

SALARY

\$28.93 - \$48.26 Hourly \$2,314.04 - \$3,860.77 Biweekly \$5,013.75 - \$8,365.00
Monthly \$60,165.00 - \$100,380.00 Annually

ISSUE DATE: 12/22/17

FINAL FILING DATE: Continuous

THE POSITION



**STAFF ANALYST
(EXTRA HELP) - Budgeted for 2018**

OPEN TO THE PUBLIC

The Orange County Employees Retirement System (OCERS) is now accepting on-line applications.

Applications will be accepted on a continuous basis until the needs of OCERS are met.

This recruitment is being held to establish an eligible list for the OCERS location ONLY. This eligible list will be used to fill a vacancy within OCERS.

OCERS:

The Orange County Employees Retirement System (OCERS) provides retirement, death, disability, and cost-of living benefits to retirees of the County of Orange and certain County districts. OCERS is governed by a nine-member Board of Retirement that is responsible for managing a \$14 billion dollar fund. For more information on OCERS, please click [here](#).

THE OPPORTUNITY:

Orange County Employees Retirement System Administrative Services/Human Resources Department is seeking individuals interested in pursuing a career in Human Resources to join our team. Those who possess exceptional customer service skills, have the ability to interface with all levels of staff, are self-motivated, and detailed oriented are encouraged to apply.

An **OCERS ADMIN/HR STAFF ANALYST** performs a variety of Human Resources functions with a high level of integrity and confidentiality. This position requires the skills and knowledge of current Human Resources practices with a technical expertise relating to recruitment, merit

and selection rules, and classification and compensation as it relates to all aspects of personnel actions. In addition, this position will be assigned special projects and will require:

- Experience in Equal Employment Opportunity related to employment laws, recruitments and selection practices in a government agency or large organization
- Experience working cooperatively with managers to develop recruitment plans
- Excellent oral/written communication and decision making skills
- Experience working on projects in a team environment
- Ability to provide detailed analysis and recommendations
- Ability to problem solve
- Ability to schedule various meetings
- Sophisticated computer skills
- Writing desk procedures

THE IDEAL CANDIDATE:

The ideal candidate will possess abilities in the following areas:

- Plans and conducts recruitment and selection activities; ensures job-related and effective techniques are used in conformance with federal and state laws and regulations
- Consults with hiring managers and supervisors regarding their staffing needs; coordinates recruiting efforts with departments
- Develops, selects, and validates employment assessments; determines and/or recommends appropriate testing; reviews and analyzes examination results for consistency, accuracy and trends
- Maintain the administration of the Volunteer Program
- Solves recruitment related issues and provides guidance to recruiters as unusual situations arise
- Handles requests and assignments related to organizational structure, job analysis, classification studies, salary surveys, and salary structure; makes recommendations, identifies problems and develops proposed solutions
- Conducts desk audits of positions; evaluates positions in the context of the existing classification plan; writes or modifies class specifications; makes recommendations; prepares report of findings
- Consults with managers and others regarding classification and compensation matters for assigned projects
- Compiles, tabulates and analyzes salary data to determine the appropriate compensation; presents results and creates memos; recommends maintenance or the revision of the salary structure
- Develop, analyze, and summarize complex information/reports, both verbally and in writing from a variety of sources
- Process and maintain all personnel records and personnel transactions
- Work independently with minimal supervision
- Organize and multi-task with varying responsibilities and deadlines with ability to adapt to frequently changing priorities
- Establish and maintain cooperative working relationships with staff at all levels
- Think logically and organize priorities to accomplish work efficiently

MINIMUM QUALIFICATIONS:

EXPERIENCE/EDUCATION:

- Two years of experience performing full cycle recruitments and the knowledge and abilities defined below.

- Graduation from an accredited university or college with a Bachelor's Degree in Human Resources Management, Public or Business Administration, Psychology, Labor and/or Employment Law or a closely related field

Click [here](#) to view the minimum qualifications for this position.

KNOWLEDGE/SKILLS/ABILITIES:

The successful candidates will demonstrate job knowledge and related experience in the following competencies:

Industry Knowledge

- Knowledge of Human Resources within a government agency
- Knowledge of general organization, purpose and functions of County government agencies/departments

Relationship Building

- Ability to establish and maintain cooperative working relationship with peers, supervisors, managers, government officials, vendors and the public
- Ability to build strong relationships with staff to ensure trust and confidence when advising

Active Communication

- Ability to communicate effectively in English orally and in writing
- Ability to act in an advisory role with all levels of staff

Writing Skills

- Knowledge of correct English usage for administrative writing requirements and oral presentations
- Ability to write full reports regarding approach, data gathering, analysis, problem identification, alternatives, and recommended solutions

Planning and Organization

- Ability to work independently of specific daily direction
- Ability to gather and summarize data verbally or in writing
- Ability to identify specific issues/problems needing attention
- Highly organized and flexible to adapt to changing priorities

Problem Solving and Decision Making

- Knowledge of techniques for gathering, compiling, analyzing and presenting information verbally and in writing
- Ability to analyze problems in context of available information and program constraints

Results Orientation

- Ability to think logically and organize work priorities to accomplish work efficiently
- Ability to generate enthusiasm and motivate others to act in support of a program's objectives

SELECTION PROCEDURE

OCERS will screen all application materials to identify qualified candidates. After screening, qualified candidates will be referred to the next step and notified of all further procedures applicable to their status in the competition.

Application packets must emphasize all the areas in which you have demonstrated experience and documented accomplishments in the specific competencies related to the position as they will be screened to identify the most qualified candidates. Responses to the requested supplemental questions are required as part of your application packet.

Based on agency's needs, the selection procedures listed below may be modified. All candidates will be notified of any changes in the selection process.

Application Appraisal Screening | Application Review (Refer/Non-Refer)

Applications will be screened for those qualifications most needed to perform the duties of the job. This is a competitive process; therefore, be thorough in your responses. Those candidates considered to have the best qualifications will be referred to the next step, the Application Appraisal Panel/Application Rating.

Application Appraisal Panel | Application Rating (Refer/Non-Refer)

An Application Appraisal Panel (AAP) of job knowledge experts will thoroughly screen and evaluate all application materials for job knowledge, competencies, and related education and experience as described above. Clarity of expression, grammar, spelling and ability to follow instructions will be considered in the evaluation process. The more qualified candidates will be referred to the next step. This is a competitive process; therefore, be thorough in aligning your education and work experience to the competencies and qualifications listed in this bulletin.

Qualifications Appraisal Panel | Oral Interview (Weighted 100%)

A Qualification Appraisal Panel of job knowledge experts will interview and evaluate each candidate's responses to a series of structured questions designed to elicit the candidates' qualifications for the job. Candidate's responses to the structured questions should be thorough, detailed and complete. Only the most successful candidates will be placed on the eligible list.

ELIGIBLE LIST

After all the test procedures have been completed OCERS will establish an eligible list for the OCERS location only.

HOW TO APPLY

- Only online applications with the completed supplemental questions will be accepted
- E-mail is the primary form of notification during the recruitment process. Please ensure your correct email address is on your application and only use one email account
- Your application should highlight all of the areas in which you have developed expertise, matching your professional experience with the specific qualifications listed above

- It is recommended that you print your confirmation page as this verifies receipt of your on-line application
- You may apply on-line at the County of Orange website: www.ocgov.com
- For specific information pertaining to this recruitment please contact Karisa Murrietta at (714) 569-4808 or email kmurrietta@ocers.org. Do not submit resumes to this email address as they will not be considered in lieu of the required application process

ADDITIONAL INFORMATION

EMAIL NOTIFICATION:

Email is the primary form of notification during the recruitment process. Please ensure your correct email address is included in our application and use only one email account.

NOTE: User accounts are established for one person only and should not be shared with another person. Multiple applications with multiple users may jeopardize your status in the recruitment process for any positions for which you apply.

Candidates will be notified regarding their status as the recruitment proceeds via email through the GovernmentJobs.com site. Please check your email folders, including spam/junk folders, and/or accept emails ending with "governmentjobs.com" and "ocgov.com." If your email address should change, please update your profile at www.governmentjobs.com.

FREQUENTLY ASKED QUESTIONS:

Click [here](#) for additional Frequently Asked Questions.

EEO INFORMATION

Orange County, as an equal employment opportunity employer, encourages applicants from diverse backgrounds to apply.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.ocgov.com/hr>

OR

333 W. Santa Ana Blvd,

Santa Ana, CA 92701

EXAM #8035MR - 0118-157(O)

HR STAFF ANALYST - EXTRA HELP

KM

HR Staff Analyst - Extra Help Supplemental Questionnaire

- * 1. Do you understand this is an Extra Help position budgeted only for 2018 and is not a regular full-time position?
Yes No

- * 2. Do you have two or more years of experience performing recruitment related duties?
Yes No

- * 3. If yes, please describe your experience performing full cycle recruitments.
- * 4. Please describe your experience administering a volunteer or internship program.
- * 5. Please describe your experience placing ads on job boards for recruitments.
- * 6. Please describe your experience administering pre-employment testing.
- * 7. Please describe your experience conducting new hire orientations.
- * 8. Please describe your experience attending job fairs or recruiting events.
- * Required Question