

**VENTURA COUNTY, FIRE PROTECTION DISTRICT (RECRUITMENT BY CEO-HR) INVITES APPLICATIONS FOR:**

**HR Assistant/ HR Analyst/ Sr. HR Analyst - Fire  
Protection District  
1492CEO-20AB (JER)**

*An Equal Opportunity Employer*

**SALARY RANGE (approximate)**

See Position Description

**POSITION INFORMATION**



Under general direction, the HR Assistant/HR Analyst/Senior HR Analyst provides generalist or specialist personnel services specifically for the Fire Protection District of Ventura County.

The current vacancy is a Temporary Regular position. Temporary Regular positions are eligible for the same benefits and compensation as Regular employees.

The ideal candidate will have experience in both program management and the interactive process; knowledge of disability accommodation management guidelines and workers' compensation; and public speaking experience necessary for delivering presentations. This person must be able to demonstrate compassion and discretion while working with sensitive employee disability issues, the ability to maintain confidentiality, and will be able to work independently.

The ideal candidate will possess some of the following:

- Experience with disability management to include conducting interactive process meetings and return-to-work activities
- Experience supervising staff, creating procedural guidelines/manuals, analyzing data, and writing reports
- A degree in Human Resources, Public Administration, Business Administration, or Industrial/Organizational Psychology
- Experience with Employee/Labor Relations functions such as conducting investigations and acting in an advisory capacity

The successful candidate will have strong written and oral communication skills and an ability to work with a wide variety of customers. He or she will have the ability to adapt to an ever-changing environment while maintaining outstanding customer service.

**PAYROLL TITLES:** Personnel Assistant-NE, Personnel Analyst I/II/III

**APPROXIMATE ANNUAL SALARIES:**

Personnel Assistant-NE: \$55,742.88 - \$78,047.68

Personnel Analyst I: \$66,646.41 - \$93,314.13

Personnel Analyst II: \$76,412.29 - \$106,987.69

Personnel Analyst III: \$94,399.42 - \$132,172.15

**EDUCATIONAL INCENTIVE:** Some positions may be eligible for educational incentive. This incentive may be 2.5%, 3.5%, or 5% for eligible positions based on completion of an Associate's, Bachelor's, or Master's degree that is not required for the classification.

**BILINGUAL INCENTIVE:** Incumbent may also be eligible for bilingual incentive pay depending upon operational needs and certification skills.

**AGENCY/DEPARTMENT:** County Executive Office - Human Resources

Personnel Assistant-NE is a Management classification and is eligible for overtime compensation. Personnel Analyst II and III are Management classifications and are not eligible for overtime compensation. Incumbents in these classifications (Personnel Assistant, Personnel Analyst I/II) are eligible for benefits at the MB4 and MB3 (Personnel Analyst III) levels.

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 or related positions only**. There is currently one (1) Regular Temporary vacancy in the County Executive Office/Human Resources Division, which is allocated at the Personnel Analyst III level. The vacancy may be filled at either the Personnel Assistant-NE, Personnel Analyst I, II or Personnel Analyst III level. The qualifications of the selected candidate(s) will determine the placement level.

NOTE: If appointed at the lower level, incumbent may be promoted to the higher level without further examination upon meeting the minimum requirements, demonstrating satisfactory performance, and in accordance with the business needs of the department.

#### **TENTATIVE SCHEDULE**

**OPENING DATE:** May 22, 2020

**CLOSING DATE:** Continuous

**FIRST REVIEW OF APPLICATIONS:** June 5, 2020

To hear what it's like to work for Ventura County from current employees, please click [here](#).

#### **Examples Of Duties:**

Duties may include but are not limited to the following:

- Develops, coordinates and implements strategies to assist and expedite employee's return-to-work from both occupational and non-occupational leaves of absence.
- Assists or leads with return to work and disability management activities including scheduling, conducting, documenting interactive meetings with employees, management, union representatives and identifying reasonable accommodations for employees to return to work from leaves of absence.
- Conducts investigations of misconduct, unfair labor practices, etc. on behalf of the Fire Protection District.
- Coordinates and communicates with all stakeholders in the return-to-work process.
- Initiates, assists or leads with negotiating work-related accommodations for employees through the interactive process.
- Tracks, monitors and maintains data; analyzes, interprets and reports findings needed for narrative and statistical activity reports.
- Makes recommendations concerning the continued compliance and improvement of the return-to-work process.
- Establishes and maintains productive working relationships with employees, managers, leave of absence coordinators, risk management, third party administrators and various other stakeholders.
- Oversees Agency's ergonomic program.
- May assist in conducting executive level recruitments.
- Serves as the Agency's safety coordinator.
- May provide oversight of lower level administrative staff.
- Assists HR Manager and Operational Support Services Division Manager with special projects.

#### **TYPICAL QUALIFICATIONS**

These are entrance requirements to the examination process and assure neither continuance in the process nor placement on an eligible list.

#### **EDUCATION, TRAINING, and EXPERIENCE**

Some to considerable experience in Workers' Compensation, Leave of Absence, Disability Management, and/or conducting Interactive Processes which has led to the acquisition of the required knowledge, skills, and abilities.

An example of qualifying experience:

Personnel Assistant, Personnel Analyst I – Six (6) months to one (1) year of experience; **OR**

Personnel Analyst II and III - from two (2) to three (3) years of experience with some lead or supervision experience.

#### **NECESSARY SPECIAL REQUIREMENT**

- Must possess and maintain a valid California driver license.
- Excellent written communication skills must be demonstrated in the completion of the employment application and supplemental questionnaire.
- Must demonstrate a commitment in consistently providing exceptional customer service.

#### **DESIRED**

- Bachelor's degree in Human Resources, Industrial/Organizational Psychology, Public or Business Administration.
- HR certification from IPMA or SHRM or completion of a college HR certificate program.
- HR experience in a public sector merit or civil service system.
- Experience with leave of absence/disability management/risk management tracking software such as PRESEGIA or similar software

#### **HIGHLY DESIRED**

- Experience working with public safety organizations.
- Experience creating procedural guidelines/manuals.
- Experience using queries, analyzing data, and writing reports.
- Experience supervising staff.

Supplemental Information: Work is performed primarily in an office environment, but incumbents may be required to travel to various County facilities to recruit, test, train, audit, or consult with others within and external to the organization.

#### **Working knowledge of:**

- Forms of leave available for employees and application of leave management procedures as well as the law and procedures for accommodating disabled employees;
- Applicable federal, state and local laws, regulations and ordinances related to general HR administration;
- The interactive process, disability accommodation management guidelines and workers' compensation;
- Fair Employment and Housing Act (FEHA), Americans with Disability Act (ADA), Department of Fair Employment and Housing (DFEH) rules, Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), Pregnancy Disability Leave (PDL);
- County leave policies and processes, union contracts, and Injury and Illness Prevention Program;
- The principles of supervision and management;
- Recruitment and selection principles and practices, certification principles and practices, and exam development;

#### **Skill and ability to:**

- Problem solve, communicate effectively orally and in writing, establish and maintain effective working relationships with management, employees, employee representatives, and the public;
- Demonstrate compassion, sensitivity, and tact when dealing with employee issues such as disability, diseases or disorders;
- Serve as intermediary and resolve conflict that is mutually beneficial;
- Work independently and as part of a team;
- Research, analyze, and interpret data to make appropriate recommendations;
- Organize and prioritize high volumes and various types of work;
- Apply a very high level of attention to detail;
- Apply various researching techniques;
- Prepare a variety of reports and recommendations;
- Utilize various office and computer equipment and applications (e.g. Excel, Word);
- Communicate effectively orally and in writing as well as speaking in public;
- Utilize good judgment and decision making, weighing costs and benefits of potential actions and making choices appropriately.

### **RECRUITMENT PROCESS**

**FINAL FILING DATE:** This is a continuous recruitment and may close at any time; therefore, apply as soon as possible if you are interested in it. Your application must be received by County of Ventura Human Resources in Ventura, California, no later than 5:00 p.m. on the closing date.

To apply on-line, please refer to our web site at [www.ventura.org/jobs](http://www.ventura.org/jobs). If you prefer to fill out a paper application form, please call (805) 654-5129 for application materials and submit them to County of Ventura Human Resources, 800 South Victoria Avenue, L-1970, Ventura, CA 93009.

To learn more about the employment process, please click [here](#).

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.**

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.

**TRAINING & EXPERIENCE EVALUATION - 100%** 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.

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.

Candidates successfully completing the examination process may be placed on an eligible list for a period of one (1) year.

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

For further information about this recruitment, please contact Jessica Ruiz by e-mail at [Jessica.Ruiz@ventura.org](mailto:Jessica.Ruiz@ventura.org) or by telephone at (805) 654-2419.

#### **HR Assistant/ HR Analyst/ Sr. HR Analyst - Fire Protection District 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. The eligible list for this recruitment may be established by way of a Training & Experience (T&E) evaluation; therefore, it is imperative that you provide full, complete responses to the supplemental questions below and provide detail in the Work Experience section to support your answers. Failure to provide sufficient responses and/or missing, inconsistent information may be reflective of your final T&E score. Do you understand this statement?

2. The current vacancy for the HR Assistant/Analyst/Sr. Analyst - Fire Protection District is a Temporary Regular position. Are you willing to accept a Temporary Regular position?

Yes

No

No, but I would like the opportunity to compete for this position; I understand that if I am added to the eligible list, my name may not be referred for this or other Temporary Regular positions for this recruitment.

3. Describe your experience with the various forms of leave of absences available to employees. Highlight any experience working in the public sector and/or with a public safety organization.

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.) Various types of leaves you have experience processing and monitoring such as medical, maternity/bonding, military, industrial/workers compensation, etc.

B.) Length of time you have experience processing and monitoring leaves.

C.) Applicable laws you are familiar with - ADA, CFRA, FMLA, PDL, etc.

D.) Experience (including length of time) coordinating benefits and payroll for employees on leaves. Include your duties and responsibilities.

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

4. Describe your experience conducting Interactive Process (IP) meetings and the length of time you have been conducting IP meetings. Highlight any experience working in the public sector and/or with a public safety organization.

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.) An example of an interactive process meeting you conducted that was difficult or challenging and how you navigated through it.

B.) Examples of accommodations you have made for employees in utilizing the interactive process and how you monitor those accommodations.

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

5. Describe your experience creating procedural guidelines/manuals. Include your role (sole author, co-wrote, reviewed/edited), what the guideline/manual was used for (the purpose), target audience, and benefits from producing the document(s).

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

6. Describe your work experience using on-line systems related to payroll, personnel, Workers' Compensation, Return-to-Work, and/or other absence or disability management systems.

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.) Name of the organization(s) in which you obtained this experience

B.) Specific on-line systems used

C.) Specific processes involved

D.) Any trainings provided on systems to supervisions and/or managers

E.) Experience using queries, analyzing data, and writing reports.

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

7. List any relevant certifications you possess (such as IPMA, SHRM) or completion of a college HR Certificate Program (include the name of the institution).

If you do not have any relevant certifications, please type, "None."

8. Describe your experience supervising staff. In your response, be sure to include the following:

- A) the number of staff members you were responsible for supervising,
- B) the job titles and functions for which your staff were responsible,
- C) whether you have administered performance evaluations, and
- D) the employer(s) at which you acquired the experience.

If you do not have any supervisory experience, indicate "no experience."

9. Describe your experience providing exemplary customer service in a professional role. In your response, be sure to illustrate the following:

- A) a description of the customers you served,
- B) a brief description of the type of service you provided, and
- C) an example of a problem you have resolved which illustrates your commitment and service orientation.

If you have no such experience, indicate "no experience."

10. Describe your experience conducting and/or supporting recruitments. Include the size and scope of recruitments as well as your specific responsibilities. Be sure to also include the name of the employer in which you acquired the experience and at least one example which illustrates the most complex recruitment you have conducted.

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

11. Eligible for:

- Personnel Assistant-NE
- Personnel Analyst I
- Personnel Analyst II
- Personnel Analyst III