

# PERSONNEL ANALYST I/II

## Glenn County - California



### ANNUAL SALARY

Personnel Analyst I \$49,774—\$60,486 plus 5% Confidential Pay

Personnel Analyst II \$53,352—\$64,875 plus 5% Confidential Pay



***The Glenn County Personnel Department, under administrative direction of the Board of Supervisor's is responsible for the continuing development and administration of the countywide personnel program consisting of classification, pay, employee relations, recruitment and selection, affirmative action and employee benefits.***

## **Distinguishing Characteristics**

The Personnel Analyst classification series performs a wide variety of secretarial, technical, and paraprofessional assignments to assist in the provision of personnel services to operating departments, employees and the public. The classification of Personnel Analyst I is the entry level classification in this series and performs the more routine personnel and/or secretarial assignments. It differs from the Personnel Analyst II in that the II requires a higher level of technical and professional ability and incumbents are given the more complex

## **IDEAL CANDIDATE**

The ideal candidate will be a self-starter, reliable, conscientious, efficient, and an innovative team player who is detail-oriented and organized. A candidate that is adaptable and appreciates the benefits of varied backgrounds and cultures in the workplace.





## **EXPERIENCE AND TRAINING**

**PERSONNEL ANALYST I/II**—Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**I**—Experience: Two years of increasingly responsible technical and/or secretarial experience in a personnel office; or equivalent experience performing clerical, personnel, and/or payroll activities.

Training: Equivalent to the completion of the twelfth grade supplemented by specialized human resources/personnel training.

**II**—Experience: One year as a Personnel Technician II in Glenn County; or three years of increasingly responsible technical and/or secretarial experience in a personnel office; or equivalent experience performing clerical, personnel and /or payroll activities.

Training: Equivalent to the completion of the twelfth grade supplemented by specialized human resources/personnel training.



## **EXAMPLES OF DUTIES**

May maintain the Position Allocation List and ensure the integrity of the Personnel database. Performs all aspects of the recruitment process, performs routine classification actions, receives, reviews and processes payroll/personnel transactions. Performs basic research and data compilation including the preparation of reports. Processes leaves of absence paperwork. Performs and responds to salary surveys. Assists with accounts payable and receivable. Responds to inquiries from employees and the public on a wide variety of personnel related topics. Assists with managing the Health Plans and other Employee Benefit Plans including responding to inquiries, new employee onboarding, and the completion of forms. Processes employee termination and retirement forms and assists with establishing retiree health benefits. Prepares and proofreads a variety of reports. Screens office visitors and telephone calls. Responds to complaints and requests for information on regulations, procedures, systems, and precedents relating to assigned department. Perform work related duties using various software programs.

Glenn County was incorporated on March 5, 1891. The County seat, Willows was created March 11, 1891. Glenn County was developed out of the northern portion of Colusa County and named for Dr. Hugh J. Glenn, who was the largest wheat farmer in the state during his lifetime and a man of great prominence in the political and commercial life in California.

Glenn County is located in the northern central valley of California, approximately 75 miles north of Sacramento and 110 miles northeast of the San Francisco Bay Area. It is comprised of approximately 1,315 square miles and is bounded on the east by Butte County; the north by Tehama County; and the west by Mendocino County and on the south by Colusa County. With over 1188 farms and ranches, agriculture remains to be a primary source of Glenn County’s economy. The 2020 gross production of agricultural commodities was valued at over 700 million dollars. Major commodities include rice, almonds, prunes, walnuts, corn, alfalfa hay, milk products, cattle, sheep, and apiary products.

There are approximately 525 full-time equivalent employees and a total annual budget of over \$203 million dollars. The County is governed by a five member Board of Supervisors, who each represent a district based on an equal representation of the County’s population. Members of the Board of Supervisors serve as the legislative body for Glenn County and provide policy direction for all branches of County government including the County Administrative Officer. Each Board member is elected by the voters in their district to a four year term.

BENEFITS

- 13 paid holidays per year and an additional twenty-four hours of holiday leave.
- 88 hours per year vacation during first two years of services; 128 hours per year years 3 through 12; 168 hours after 12 complete years of service.
- 96 hours per year of paid sick leave.
- 40 hours bereavement leave.
- The County pays a portion of the CalPERS medical insurance premium for employees.
- \$50,000 County paid term life insurance
- The County offers vision and dental insurance for employees.
- The County coordinates with EDD SDI for short-term disability insurance.

Summary of Benefits for  
Non-Represented Employees



Applications will be accepted until: **at 5:00 p.m. July 8, 2022.**

A complete application packet MUST include:

• **A Glenn County Employment Application**

• **Résumé** • **Cover Letter** • **Transcripts**

**To apply for this job opportunity, submit a completed County of Glenn application packet for Employment online at [calopps.org](http://calopps.org) or to:**

**GLENN COUNTY PERSONNEL DEPARTMENT**

525 W. Sycamore Street

Willows, CA 95988

Telephone (530) 934-6451 – Fax (530) 934-6452

TDD – No Voice (530) 934-6444

Website: [www.countyofglenn.net](http://www.countyofglenn.net)

**THE ABOVE INFORMATION IS GENERAL IN NATURE AND DOES NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT.**

THE COUNTY OF GLENN IS AN EQUAL OPPORTUNITY EMPLOYER.

WE ENCOURAGE MINORITIES, WOMEN AND DISABLED INDIVIDUALS TO APPLY. IN ADDITION, BI-LINGUAL (SPANISH, HMONG, LAOTIAN) INDIVIDUALS ARE ENCOURAGED TO APPLY.

WE ARE COMMITTED TO PROVIDING REASONABLE ACCOMMODATION TO APPLICANTS. QUALIFIED INDIVIDUALS WITH DISABILITIES WHO NEED A REASONABLE ACCOMMODATION DURING THE APPLICATION OR SELECTION PROCESS