


VENTURA COUNTY, DISTRICT ATTORNEY (RECRUITMENT BY CEO-HR) INVITES APPLICATIONS FOR:

District Attorney Human Resources Director
1711DAO-20AA (MM)

An Equal Opportunity Employer

\$41.25 - \$62.60 Hour

\$7,149.22 - \$10,850.00 Monthly

\$85,790.64 - \$130,199.94 Annually

SALARY RANGE (approximate)

POSITION INFORMATION



What We Offer

The County of Ventura offers an attractive compensation and benefits package. Aside from our base salary range, an employee within this position will also be eligible for the following:

General Salary Increase (GSI) - A GSI of 2.5% effective December 27, 2020 and a GSI of 2.00% effective December 26, 2021.

Educational Incentive - An educational incentive of 2.5% for completion of an associate degree, 3.5% for completion of a bachelor's degree, OR 5% for completion of a graduate degree.

Annual Leave Redemption - The ability to "cash in" or redeem up to 100 hours of Annual Leave per year. A candidate selected for this position will earn 208 hours per year, increasing to 288 hours after 5 years of service.

Deferred Compensation - Eligible to participate in the County's 401(k) Shared Savings Plan and/or the Section 457 Plan. This position is eligible for up to a 3% match on your 401(k) contributions.

Flexible Credit Allowance - This is a bi-weekly amount available to Regular employees for the purpose of purchasing medical, dental, and/or vision insurance from a group of authorized plans. Employees may also participate in the Flexible Spending Accounts which increase their spending power by reimbursing them with pre-tax dollars for IRS approved dependent care and health care expenses.

Pension Plan - Participation in the County's defined pension plan. If eligible, you may establish reciprocity with other public retirement systems such as CalPERS.

Holidays - 11 paid days per year in addition to an annual floating holiday.

District Attorney Office - Administrative Services Unit

Administrative Services is responsible for assisting prosecutors, investigators and support staff in fulfilling the mission of the District Attorney's Office to promote justice and protect the citizens of Ventura County. Overseen by a chief deputy district attorney, this division provides a wide range of services to support the operational needs of the District Attorney's Office. Administrative Services includes the Information Technology Unit; Clerical Support Services; and the Fiscal, Administrative and Legislative Services Unit. The dedicated men and women in these units work behind the scenes to accomplish the critical functions that keep the office running. The division meets the computer and networking needs of the largest law office in the county, provides the clerical support necessary to handle more than 15,000 criminal cases each year, administers the operating budget, and provides human resources support to approximately 250 employees. In addition, Administrative Services manages facilities in seven locations, administers numerous grant and revenue programs, and serves as the primary liaison to the County Executive Office, Human Resources and Labor Relations Offices, and the Auditor-Controller's Office.

The Position

Under general direction, the District Attorney Human Resources Director is responsible for recruitment and selection services for District Attorney classifications, classification and compensation, labor relations, workers' compensation, health and safety programs, payroll, leave of absence and benefits management, and strategic initiatives related to staff development and organizational structure. The District Attorney Human Resources Director performs investigations relating to discrimination complaints and prepares responses as appropriate, and manages various levels of staff.

The Ideal Candidate

The ideal candidate will have a knowledge of related employment laws and considerable generalist public sector human resource experience including experience in recruitment administration and automated recruitment systems such as NeoGov; labor relations; supervision of direct subordinates; performing or supervising payroll and personnel functions; utilizing VCHRP/PeopleSoft; benefits administration including leave of absence management, workers' compensation; health and safety programs; and has experience which demonstrates the ability to work with multiple levels in an organization and support management including the ability to communicate effectively verbally and in writing; work collaboratively; and provide vision and direction in the areas of responsibility.

PAYROLL TITLES: Staff/Services Manager III/Administrative Services Director I

APPROXIMATE SALARIES:

Staff/Services Manager III: \$85,790.71 - \$120,118.78 Annually

Administrative Services Director I: \$93,000.00 - \$130,200.00 Annually

Staff/Services Manager III and Administrative Services Director I are Management classifications and are not eligible for overtime compensation. Incumbents in this classification are eligible for benefits at the MB3 level.

TENTATIVE SCHEDULE

OPENING DATE: Friday, April 3, 2020

CLOSING DATE: Monday, April 20, 2020

APPLICATION REVIEW COMPLETE: Week of April 20, 2020

Examples Of Duties:

Duties may include but are not limited to the following:

- Directs recruitment activities on behalf of the District Attorney including preparing and developing job analyses, job bulletins, recruitment strategies, identifying minimum qualifications, application review and processing; development and administration of the examination components; monitors and advises on candidate interviews and selections in accordance with County Civil Service Rules and Regulations.
- Tracks and monitors department employee performance reviews utilizing an electronic system; notifies supervisors of evaluation status, counsels supervisors regarding review procedures; catalogs performance reviews.
- Serves as District Attorney Training Administrator; tracks, monitors, and schedules mandatory training for employees.
- Confers with managers on policy matters and work problems; interprets policies and procedures of the unit/division.
- Serves as District Attorney Labor Relations Administrator advising management on disciplinary matters and grievances; receives workplace complaints, develops investigation plan and conducts administrative investigations; interviews involved parties; evaluates evidence, drafts written report as appropriate. Assists

- management with development of formal disciplinary notices and supporting documentation; ensures appropriate preparation and presentation of disciplinary cases; partners with CEO/Labor Relations on employee relations matters.
- Serves as intermediary for workplace conflict resolution and mediation efforts. Advises managers on County and District Attorney Office administrative work standards, Memorandum of Agreement interpretation and application, and applicable workplace standards, rules and regulations.
 - Represents the County and the agency/department in contacts with other governmental agencies or departments and the public.
 - Serves as District Attorney Disability Management and Leave of Absence Administrator which includes activities such as absence management, Worker's Compensation, Return-to-Work, disability accommodations/retirements; analyzes accident investigations, conducts and documents interactive meetings, monitors the Interactive Process and workplace accommodations; advises managers on the Interactive Process and workplace accommodations; provides/coordinates LOA training for management; investigates and coordinates the disability reassignment process in collaboration with CEO, County claims administrator and agency management staff.
 - Serves as department new hire onboarding administrator; assembles onboarding and background investigation documents; enrolls new employees in mandatory new employee orientation and training classes; processes employee separations.
 - Supervises and directs the activities of administrative staff performing benefits enrollment, departmental leave of absence coordination, employee and witness travel coordination/processing, travel credit card program administration, and other administrative duties.
 - Performs other related duties as required.

TYPICAL QUALIFICATIONS

These are entrance requirements to the exam process, possession of which assures neither continuance in the process nor placement on an eligible list.

EDUCATION, TRAINING, AND EXPERIENCE:

Staff/Services Manager III: Considerable administrative support, supervision or management, or specific operations or technical experience which has led to the acquisition of the required knowledge, skills and abilities.

The required knowledge, skills, and abilities also can be obtained by a Bachelor's degree in business, human resources, public administration, organizational behavior, or a closely related field and three (3) years of progressively responsible experience in Human Resources coupled with some supervision experience.

Administrative Services Director I: Extensive administrative support, supervision or management, or specific operations or technical experience which has led to the acquisition of the required knowledge, skills and abilities.

The required knowledge, skills, and abilities also can be obtained by a Bachelor's degree in business, human resources, public administration, organizational behavior, or a closely related field and five (5) or more years of progressively responsible experience in Human Resources coupled with at least two (2) years supervising professional level staff.

Additional related experience may substitute for education on a year-by-year basis.

For this recruitment the following experience is required:

- Personnel administration which includes recruitment and selection activities as well as using office automation and online systems.
- Supervising direct subordinates.
- Collaborating with multiple levels of an organization and various departments/agencies to achieve objectives.

For this recruitment experience with the following is desirable:

- Experience in a public sector or unionized environment.
- Recruiting experience utilizing NeoGov.
- Conducting job analysis.
- Preparing and proctoring oral, written, and performance examinations.
- Experience conducting workplace investigations, acting in an advisory capacity for labor relations issues such as disciplinary actions, compliance with federal and state employment laws and collective bargaining agreements, grievance administration, etc.
- Experience with leave of absence management and/or disability management, including Workers' Compensation.
- Analyzing human resources/personnel and other administrative processes and problems leading to sound recommendations for improvement and contributing to strategic plans.

NECESSARY SPECIAL REQUIREMENT

- Possession of or ability to obtain a valid California driver license.
- Excellent written communication skills must be demonstrated in the completion of the employment application and supplemental questionnaire.

Knowledge, Skills and Abilities:

Considerable to Thorough Knowledge of:

- The principles and practices of supervision and management.
- Personnel management including recruitment and selection; classification and compensations; benefits administration; and employee development and training.
- Principles and practices of risk management, interactive processes; reasonable accommodation; related State and Federal laws as well as County rules and regulations as applicable.
- Labor relations including the principles and practices of unionized labor relations; performance management, discipline, employee relations, Skelly, Weingarten, Personnel Rules and Regulations.

Skill in:

- Researching, analyzing, and interpreting various forms of data accurately.
- Investigating workplace complaints, conducting administrative investigations, gathering facts, and drafting reports, and providing recommendations.
- The use of Microsoft Office products, NeoGov (applicant tracking systems), and VCHRP (HRIS system).

Ability to:

- Plan, organize, supervise and manage professional and support staff effectively.
- Maintain and develop the confidence and cooperation of County managers, employees, employee representatives and the public.
- Analyze policy matters, rules and regulations and formulate recommendations to management.
- Analyze administrative and personnel issues.
- Manage stressful or sensitive situations with tact to achieve resolutions.
- Make sound decisions under pressure and manage multiple deadlines.
- Communicate effectively both orally and in writing.

RECRUITMENT PROCESS

FINAL FILING DATE: Applications must be received by County of Ventura Human Resources no later than 5:00 p.m. on Monday, April 20, 2020.

To apply on-line, please refer to our web site at www.ventura.org/jobs. A paper application can be obtained by calling (805) 654-5129. Our address is: County of Ventura, Human Resources Division, 800 South Victoria Avenue, L-1970, Ventura, CA 93009.

Applicants must provide sufficient information under the Education/Work experience portion of the application and supplemental questionnaire in order to determine eligibility. A resume may be attached to supplement your responses in the above-referenced sections; however, it may not be submitted in lieu of the application.

INFORMATION FOR TRANSFER CANDIDATES

NOTE: If presently permanently employed in another "merit" or "civil service" public agency/entity in the same or substantively similar position as is advertised, and if appointed to that position by successful performance in a "merit" or "civil service" style examination, then appointment by "Lateral Transfer" may be possible. If interested, please click [here \(Download PDF reader\)](#) for additional information.

SUPPLEMENTAL QUESTIONNAIRE – qualifying: All applicants are required to complete and submit the questionnaire for this examination AT THE TIME OF FILING. The supplemental questionnaire may be used throughout the examination process to assist in determining each applicant's qualifications and acceptability for the position. Failure to complete and submit the questionnaire may result in the application being removed from consideration. NOTE: Resumes and other attachments to the application itself will not be utilized during the application evaluation.

APPLICATION SCREENING – qualifying: Candidates' applications, resumes, or other required documentation will be evaluated on a comparative basis against pre-established criterion. Those individuals whose materials best indicate possession of the stated requirements, may be invited to continue to the next step in the screening and selection process.

TRAINING & EXPERIENCE EVALUATION: A Training and Experience Evaluation (T&E) is a structured evaluation of the job application materials submitted by a candidate, including the written responses to the supplemental questionnaire. The T&E is NOT a determination of whether the candidate meets the stated requirements; rather, the T&E is one method for determining who are the better qualified among those who have shown that they meet the stated requirements. In a T&E, applications are either scored or rank ordered according to criteria that most closely meet the business needs of the department. Candidates are typically scored/ranked in relation to one another; consequently, when the pool of candidates is exceptionally strong, many qualified candidates may receive a score or rank which is moderate or even low resulting in them not being advanced in the process.

NOTE: The selection process will likely consist of an Oral Exam, which may be preceded or replaced with the score from a Training and Experience Evaluation (T&E), contingent upon the size and quality of the candidate pool. In a typical T&E, your training and experience are evaluated in relation to the background, experience and factors identified for successful job performance during a job analysis. For this reason, it is recommended that your application materials clearly show your relevant background and specialized knowledge, skills, and abilities. **It is also highly recommended that the supplemental questions within the application are completed with care and diligence. Responses such as "See Resume" or "Refer to Resume" are not acceptable and may disqualify an applicant from further evaluation.**

ORAL EXAMINATION – 100%: A job-related oral examination will be conducted to evaluate and compare participating candidates' knowledge, skills, and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job. Candidates must earn a score of seventy percent (70%) or higher to qualify for placement on the eligible list.

If there are three (3) or fewer qualified applicants, an oral examination will not be conducted. Instead, a score of 70% will be assigned to each application, and each applicant will be placed on the eligible list.

Candidates successfully completing the examination process may be placed on an eligible list for a period of one (1) year. The eligible list established from this recruitment may be used to fill current and future Regular (including Temporary and Fixed-term), Intermittent, and Extra Help vacancies **for this position or similar positions only**. There is currently one (1) Regular vacancy within the District Attorney Office.

BACKGROUND INVESTIGATION: A thorough pre-employment, post offer background investigation which may include inquiry into past employment, education, criminal background information and driving record is required for this position.

For further information about this recruitment, please contact Monika Maine by e-mail at [Monika Maine](mailto:Monika.Maine@dcad.ct.gov) or telephone at (805) 654-2629.

District Attorney Human Resources Director Supplemental Questionnaire

Please respond to the following questions. Your responses will give us additional information about your experience and background related to this position, and will be used in the selection process. Please be as concise and specific as possible; clarity of expression and ability to follow instructions will be considered in the evaluation process.

1. Describe your full-time, progressively responsible experience in human resources. Highlight any experience working in the public sector or within a unionized environment.

The work experience cited in answer to this question MUST be included on your application in the Work Experience section to be qualifying. Include:

- A.) Employer name
- B.) Job title
- C.) Description of duties you performed which demonstrate your human resources generalist experience

If you do not have this experience please type, "No experience."

2. Describe your work experience supervising direct subordinate staff. Include:

- A.) Types of classifications supervised
- B.) Number of staff
- C.) Years of experience (yrs./mos.)
- D.) Related activities you performed as a supervisor, such as training, conducting performance evaluations, imposing corrective/disciplinary action, etc.

If you do not have this work experience please indicate, "no experience."

3. Describe your human resources work experience in each of the following areas (we do not expect candidates to have experience in each of the areas listed):
 - A.) Recruitment and Selection
 - B.) Conducting Job Analysis
 - C.) Preparing and proctoring oral, written, and performance examinations.
 - D.) Employee/Labor Relations (including conducting investigations);
 - E.) Leave of Absence Management/Administration

F.) Disability Management (e.g., identifying and monitoring workplace accommodations) including Workers' Compensation

For each area include:

- 1.) Employer name and job title
- 2.) Your specific responsibilities
- 3.) Years of experience (yrs./mos.)

If you do not have experience in these areas please type, "No experience", and indicate it by the specific letter.

4. This position will require analyzing policy matters, rules and regulations, and formulating recommendations to management.

Provide a solid example of when you encountered a significant administrative or personnel issue and include the following:

- A.) How you encountered the problem/issue;
- B.) The policy, rule or regulation applicable to the issue and if you had to conduct research or collect any data;
- C.) Recommendation you formulated to management;
- D.) Outcome of the issue and if you would have done anything differently in hindsight.

If you do not have this experience please indicate, "no experience."

5. Outline your experience with automated recruitment, applicant tracking and HR Management systems such as NEOGov, CalOpps, or similar and be sure to include the following details:

- A.) Name of the software
- B.) How long you have utilized it (years/months)
- C.) Your level of proficiency (beginner, intermediate, advanced, expert)
- D.) Examples of tasks you performed with it

If you do not have this type of experience, please type "No experience."

6. Describe your experience collaborating with multiple levels of an organization and various departments/agencies to achieve objectives.