



## Monterey County Department of Social Services Associate Personnel Analyst

Monterey County Department of Social Services is seeking enthusiastic applicants, who genuinely care about the community and its members, to fill a full time Associate Personnel Analyst position in Salinas, California. The Associate Personnel Analyst position is in the Department's Human Resources Branch. This position requires a professional human resources generalist background, including thorough knowledge of employee labor relations activities as well as recruitment and knowledge of some or all of the following: classification, complaint investigation, workers' compensation, safety, payroll, benefits, and Human Resources Management (HRM) systems. Duties include: conducting investigations into a variety of employee, customer civil rights complaints; performing classification and pay studies to establish and revise class specifications; conducting research, compiling and analyzing data and making recommendations on administrative and personnel problems, the formulation of policies and procedures, staffing, and organizational changes; and performing other duties as required. **Monterey County is an Equal Opportunity Employer – Minorities, veterans, and persons with disabilities are strongly encouraged to apply.**

The Associate Personnel Analyst position provides ongoing opportunities for career advancement, training and daily satisfaction. Careers with the Department of Social Services offer the opportunity to promote the social and economic self-reliance of individuals and families served by providing essential resources and services to low-income families, veterans, vulnerable children and adults, and disabled individuals. Monterey County Department of Social Services welcomes, values and encourages diverse voices, opinions, perspectives and backgrounds to foster an environment where all viewpoints are appreciated. The Department currently has a team of approximately 874 dedicated members serving Monterey County residents.

To learn more about the Department of Social Services, go to:  
<http://mcdss.co.monterey.ca.us/>

Final Application Date: Friday,  
February 9, 2018 at 5:00 PM PST



## MINIMUM QUALIFICATIONS

The knowledge, skills and abilities may be acquired through various types of experience, education, or training, typically:

**Education:** Baccalaureate degree from an accredited college or university in Human Resources, Public or Business Administration, Industrial Relations, or a closely related field.

**Experience:** Two years of increasingly responsible experience performing professional human resources services including recruitment and examination, classification and compensation, employee relations and equal employment opportunity work.

While the above requirements outline the minimum qualifications, applicants may be further evaluated for qualifications beyond those listed. Those applicants that are determined to be most highly qualified will be invited to participate in the next step of the selection process.

## ADDITIONAL QUALIFICATIONS

- The ability to speak, read and write Spanish in addition to English would be an asset in this position, but is not required.
- Employees who drive on County business to carry out job related duties **must** possess a valid CA Driver License for the class vehicle driven.
- The Department of Social Services will conduct a thorough background and reference check process which includes a Department of Justice fingerprint check.
- Employees **must** have and show their original Social Security Card and a valid CA Driver License or CA State ID on the first day of work.
- Government agencies accessing US government information, which include federal tax information must ensure that background investigation requirements for all agency employees and contractors that have access to federal tax information are consistent to the IRS background investigation requirements for access to federal tax information. Background requirements consist of three components which include, fingerprinting, citizenship verification and local law enforcement checks. State agencies must conduct investigation during time of hire and ensure a reinvestigation is conducted 10 years from the date of the previous background investigation for each employee that has access to federal tax information.

## SALARY RANGE

\$5,677 - \$7,754/monthly

## TENTATIVE EXAM DATES

Writing Assessment: Saturday, February 24, 2018

Oral Exam: Week of March 19, 2018

## BENEFITS

For additional information, please visit  
<http://www.co.monterey.ca.us/personnel/Benefits.html#sheets>



## LEARN MORE

For further information about the position click here: <http://www.co.monterey.ca.us/personnel/specifications.asp>

For further information about the application and selection process, foreign degree equivalency, special testing arrangements, etc. click here: <http://www.mss.ca.gov/>

## ABOUT MONTEREY COUNTY

Located on California's picturesque Pacific Coast, the County of Monterey is blessed with mild weather year-round and is home to miles of beautiful beaches, spectacular mountain ranges, groves of redwoods, low-rolling foothills, and a bountiful valley. With a population exceeding 400,000, the County is proud of its vibrant citizenry, great traditions, educational opportunities, and multicultural lifestyles. Boasting such world-renowned attractions as the spectacular Big Sur Coast, 17-Mile Drive, Monterey Bay Aquarium, Cannery Row, the Steinbeck Center, the Monterey Jazz and Blues Festivals and Pebble Beach - possibly the world's most famous golf course, it's easy to see why an estimated 4.3 million visitors a year make Monterey County their destination of choice.



In addition to a thriving tourist trade, Monterey County's economy is largely based on a vigorous agricultural industry. Known as the 'salad bowl of the nation' the Salinas Valley provides fresh vegetables and salad greens to the entire country. California's 16th largest county also provides many educational opportunities for its residents including California State University at Monterey Bay, the Middlebury Institute of International Studies, the Defense Language Institute (DLI), Presidio of Monterey, and the Naval Postgraduate School (NPS). All these factors combine to make Monterey County a healthy, economically diverse region eager to foster and sustain an enriching lifestyle for its residents.

## HOW TO APPLY

Applicants must submit a completed online application, including any of the additional documents/materials indicated. Additional documents/materials are included in the online application. Apply online by logging onto [https://secure1.cpshr.us/mss\\_jobs/JobListings.aspx](https://secure1.cpshr.us/mss_jobs/JobListings.aspx) and click "Apply Now!" for this position. The list of supplemental questions can be viewed by clicking on this link: [Supplemental Questions](#). **Note: Your application and any additional material become the property of CPS HR Consulting. Please make a copy for your file. This bulletin will not be available online after the application deadline.**

## QUESTIONS AND CONTACT

**CPS HR Consulting**  
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Providing Merit System Services

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