

# San Joaquin County Employment Opportunity

## **Personnel Analyst Workplace Investigations**

### **ABOUT THE POSITION**

The Human Resources (HR) Division is seeking an experienced, creative, dynamic professional who possesses experience in workplace investigations and has strong analytical, written and oral communication skills to join the team.

The Human Resources Investigation Analyst will be assigned to conduct, support, and oversee administrative investigations countywide. The position will develop investigation practices and protocols, will conduct a variety of personnel investigations in the areas of workplace misconduct, equal rights (harassment, discrimination, and retaliation), safety, and workplace violence; and write detailed and comprehensive investigation reports, conduct training, and maintain appropriate investigation records.

### **THE IDEAL CANDIDATE**

Our ideal candidate has strong knowledge/experience in Human Resources related investigations and excellent analytical, research and project management skills. The candidate will demonstrate an ability to thrive in a fast-paced work environment, is highly organized, will have exceptional attention to detail, strong time management skills, and will possess excellent written and oral communication skills. The candidate will be proactive, flexible in their approach to work and solving problems creatively. Successful candidates must be able to use independent judgment to scrutinize options, make sound decisions within established policy and procedures, and effectively communicate those decisions.

### **THE DEPARTMENT**

Human Resources is a division of the County Administrator's Office and provides centralized HR and labor relations services for all County departments. Services include: Employment Services to include recruitment, retention, exam development, and performance management, EEO Program, Staff Development & Wellness, administration of County health, dental, and voluntary benefit programs, safety, risk and leave management. The division also negotiates labor contracts, processes complaints and grievances, participates in labor management meetings, and provides support for the Civil Service Commission, EEOAC, Deferred compensation.

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.

Human Resources  
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Phone: (209) 468-3370

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# Personnel Analyst Workplace Investigations

## Primary Duties Include:

- Using investigative techniques, established processes and guidelines, the incumbent will conduct on-site visits to execute routine to complex investigations
- Conduct, support, and oversee administrative investigations countywide
- Independently, or as a lead, plan and organize the investigation after analyzing complaint/issue
- Receives, processes and performs investigations into complaints of discrimination or harassment
- Interfaces with employees, unions, management, legal representatives, and external agencies, as needed, during the investigative process
- Prepares detailed and comprehensive post-investigative reports and maintains careful records by gathering, analyzing and evaluating evidence
- Develop investigation practices and protocols
- Researches EEO laws and County policy, including County Civil Service Rules and state and federal laws relevant to EEO issues



## Minimum Qualifications

This recruitment will be accepting applications at both the journey and advanced journey level. All interested applicants are encouraged to apply at both levels.

### **Journey level (Personnel Analyst II):**

Either:

**Experience:** One year as a Personnel Analyst I in San Joaquin County Services. *Experience conducting workplace investigations is highly desired.*

Or:

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

**Experience:** One year of full-time professional public personnel or related administrative analytical work equivalent to a Personnel Analyst I in San Joaquin County. *Experience conducting workplace investigations is highly desired.*

**Substitution:** Experience performing demonstrated complex para-professional public personnel, 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.

### **Advanced Journey level (Personnel Analyst III):**

Either:

**Experience:** Two years as a Personnel Analyst II in San Joaquin County Services. *Experience conducting workplace investigations is highly desired.*

Or:

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

**Experience:** Three years of full-time professional public personnel or related administrative analytical work equivalent to a Personnel Analyst I in San Joaquin County. *Experience conducting workplace investigations is highly desired.*

**Substitution:** Experience performing demonstrated complex professional public personnel, 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.

### **For Both Levels:**

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

# Personnel Analyst

## Compensation and Benefits

Approximate Annual Total Compensation:

### Personnel Analyst III

**\$106,546 - \$129,507\***

### Personnel Analyst II

**\$88,216—\$107,228\***

\* *Future COLA's: 7/23 = 5%; 7/24 = 4%; 7/25 = 3%*

*Approximate annual salary includes 10% confidential supplement*

In addition to the base salary, 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:

- Confidential Unit receive a supplement of 10% on top of base salary (noted above)
- A 1% employer contribution to the County's 457 Deferred Compensation Plan
- Vacation cash-out up to eight (8) days annually
- 1937 Retirement Act plan with reciprocity with CALPERS.
- 125 Flex Spending Benefits Plan
- 12 days sick leave annually with unlimited accumulation.
- 10 days of vacation leave (15 days after 3 years, 20 days after 10 years, and 23 days after 20 years)
- 14 paid holidays per year

## Recruitment Incentives\*

- **Vacation Accrual Rate:** San Joaquin County vacation accrual rate consistent with the candidate's total years of public service.
- **Sick Leave:** Candidates leaving other employment may receive credit for actual non-reimbursable sick leave hours (up to 160 hours).
- **New Hire Retention Bonus:** \$2,000 upon completion of first year equivalent employment (2,080 hours); \$1,000 upon completion of third year equivalent employment (6,240 hours); \$3,000 upon completion of sixth year equivalent employment (12,480 hours)
- **Moving Expenses:** Documented costs to a max of \$2,000

## Application and Selection

The competitive process includes submittal of a completed San Joaquin County Employment application and Supplemental Questionnaire. Resumes will not be accepted in lieu of a complete application package. If a formal exam process is utilized, qualified applicants will be invited to participate in an oral or written examination interview which may include a practical exercise. The top-scoring candidates will be referred to the department for a hiring interview. To apply, submit a completed application and supplemental questionnaire on or before the **final filing date**.

**Final Filing Date: May 26, 2023**

**This Civil Service position is unrepresented. Final appointment will be conditional upon passing a Pre-Employment Background and DOJ Live Scan.**

To apply, visit our [webpage](#) or scan this QR code with your smartphone's camera.



## Wellness

San Joaquin County is dedicated to providing its employees with a great benefit package and is interested in their overall well-being. Through our SJC Engage wellness program, San Joaquin County employees and eligible dependents are offered support in the way of various workshops, courses, and programs in areas such as Physical and Mental Wellness, Professional Wellness, and Financial Wellness. Employees also enjoy special employee pricing through Perks at Work.

For additional information regarding the wellness program, please click [Here](#).

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# Make San Joaquin County your new home!

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 seven 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.

## Arts, Culture, and Recreation

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.

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.

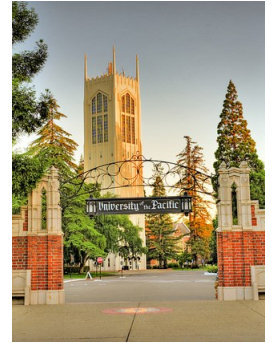
San Joaquin County government provides nine community parks for boating, camping, and picnicking, swimming and organized sports. Annual family events include the Asparagus Festival, attended by thousands of fun-seekers from the County and beyond.

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 to the San Francisco Bay.



## 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

The county is one of the most agriculturally rich regions in California. Almonds are the leading commodity with over 104,000 bearing acres. Milk, grapes, walnuts, and cherries round out the top crops, with an abundance of other produce. Grapes make up 91,000 bearing acres, much of which are wine grapes. There are over 85 wineries within the Lodi Appellation offer opportunities for tasting and special events.

Weekly farmers markets throughout the county offer a cornucopia of fresh fruit and vegetables. Fruit stands and pick-your-own produce farms dot the countryside.

## Housing

Housing is plentiful in San Joaquin County and is affordable when compared to other nearby areas.

Housing ranges from new developments to historic homes found mostly in central Stockton and downtown Lodi. San Joaquin County is a place where families can grow, learn, and experience the nature and beauty of the California landscape while benefiting from the unique opportunities - cultural, recreational, and educational - that the area provides.

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