



SUPERIOR COURT

COUNTY OF MADERA, STATE OF CALIFORNIA

ANNOUNCEMENT OF EXAMINATION & SUPPLEMENTAL QUESTIONNAIRE

HUMAN RESOURCES ANALYST
Monthly Salary: \$5,457 - \$6,633

Final Filing Date: December 2, 2022

THE POSITION

Under general direction, performs a wide variety of professional level duties in the areas of recruitment, selection, classification, compensation, equal employment opportunity, labor relations, employee relations, training/development and other human resource programs.

SUPERVISION EXERCISED

Exercises direct supervision over lower level staff.

IMPORTANT AND ESSENTIAL DUTIES:

- Plans and schedules standard recruitment and selection activities; develops job announcements, advertisements, and other recruitment materials; screens applications for qualifications; schedules, coordinates and administers examinations; scores and analyzes test results; prepares and maintains eligibility lists.
- Conducts background and reference checks; makes job offers to successful candidates responds to applicant and candidate questions and concerns; generates notices to applicants and candidates.
- Conducts new employee orientations; prepares orientation packets, schedules fingerprinting.
- Interprets and explains policies, procedures and regulations to management, supervisors, employees and the public in assigned areas of responsibility.
- Provides assistance to management and staff on worker's compensation claims; monitors worker's compensation claims; works with third party administrators and counsel; attends workers' compensation hearings; conducts interactive meetings with employee and management.
- Prepares and maintains specialized and confidential personnel files and records; processes personnel actions, including new employees, terminations, job changes, and demotions.
- Prepares various reports, surveys, and recommendations for Court Executive Officer.
- Advises managers and supervisors on disciplinary matters, personnel problems and issues; counsels employees on workplace issues; conducts disciplinary, harassment and discrimination investigations; analyzes findings and prepares a variety of narrative reports and recommendations.
- Assist in the development, maintenance, and administration of court personnel and labor relations policies, practices and procedures; interprets and explains memoranda of understanding and personnel rules and regulations to managers, supervisors and employees.
- Participates in meet and confer sessions; provides information and statistical analyses and assistance for employee negotiations.
- Conducts salary and benefits surveys, analyzes results and presents recommendations to the Court Executive Officer.
- Serves as ADA Compliance Officer.
- Stays current with court legislation, state and federal legislation that affects employment related issues; evaluate impact of legislation and develops recommendations for changes.

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KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles, practices and techniques of public personnel administration, including recruitment, testing and selection, classification and job analysis/evaluation, workers' compensation and employee relations.
- Federal, state and local laws, regulations and court decisions applicable to the administration of human resource programs and employee relations practices.
- Methods and techniques of research, statistical analysis and report presentation.
- Administration of salary and benefits within a governmental agency.
- Classification studies and analysis of salary and employment standards.

Skill to:

- Operate modern office equipment including computer equipment and data bases.
- Operate a motor vehicle safely.

Ability to:

- Gather and analyze data and prepare comprehensive reports.
- Conduct salary and/or benefits surveys.
- Conduct confidential investigations in response to employee complaints and/or grievances.
- Organize and present ideas and recommendations both orally and in writing.
- Applying logical thinking to accomplish tasks and solve problems in a cooperative and efficient manner.
- Interpret and explain personnel and payroll procedures to employees at all levels.
- Interpret and apply employee labor agreements and state and federal laws pertaining to employment, employee benefits, employee and labor relations, and workers' compensation.
- Gather relevant data, analyze problems, evaluate alternatives and make appropriate recommendations.
- Exercise independent judgment and initiative within established guidelines.
- Present recommendations clearly and logically.
- Analyze a variety of personnel matters, define problems and make appropriate recommendations.
- Establish and maintain positive work relationships with others at all organizational levels.

OTHER JOB RELATED DUTIES:

- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS

Experience: Requires four years of increasingly responsible human resources experience.

Education: Requires a Bachelor's degree from an accredited college or university with major course work in human resources, business or public administration, criminal justice or related field.

Additional qualifying experience may be substituted for the desired education on a year-for-year basis.

SPECIAL REQUIREMENTS:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment and some ability to travel to different sites and locations.

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LICENSE OR CERTIFICATE:

Possession of a valid California driver's license.

BACKGROUND CHECK REQUIREMENTS:

The final candidate will be required to submit to Live Scan Fingerprinting as a condition of employment should an offer be made. In addition, the final candidate will be required to submit verification of identity, citizenship or legal right to work in the United States.

EMPLOYEE BENEFITS:

Benefits of employment with the Superior Court, County of Madera includes 13 paid holidays and 1 floating holiday per year, 1 sick leave day per month (unlimited accrual); 2 weeks paid vacation after 1 year, vacation accrual increasing thereafter with years of service (50 days max accrual); 10 days management leave per fiscal year; Membership in the California Public Employees' Retirement System (CalPERS) pursuant to the provisions of California's 2013 Pension Reform Act (Act) and CalPERS Regulations. For those individuals with current or prior CalPERS membership status or "classic member" will be eligible for an enhanced 2.7% @ 55 retirement formula; employee contributes 8%. Individuals with no current or prior CalPERS membership status and who are defined as "new members" or new employees under the Act, will be eligible for the 2% @ 62 retirement benefit formula; employee contributes 6.75%. Superior Court participates in the CalPERS Health Benefit Program, and for certain selected health plans, the Superior Court pays 100% of health insurance premium for employee and 50% for either two-party or family coverage.

EXAMINATION PROCESS:

A qualifications appraisal for the purpose of appraising the candidate's education, experience, and personal qualifications will be scheduled for those candidates who meet the minimum qualifications, and may be administered either by a written examination, oral interview, evaluation of education and experience, or any combination of qualifications appraisal determined by the Superior Court Personnel Division to be appropriate. The Personnel Division may limit the number of qualified applicants eligible to participate in the examination process. The Superior Court Personnel Division will make reasonable accommodations in the examination process for disabled applicants. Madera County Superior Court does not discriminate on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sexual orientation, sex, or age in any of its programs or activities.

HOW TO APPLY

Please review the *Application Guidelines* for requirements. Interested persons are to submit an official application. A resume may be included with the application but will **not** be accepted in lieu of an official application. An application may be obtained by accessing the Madera Superior Court website at www.madera.courts.ca.gov or by visiting the Madera Superior Courts Human Resources Division. Office hours are: Monday - Friday, 8:00 am – 5:00 pm.

MAILED AND E-MAIL APPLICATIONS:

If an application is mailed or e-mailed, the application and all required documentation must be received by the final closing date and time indicated. An application may be mailed or e-mailed to:

**Madera Superior Court - Human Resources Division
200 South G Street, Madera, Ca. 93637**

HR@madera.courts.ca.gov

NOTE: Postmarks are not accepted.

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ADA ACCOMMODATIONS:

If you are a person with a disability and in need of accommodations during your interview, please contact our office at 559-416-5517.

THE PROVISIONS OF THIS JOB BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. THE MADERA COUNTY SUPERIOR COURT RESERVES THE RIGHT TO MAKE NECESSARY MODIFICATIONS TO THE EXAMINATION PLAN. SUCH REVISIONS WILL BE IN ACCORDANCE WITH MADERA COUNTY SUPERIOR COURT PERSONNEL POLICIES AND STANDARDS. QUESTIONS REGARDING THIS ANNOUNCEMENT MAY BE DIRECTED TO THE MADERA COUNTY SUPERIOR COURT, HUMAN RESOURCES DIVISION.

HUMAN RESOURCES ANALYST SUPPLEMENTAL QUESTIONNAIRE

IMPORTANT: Applicants for this position are required to submit responses to the following supplemental questions. Your responses will be used in the selection process. If you do not have experience in an area, please answer "N/A." When responding to each question, include the length of experience, employer and job title. **Be concise and specific. Neatness, clarity of expression, grammar, spelling and ability to follow instructions will be considered in the evaluation process. A resume will not be accepted as a substitute for your responses.**

1. Briefly describe the type and length of experience and education you have in the recruitment and selection process.
2. Briefly describe the type and length of experience and education you have in the area of investigations. (e.g., sexual harassment, discrimination)
3. Briefly describe the type and length of experience and education you have in the area of employee issues. (e.g., progressive discipline, performance management, conflict resolution)