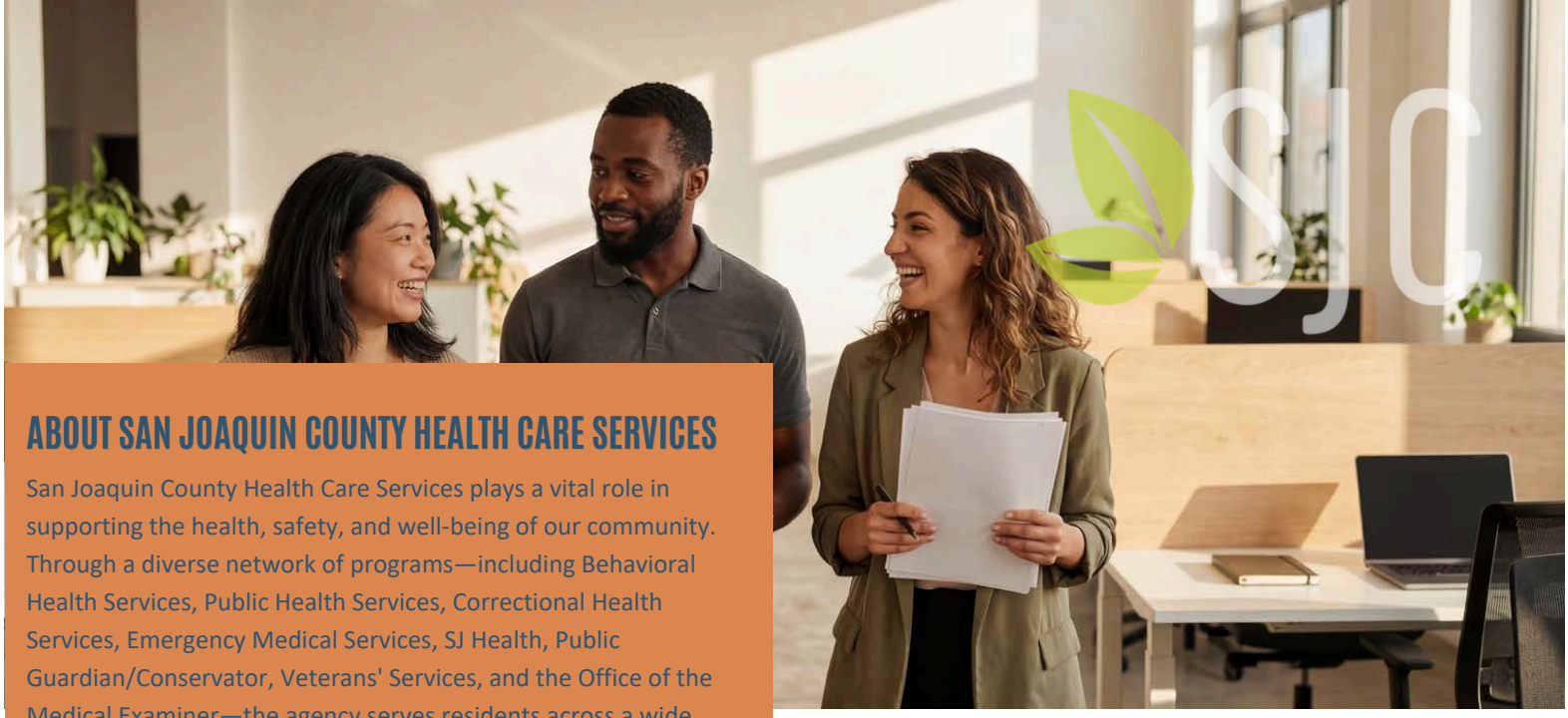
Stockton, California 95202

HUMAN RESOURCES

Have Recruitment Questions?
Email: manunez@sjgov.org
Phone (209) 468-8579

SJC RECRUITMENT

#1026-RB5500-01



ABOUT SAN JOAQUIN COUNTY HEALTH CARE SERVICES

San Joaquin County Health Care Services plays a vital role in supporting the health, safety, and well-being of our community. Through a diverse network of programs—including Behavioral Health Services, Public Health Services, Correctional Health Services, Emergency Medical Services, SJ Health, Public Guardian/Conservator, Veterans' Services, and the Office of the Medical Examiner—the agency serves residents across a wide range of essential public services.

AN EXCITING TIME TO JOIN OUR TEAM

Health Care Services is helping shape the future of healthcare in San Joaquin County. Major initiatives include the development of the SJ BeWell Campus, expanded access to community-based primary care, investments in emergency medical infrastructure, and ongoing modernization of County operations.

These efforts create a dynamic environment where human resources professionals can contribute to workforce planning, organizational effectiveness, employee relations, and strategic decision-making.

OPPORTUNITY TO MAKE A DIFFERENCE

As a Departmental Personnel Analyst, you'll have the opportunity to collaborate with department leadership, navigate complex personnel matters, support workforce initiatives, and help strengthen the teams delivering critical services to our community.

As a Departmental Personnel Analyst, you'll serve as a trusted resource to Health Care Services leadership, helping navigate complex personnel matters and strengthen workforce operations. From employee relations and workplace investigations to policy interpretation, workforce planning, and administrative analysis, you'll apply sound judgment, strong communication skills, and creative problem-solving to support effective personnel decisions.

This is an opportunity to combine your analytical expertise with your passion for people while making a meaningful impact on the teams serving our community.

MINIMUM QUALIFICATIONS

Education: Graduation from an accredited college or university with major coursework in public or business administration, personnel management or a closely related field.

Experience: Two (2) years of professional personnel or personnel-related administrative/analytical work.

Substitution: Additional qualifying personnel experience may substitute for the education on a year-for-year basis, to a maximum of two (2) years.

COMPETITIVE CANDIDATES WILL DEMONSTRATE:

- Strong professional writing, research, and analytical skills.
- Experience interpreting and applying personnel policies, regulations, or administrative procedures.
- Experience supporting workplace investigations, employee relations, complaint resolution, or other sensitive administrative inquiries.
- The ability to assess complex situations, exercise sound judgment, and develop defensible recommendations.
- Experience collaborating with management and communicating complex information clearly.
- An understanding of public-sector personnel administration, preferably within a government or public health care services environment.

Greatness grows here.

RECRUITMENT #1026-RB5500-01

COMPENSATION

	Step 1	Step 5
Annual Salary	**$90,293**	**$109,751**
Retirement Contribution of 1% into 401 (a)	$903	$1,098
10% Confidential Pay	$9,029	$10,975
Total	**$100,225**	**$121,824**

RECRUITMENT INCENTIVES

****The County is also an eligible employer under the federal Public Service Loan Forgiveness (PSLF) Program****

Benefits are subject to the eligibility requirements and conditions in Resolution R-26-113.

The County offers an excellent benefits plan which includes a county contribution to health insurance, dental and vision insurance plans. Other benefits also offered by the County include:

- 1937 Retirement Act plan with reciprocity with CALPERS.
- 125 Flex Spending Benefits Plan
- 14 paid holidays per year
- County paid Dental & Vision
- Educational Reimbursement up to $1,600 annually
- 80% County Contribution towards Medical Premiums

Paid Vacation

- Earn up to 10 days per year for the first 3 years.
- 15 days after 3 years, 20 days after 10 years, and 23 days after 20 years.

Paid Sick Leave

- 12 working days of sick leave annually with unlimited accumulation.

Up to $1,600 in Education Reimbursement

Up to $1,600 per fiscal year for approved degree programs

Up to 3% Longevity Pay

Based on qualifying continuous County service. 1%, 2%, or 3% after qualifying service thresholds

10% Confidential Pay

Supplement to base salary for eligible employees

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SUPPLEMENTAL QUESTIONNAIRE

The following supplemental questionnaire must be completed and submitted with your application. Responses are required for consideration, and résumés will not be accepted as a substitute for the supplemental questionnaire.

For each example or experience described, include the following information:

- **Employer name**
- **Job title**
- **Dates of employment (month/year to month/year)**
- **Average number of hours worked per week**
- **Specific duties and responsibilities performed, including your level of involvement and independent responsibility**

If a question does not apply to your experience, please indicate "Not Applicable" (N/A).

1. Describe your professional **experience performing analytical work**. Include the types of issues or assignments you analyzed, the research and evaluation methods you used, and your role in developing findings, recommendations, or solutions

2. Describe your **professional experience performing administrative work.** Include the types of assignments you were responsible for, the complexity of your duties, your role in coordinating administrative functions or projects, and the level of independent responsibility you exercised.

3. Which of the following personnel or human resources functions have you performed as part of your professional responsibilities? Select all that apply.

   - Departmental HR administration and coordination
   - Recruitment planning and talent aquisition
   - Position control, staffing allocations, or classification matters
   - Employee relations and disciplinary matters
   - Workplace investigations and complaint resolution
   - Personnel transactions, payroll, or employee records
   - Workforce planning and process improvement
   - Equal Employment Opportunity (EEO) matters
   - Leave administration (FMLA, CFRA, etc.)
   - Disability accommodations and interactive process
   - MOU, personnel policy, or Civil Service Rule interpretation
   - Labor relations and grievance administration
   - Personnel or organizational research and analysis
   - Preparation of analytical reports and recommendations
   - Management consultation and HR advisory services
   - Other...

4. Describe your experience preparing investigative reports, findings, or written recommendations as part of workplace, administrative, or other professional investigations. In your response, identify the types and purposes of the investigations you conducted or supported, the documents you prepared, how you gathered and analyzed information or evidence, and how you developed findings or recommendations.

A land of beauty, recreation and natural riches-from the waters of the Delta to the vines of the wine, San Joaquin County has it all. San Joaquin County boasts eight cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun. Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy natural California beauty and nature, or music, arts and culture. Whatever your interest, it can most likely be found in San Joaquin County.

The arts and culture provide a much-needed respite from everyday worries and the Haggin Museum, San Joaquin County Historical Museum, and Stockton Children's Museum are popular spots.

The Stockton Symphony, San Joaquin County Ballet, and Stockton Civic Theater provide important experiences for children and adults. The multi-cultural community offers a diversity of views and opinions in its art and culture, providing a wealth of knowledge about past and present on canvas and stage.

Education

From preschool to higher education, the County has it covered with an abundant array of public or private opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus-Stockton Center, Humphreys College and Law School, National University, and the San Joaquin Delta Community College offer a wide variety of choices for educational opportunities. The County's 17 school districts provide families with a wide choice for children's educational development.

Agriculture

San Joaquin County is one of California's most agriculturally rich regions, known for its diverse crops and thriving wine industry. The Lodi Appellation features more than 85 wineries and 125 varietals, with wine grapes comprising much of the County's 81,600 acres of vineyards. Local farmers markets, fruit stands, and pick-your-own farms offer fresh, locally grown produce throughout the region.

Over 75 languages are spoken within the region and there is richness in the blending of cultures and ways that creates an air of celebration about individual customs, foods and cultures.

San Joaquin County government provides nine community parks for boating, camping, and picnicking, swimming and organized sports. Annual family events include the Asparagus Festival, attended by thousands of fun-seekers from the County and beyond.

Individual cities and communities provide a host of other opportunities, from Lodi Lake Park and Nature Area to the Woodbridge Ecological Reserve. The County-owned and operated Micke Grove Park offers a zoo, rides and a historical museum to delight both children and adults. The San Joaquin Delta is one of the area's best kept secrets and offers some of the best boating in the state: more than 1,000 miles of waterways stretching from the Stockton Harbor to north of Sacramento and offering access