

VENTURA COUNTY, CEO-HR HCA DIVISION INVITES APPLICATIONS FOR:

**HR Business Partner/Senior HR
Business Partner
0432CEO-21AB (MM)**

An Equal Opportunity Employer

SALARY RANGE (approximate)

\$38.66 - \$66.74 Hour \$6,700.50 - \$11,568.57 Monthly \$80,406.04 - \$138,822.84 Annually

This posting is for the Ventura County CEO-HR HCA Division; vacancy location is Ventura and may require travel throughout Ventura County.

POSITION INFORMATION**What We Offer**

The County of Ventura offers an attractive compensation and benefits package that includes:

- **A general salary increase** of 2% effective December 26, 2021.
- **Educational Incentive** for completion of an Associate degree (2.5%), a Bachelor's degree (3.5%), or a graduate degree (5%).
- **Annual Leave Redemption:** The option to cash out up to 100 hours out of 208 total accrued Annual Leave hours per year.
- **Deferred Compensation:** Section 457 Plan and/or 401(k) Shared Savings Plan with up to a 3% match on your 401(k) contributions.
- **Health Plans:** You are afforded a flexible credit allowance of up to \$16,692 annually for purchasing medical, dental, and/or vision insurance from a group of authorized plans.
- **Flexible Spending Accounts:** Pre-tax benefit towards eligible medical, dental, and vision care expenses.
- **Pension Plan:** Participation in the County's defined benefit plan which has reciprocity with CalPERS.
- **Bilingual Incentive:** Proficiency levels by exam are \$.65 per hour (Level I), \$.80 per hour (Level II), or \$1.10 per hour (Level III).
- **Holidays:** 11 paid days per year which includes a scheduled floating holiday.

The Organization The County of Ventura, County Executive Office, Human Resources Division is comprised of numerous hard-working and innovative professionals dedicated to recruiting, retaining, and developing a diverse, inclusive and qualified workforce who are committed to providing the highest level of public service. You may learn more about our Mission, Vision, Values and organizational structure here: <https://hr.ventura.org/about-hr>

The Position The present vacancy resides within the Health Care Agency Human Resources division of the County Executive Office. We are seeking a collaborative, analytical, and creative candidate who will be committed to performing highly complex professional-level human resources work related to the following:

1. Recruitment (including nationwide Executive Recruitment)
2. Test Development and Validation
3. Classification and Compensation
4. Administrative Investigations
5. Training and Development

The Ideal Candidate While experience performing functions 1 to 5 listed above is ideal, there is an opportunity to tailor the position to the strengths and interests of the selected candidate. Ideal candidates will possess the following competencies:

- Analysis and Problem Solving
- Innovation and Continuous Improvement
- Valuing Diversity & Inclusion
- Customer Focus
- Teamwork
- Adaptability
- Decision Making
- Attention to Detail
- Writing
- Professional Impact
- Relationship Building
- Using Technology
- Professional/Technical Expertise
- Managing Performance
- Oral Communication
- Project Management

The ideal candidate will possess significant professional-level human resources experience in a public-sector environment and a graduate degree in Industrial/Organizational Psychology, Human Resources, Public Administration, Business Administration, or a related field.

PAYROLL TITLES: Personnel Analyst II/III

APPROXIMATE SALARIES

- HR Business Partner (Personnel Analyst II): \$80,405.97 - \$112,579.40 Annually
- Senior HR Business Partner (Personnel Analyst III): \$99,149.36 - \$138,822.72 Annually

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.

The eligible list established from this recruitment will be used to fill current and future Regular, Temporary, Fixed-term, and Intermittent vacancies for **this and similarly situated positions only**. There is currently one (1) Regular, full-time vacancy.

Personnel Analyst II and Personnel Analyst III are Management-exempt classifications and are not eligible for overtime compensation. Personnel Analyst II is eligible for benefits at the MB4 level and Personnel Analyst III is eligible for benefits at the MB3 level.

TENTATIVE SCHEDULE

OPENING DATE: Friday, October 22, 2021

CLOSING DATE: Continuous

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

- Serve as subject matter expert and internal consultant on a broad scope of human resources matters to leaders/managers of the Health Care Agency.
- Builds trust and relationships with clients at all levels of the organization including executives.
- Plans and administers a broad scope of highly complex recruitment processes.

- Develops, validates, and administers examinations including written tests, structured interviews, practical exams and measures of training and experience.
- Conducts a broad scope of classification studies including establishing new classifications, revising existing classifications, and studying single positions and agency wide reorganizations.
- May conduct total compensation studies as well as base salary studies and make corresponding recommendations.
- Conducts research and manages projects which requires data collection, analysis, and the formulation of recommendations as well as implementation of recommendations.
- May conduct effective, prompt and thorough investigations of complex, sensitive workplace EEO complaints of discrimination, harassment, retaliation and other policy violations received through a variety of channels including the employee misconduct hotline.
- Prepares reports and correspondence related to a broad variety of human resources matters including examination appeals and may include administrative investigations, validation reports, and classification and compensation studies.
- May design, administer, and evaluate training and development programs.
- May supervise staff engaged in a broad variety of human resources functions.
- Performs other duties as assigned.

TYPICAL QUALIFICATIONS

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

Extensive experience in professional-level, public sector, human resources management which has led to the acquisition of the required knowledge, skills and abilities. An example of a qualifying education and experience is:

Human Resources Business Partner: Possession of a bachelor's degree in HR, Public Administration, Business Administration, Industrial/Organizational Psychology or a related field **AND** three (3) years of professional-level human resources experience within the public sector which includes a combination of experience performing investigations, administering recruitments, developing exams, or conducting classification & compensation studies.

Senior Human Resources Business Partner: Possession of a bachelor's degree in HR, Public Administration, Business Administration, Industrial/Organizational Psychology or a related field **AND** five (5) years of professional-level human resources experience within the public sector which includes a combination of experience performing investigations, administering recruitments, developing exams, or conducting classification & compensation studies in addition to experience supervising professional-level staff engaged in human resources work.

Substitution: Additional related professional experience may substitute for the educational degree on a year-for-year basis. A graduate degree in a related field may substitute for one (1) year of the required experience.

NECESSARY SPECIAL REQUIREMENTS:

- Excellent written communication skills must be demonstrated in the completion of the employment application and supplemental questionnaire.
- Skill and ability to exercise sound judgment and decision making

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.

To apply on-line, please refer to our web site at www.ventura.org/jobs. If you prefer to fill out a paper application form, please call (805) 654-5129 for application materials. Our address is:

County of Ventura, Human Resources Division, 800 South Victoria Avenue, L-1970, Ventura, CA 93009.

Note to Applicants: It is essential that you complete all sections of your application and supplemental questionnaire thoroughly and accurately to demonstrate your qualifications. A resume and/or other related documents may be attached to supplement the information in your application and supplemental questionnaire; however, it/they 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 will result in the application being removed from consideration.

TRAINING and 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 supplemental questions. The T&E is a method for determining the better qualified applicants among those shown to meet the stated requirements. Using a T&E, applicants may be scored or ranked according to criteria that most closely meet the business needs of the department. When the pool of candidates is exceptionally strong and large candidates are typically scored or ranked in relation to one another; consequently, some qualified candidates may receive a score or rank which is moderate or lower resulting in them not being advanced in the process.

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

NOTE: The oral examination/practical may be consolidated into one process or expanded into two separate exam components contingent upon the size and quality of the candidate pool.

NOTE: The selection process will likely consist of an Oral/Practical Exam, which may be preceded by 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 during a job analysis as needed at the time of hire for successful job performance. For this reason, it is recommended that your application clearly show your relevant background and specialized knowledge, skills, and abilities. It is also highly recommended that the supplemental questions be completed with care and diligence.

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 Monika Maine by e-mail at Monika.Maine@ventura.org or by telephone at (805) 654-2629.

HR Business Partner/Senior HR Business Partner 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. This position requires delivering presentations to large audiences. Are you able and willing to perform public speaking?

2. Describe your experience performing public speaking and delivering presentations. In your response, please include the following: A) the type and size of the audience, B) the topics you presented on, and C) the employer(s) in which you acquired the experience. If you have no such experience, type "no experience."

3. Describe your experience in each of the following areas: A) Recruitment, B) Classification and Compensation C) Test Construction and Validation D) Administrative Investigations E) Other HR Areas of Expertise In your response, please include at least one specific example for each area in which you have experience illustrating your accomplishments. If you have no experience in areas A through E, type "no experience."

4. Describe a project or assignment which required you to conduct research and analyze data. Your answer must address the following questions: 1)What were the project goals and objectives? 2) Were you solely responsible for the project? If not, what was your specific role in the project? 3) What problem(s) did you encounter and how did you resolve them? 4) What were your conclusions? 5) In hindsight, would you have done anything differently, and if so, what? If you have no experience with research and data analysis, type "no experience."

5. 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 of your staff (direct reports), 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, type "no experience."

6. Describe your experience providing exemplary customer service in a Human Resources 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, type "no experience."

7. Eligible for:

- Personnel Analyst I
- Personnel Analyst II
- Personnel Analyst III