



COUNTY OF FRESNO  
invites applications for the position of:

## HUMAN RESOURCES ANALYST I

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**SALARY:** \$20.78 - \$26.59 Hourly  
\$1,662.00 - \$2,127.00 Biweekly  
\$3,601.00 - \$4,608.50 Monthly  
\$43,212.00 - \$55,302.00 Annually

**OPENING DATE:** 03/30/17

**CLOSING DATE:** 04/14/17 04:00 PM

**POSITION DESCRIPTION:**

**APPLICATIONS MUST BE SUBMITTED ONLINE ONLY**

The **Fresno County Department of Human Resources** has excellent career opportunities available for the position of **Human Resources Analyst I**. Human Resources is in search of creative, dynamic professionals who possess strong analytical, written and oral communication skills. If you're energetic, trustworthy, possess a positive customer service outlook, and meet the minimum qualifications specified on this announcement we encourage you to apply.

Human Resources provides centralized, administrative oversight of all activities associated with Fresno County's human resources programs, which include Employee Benefits, Employment Services, Labor Relations, and Risk Management. The current vacancies exist in the divisions of Risk Management, Labor Relations, and Employee Benefits.

Note: The eligible list established from this recruitment may be used to fill future vacancies in other Human Resources divisions as they occur. Also, the eligible list established from this recruitment may be used to fill both extra-help and permanently allocated positions. Individuals selected for extra-help appointment may be transitioned to a permanently allocated position at a later date as authorized by the Fresno County Personnel Rules.

Positions in this classification are in MEDICAL GROUP I - Light Physical Activity (Personnel Rule 8). This group includes positions which require only light physical effort and may include lifting of small, light objects and some bending, stooping, squatting, twisting, and reaching. Considerable walking or standing may be involved.

Eligible candidates must be able to perform the essential functions of the position with or without reasonable accommodation.

**SAMPLES OF DUTIES:**

[Please click here to view Samples of Duties.](#)

**KNOWLEDGE, SKILLS AND ABILITIES:**

[Please click here to view Knowledge, Skills and Abilities.](#)

**MINIMUM QUALIFICATIONS:**

**Education:** Possession of a bachelor's degree that is acceptable within the United States' accredited college or university system.

**License:** Possession of a valid Class "C" driver's license, or equivalent, may be required.

**TO PREVENT THE DISQUALIFICATION OF YOUR APPLICATION, PLEASE NOTE:**

- Applicants must meet the minimum qualifications and filing requirements for this position by the filing deadline.
- A completed Fresno County employment application is required (must be current, complete, and accurate; amendments will not be allowed after the filing deadline).
- Resumes and attachments are not accepted in lieu of a completed application.
- In the Education section of your application, please provide complete information for each school attended. Provide the school's name, school's location, and the type of degree earned. Failure to completely list education within the job application will result in the disqualification of your application.
- College/university transcripts may be requested to verify completion of the required degree.
- If you have completed education in a foreign college or university and are using this education to meet the minimum qualifications, you must provide documentation that the foreign education is comparable to that received within the United States' accredited college or university system or your application will not be accepted. Documentation must be provided by the closing date/time of this recruitment. You may attach a copy to your online employment application, fax a copy to (559) 455- 4788 Attn: Elizabeth Castellanos, or hand deliver a copy to our office. Late submission of documentation will not be accepted.

**SELECTION PROCESS:**

Depending upon the number of applicants meeting the minimum qualifications and filing requirements, applicants may be scheduled for one of the processes listed below:

- **Written examination** - Applicants meeting the minimum qualifications will be invited to participate in the written examination process.
- **Oral examination** - An oral examination includes a panel consisting of at least two members within a similar field of expertise as the vacancy. Candidates are asked structured questions and must respond orally to allow the panel to evaluate the specific qualifications of each applicant.

Successful candidates will be placed on an employment list effective for a minimum of 3 months (may be extended up to an additional 12 months) and certified in final rank order as vacancies occur.

**REQUIRED APPLICATION MATERIAL:**

- **Fresno County Employment Application** (must be current, complete, and accurate; amendments will not be allowed after the filing deadline).

Please note: Applications must be submitted online only via our website. Applications submitted via U.S. mail, in person in our office, email or fax will not be accepted. Resumes are not accepted in lieu of an application.

**HOW TO APPLY:**

Applications for this recruitment must be submitted online only. Online applications may be found at: <http://agency.governmentjobs.com/fresnocca/default.cfm>

Open Job Information Flyer and click "Apply" to begin the online application process. Failure to complete the job application or to follow the application instructions may result in the disqualification of the applicant. Amendments will not be accepted after the filing deadline.

Once the filing deadline has passed, you may check the status of this recruitment at any time by logging on to: <https://www.governmentjobs.com/Applications/Index/fresnocca>

Please be advised that it is the applicant's responsibility to notify Human Resources of any mailing address and telephone number changes. Notices sent via U.S. Mail from Human Resources are not forwarded ("Return Service" is requested, therefore mail will not be sent to a forwarding address).

The County of Fresno is an Equal Employment Opportunity Employer. It is the policy of Fresno County to provide employment opportunity for all qualified persons. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition, genetic information, or denial of medical and family care leave, or any other non-job-related factor.

REASONABLE ACCOMMODATIONS - The County of Fresno is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA). Qualified individuals with disabilities who need a reasonable accommodation during the application, examination or selection process may contact *Human Resources at (559) 600-1830 at least five days prior to the scheduled date or deadline.*

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

Analyst: Elizabeth Castellanos

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County of Fresno, Human Resources  
Employment Services Division  
2220 Tulare St., 14th Floor  
Fresno, CA 93721  
(559) 600-1830

Position #17-0084  
HUMAN RESOURCES ANALYST I  
EC

[HREmploymentServices@co.fresno.ca.us](mailto:HREmploymentServices@co.fresno.ca.us)

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