

COUNTY OF GLENN



PERSONNEL ANALYST I

Promotional for current Glenn County Employees

Deadline to Apply: Friday, May 17th, 2024

COMPENSATION: \$26.18-\$31.83 Per Hour plus 5% Confidential Pay

Salary depends on experience and qualifications.

Glenn County employees are offered an excellent **benefits package**.

Applications must include :

- Glenn County Employment Application
- Resume
- Transcripts and/or Certificates
- Cover Letter

Interview Date: Friday, May 24th, 2024

The Personnel Analyst I performs a wide variety of technical, and/or paraprofessional personnel assignments in the development, implementation and maintenance of the County personnel program; and independently performs special projects and assignments of a secretarial, technical, and/or paraprofessional nature. The classification of Personnel Analyst I is the entry level classification in this series and performs the more routine personnel and/or secretarial assignments. The position is scheduled for forty (40) hours per week.

THE IDEAL CANDIDATE

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

JOB DUTIES

- Performs recruitment and testing assignments. Schedules examinations to include post-offer, pre-employment physical examinations.
- Receives, reviews, and processes payroll/personnel transactions.
- Performs basic research and data compilation including the preparation of required reports.
- Processes leaves of absence paperwork.
- Performs and responds to salary surveys.

Refer to the **job description** for a full list of duties.

About Glenn County: Glenn County has a population of 29,132 and is located mid-way between Sacramento and Redding in Northern California. Glenn County is primarily an agricultural community with mountains on the west, the Sacramento River bounding the east side and the Interstate 5 corridor taking you through the rich farm land of the County. With over 1,188 farms, agriculture remains the primary source of Glenn County's economy. Major commodities include rice, almonds, milk products, prunes, bees and livestock.

MINIMUM QUALIFICATIONS

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.

EDUCATION:

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

IMPORTANT APPLICATION INFORMATION

To apply for this position, submit a completed County of Glenn employment application packet online at calopps.org or to the Personnel Department: 525 W. Sycamore Street, Willows, CA 95988 by 5:00 P.M., Friday, May 17th, 2024.

This recruitment may be used to establish a list to fill future vacancies for the next twelve (12) months.

THE SELECTION PROCESS:

Candidates must submit a completed job application packet. Application packets will be screened and candidates considered best qualified will move forward to a competitive examination process, which may include a written exam, practical skills exam, an oral interview, fingerprinting/background check or medical examination process if applicable. Eligible lists are used for full-time (40 hrs./wk. with benefits), part-time (20-39 hrs./wk. with benefits), and Extra Help Employee (EXE) temporary (limited benefits).

COUNTY OF GLENN JOB OPPORTUNITIES



The County of Glenn is an Equal Opportunity Employer. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the Personnel Department.

The above information is general in nature and does not constitute an expressed or implied contract. The County of Glenn has the right to rescind this recruitment at any time.