



The County of San Bernardino
invites application for the position of

HR Analyst I - Recruitment/Selection/Classification
Job Number: 18-16095-01

SALARY

\$30.53 - \$41.58 Hourly \$5,291.87 - \$7,207.20 Monthly \$63,502.40 - \$86,486.40 Annually

APPLY BY: 11/02/18 5:00 PM

Applicants are encouraged to apply online: <http://www.sbcounty.gov/jobs>

THE POSITION



San Bernardino County Human Resources seeks experienced human resources professionals to join our **Recruitment/Selection and Classification Teams** and work in partnership with our various client groups to provide innovative services and solutions to County departments.

Applicants with a background in HEALTHCARE RECRUITMENT are highly encouraged to apply.

Total Compensation Up to \$146,948 per year in Salary and Benefits

PLUS FUTURE SALARY INCREASES

3.0% Effective July 20, 2019

3.0% Effective July 18, 2020

OUR EXCELLENT BENEFITS INCLUDE



Paid Time Off

- Up to 4 weeks accruable Vacation
- 80 Hours Administrative Leave
- 12 days Sick Leave with unlimited accrual
- 14 Paid Holidays
- 16 hours Perfect Attendance Leave



Health Benefits

- Medical, Dental and Vision – family coverage
- Premium subsidies up to \$12,795 annually
- Flexible Spending Account with up to \$1,040 County match



Retirement

- Generous Pension
- 401k with 2-for-1 County match up to 6% of salary
- 457(b) with .5-for-1 County match up to .5% of salary
- Retirement Medical Trust Fund – County contribution of up to 2.75% of salary



Additional Benefits

- 9/80 Flexible Work Schedule
- \$1,000 Annual Education/Membership Reimbursement
- Health Club Membership
- Life Insurance
- Long & Short Term Disability
- Commuter Services

For additional benefits and details click here.

Human Resources Analysts I are HR professionals responsible for supporting one or more of the following functional areas: recruitment and selection; classification and compensation; equal employment opportunity; and benefits administration.

The immediate vacancies will support recruitment/selection and/or classification, where essential duties include:

- Managing full cycle recruitment and selection processes, including initiating and conducting recruitment; developing job announcements and advertising plans, promotion on social media, local, regional, and national job boards as appropriate; sourcing and engaging talent; and evaluating applicant qualifications for employment.
- Working closely with strategic partners and client groups to proactively source appropriate talent for job openings; developing minimum requirements and predictive selection instruments.
- Ensuring effective communication with applicants throughout the recruitment process; creating a positive applicant experience to maintain engagement and minimize drop-off.
- Conducting classification studies of new and existing positions; performing job analysis to establish new classifications; developing new or revised class specifications, classification concepts, and career ladders.
- Conducting compensation studies and salary surveys; making salary recommendations for new classifications; conducting total compensations surveys and research in support of negotiation processes.
- Conducting organizational studies, analyzing organizational structures and making recommendations on organizational realignment.
- Working with managers and assigned client groups to provide guidance, proactively manage problems, and resolve complaints; responding to various human resources inquiries from departments and the public as needed.
- Reviewing employment practices to increase efficiency while ensuring compliance with internal policies and external laws and regulations.

NOTE: We are also accepting applications for [Human Resources Analyst Trainee](#); a separate application is required for interested applicants.

Remain current with employment opportunities by signing up for "New Job Notifications" at our career website: www.sbcounty.gov/jobs

MINIMUM REQUIREMENTS

Education: A Bachelor's degree from an accredited college or university in Business or Public Administration, Behavioral or Social Science, Human Resources Management, Organizational Psychology, Communications/Marketing or other relevant field.

-- AND --

Experience: One (1) year of full time professional-level human resources experience with primary responsibility in one or both of the following areas:

- Recruitment and selection, including performing job analysis, working with managers to develop job announcements and minimum requirements, developing comprehensive recruitment strategies, screening and evaluating candidates, and developing assessment tools
- Classification and compensation as part of a structured classification plan, including conducting classification, compensation or organizational studies and salary surveys, analyzing salary information and recommending salary ranges; recommending organizational realignment and/or developing new classifications.

DESIRED QUALIFICATIONS

The **Ideal Candidate** will exceed in the following:

- Three or more years of professional HR experience that includes full-cycle recruitment and talent sourcing; experience recruiting in a merit based system is highly desirable - or- conducting classification, compensation or organizational studies in support of a structured classification plan.
- Bring a positive attitude and be a team-player with a demonstrated ability to work collaborative with various strategic partners, including managers and stakeholders, to develop recruitment strategies that will attract and retain talent through a positive and engaging applicant experience.
- Possess outstanding analytical skills and be an innovative problem solver with the imagination and common sense to come up with solutions that are both creative and practical.
- Excellent organizational skills with the ability to take initiative, adapt, prioritize and multi-task in a fast-paced environment.
- Be driven to consistently evaluate and improve the efficiency and effectiveness of processes and services provided.
- Possess excellent written and oral communication skills and the ability capture, inform and engage all stakeholders.
- Experience using multiple platforms, including social media, to attract and source talent and inform all stakeholders under a unified communication strategy.
- Demonstrated interest in skills development and knowledge of latest and best practices in the field.

Experience in the following areas is desirable but not required: equal employment opportunity; benefits administration, or employee relations.

SELECTION PROCESS

There will be a **competitive evaluation** of qualifications based on the information provided in the Application and the Supplemental Questionnaire.

Be sure to list any relevant experience and education that demonstrates that you meet the minimum requirements and include detailed information regarding your skills and experience in the areas identified for the Ideal Candidate, as it will be used to determine and competitively evaluate your qualifications.

[Please click HERE for important Applicant Information and the County Employment Process](#)

The Human Resources Department reserves the right to modify the examination process in accordance with the Personnel Rules and accepted selection practices.

Applications may be obtained and filed online at: <http://www.sbcounty.gov/jobs>

(909) 387-8304 • TTY Users: 711

157 West Fifth Street, 1st Floor, San Bernardino, CA 92415

An Equal Employment Opportunity and ADA Compliant Employer

Issue Date: 10/6/18 AW