



CAREER OPPORTUNITY

COUNTY OF NEVADA, CALIFORNIA

PRINCIPAL MANAGEMENT ANALYST *OR* SENIOR MANAGEMENT ANALYST HUMAN RESOURCES DEPARTMENT



PRINCIPAL MANAGEMENT ANALYST ANNUAL SALARY: \$114,737–\$140,070 DOE/DOQ
SENIOR MANAGEMENT ANALYST SALARY: \$103,844–\$126,772 DOE/DOQ

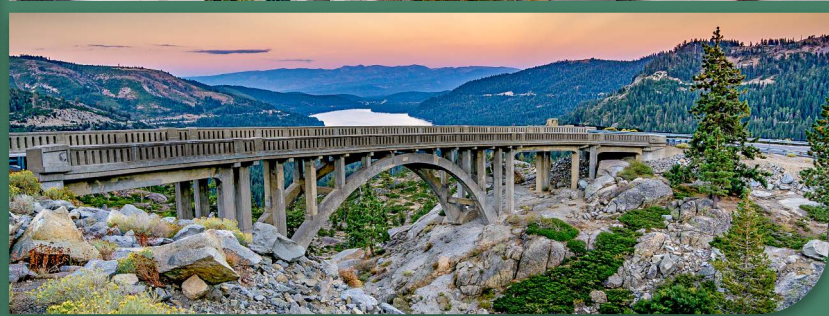
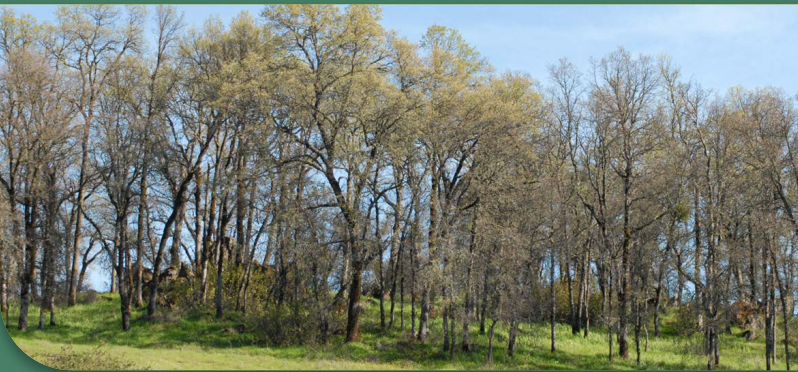
THE COUNTY OF NEVADA, CALIFORNIA, HUMAN RESOURCES DEPARTMENT SEEKS to fill either a **Principal Management Analyst** or a **Senior Management Analyst** position. The ideal candidate will help lead this innovative, inclusive, and impactful Human Resources Department that has won numerous awards and accolades for employee optimization and well-being. The County has also been recognized by the U.S. Department of Labor, CalGovHR, the California State Association of Counties, and the International City/County Management Association. Both positions will oversee four team members, champion exciting future projects, and utilize a continuous improvement mindset. The ideal candidate will be a strategic and motivated leader who is passionate about innovation.

The Principal Management Analyst will oversee many of the Department's core functions, including classification and compensation, labor relations, and recruitment and selection. This is a highly collaborative role, with significant training responsibilities, as well as identifying and overseeing a variety of special projects. They will also work closely with elected and executive leadership and assist the HR Director in the management of an approximately \$2.3 million departmental budget. **The Senior Management Analyst** will supervise and work on recruitment and selection, labor relations, and classification and compensation, with the opportunity to grow into a departmental leadership and strategic financial planning position.

The County of Nevada prioritizes work-life balance, family, and professional development in a vibrant community surrounded by rivers and mountains. Be part of a winning team—Apply today!

THE COMMUNITY

NEVADA COUNTY IS PERFECT for those who crave a peaceful and fulfilling lifestyle in the great outdoors. The county is home to over 104,000 residents and covers an area of 974 square miles. Surrounded by the stunning Sierra Nevada Mountains, this county is a nature lover's paradise, with state parks, lakes, and trails galore for hiking, camping, and fishing. And let's not forget the ski resorts and snow parks, which make Nevada County a winter wonderland. Nevada County also has a thriving arts and cultural scene with a vibrant community of artists and musicians, galleries, theaters, and performance spaces. The Nevada County Fairgrounds host events year-round, including the ever-popular Nevada County Fair and the California Worldfest. Nevada County is also an economic powerhouse, with local businesses and industries thriving in technology, health, and tourism, where residents can enjoy affordable California living!



THE COUNTY

THE COUNTY OF NEVADA IS GOVERNED by a five-member Board of Supervisors who are dedicated to providing outstanding public service through working with the community to develop sound and innovative public policy and deliver excellent services in a fiscally responsible manner. The County is comprised of 875 full-time employees and another 100 temporary employees who provide essential services across the County's 25 departments. The County strives to be a community where all residents thrive, visitors feel welcome, and we care for one another and value our differences.

THE DEPARTMENT

THE HUMAN RESOURCES DEPARTMENT PROVIDES human resources functions in support of all county employees. The Department currently includes a Principal Management Analyst, Senior Management Analyst, Management Analyst II, three Senior Management Technicians, and a small team of interns. For a detailed overview of the Department's organizational structure, [view the org chart here](#).

The HR Department is an innovative and inspiring place to work and has recently undergone several years of technology and training upgrades. This is a small but extremely high-performing team, with an emphasis on continuous improvement and professional development. The Department has won numerous awards and accolades for employee optimization and well-being—including the **Gallagher Best-in-Class Employer** award in 2022, CalGovHR Public Sector Agency of the Year in 2023, and **HRDUS's Best Places to Work** award in 2023.

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LINKS



THE JOBS

BOTH POSITIONS OVERSEE FOUR DIRECT REPORTS and will be working supervisors with a foundational understanding of the core functions of human resources—including recruiting, staff development, policies and procedures, and labor relations. Both levels meet regularly with the County's seven represented bargaining units and two unrepresented groups. While this is not the chief negotiator for the County, these positions will prepare for labor discussions and collective bargaining, collect classification and compensation information, hold strategy sessions, and edit and interpret memoranda of understanding. As a leader and mentor, this role will oversee and sometimes conduct organization-wide and HR Department training and analyze policy. This position will continue to implement the County's exemplary award-winning programs and make recommendations for further innovation and excellence!

The Principal Management Analyst role is distinguished by its fiscal oversight, acting role as HR Director in their absence, and close collaboration with internal stakeholders, including the County's Executive team, Department leaders, and elected officials. The Principal Management Analyst will work closely with the Director to plan and implement strategic goals and will share with the Director oversight of the HR Department's approximately \$2.3 million annual budget. They will also sit on Committees and Boards, as well as representing the HR Department and the County at a variety of events, to further the Department's role and mission in the County, State, and beyond.

The Senior Management Analyst will work toward the increased scope of the Principal Management Analyst role. They will act as a resource for other HR staff in a wide range of human resource areas, with particular expertise and focus on labor relations, recruitment and selection, and classification and compensation. They will oversee and contribute to recruitment efforts, supervise their team in a variety of special projects, and work cross-departmentally to achieve and implement County-wide goals and initiatives.

THE IDEAL CANDIDATE

THE IDEAL CANDIDATE FOR EITHER ROLE is a flexible, mission-focused active listener who works to build collaborative relationships. This strategic thinker will display a passion for innovation and creative problem-solving, as well as a commitment to continuous improvement in every respect. Diplomacy and tact are essential, as is the ability to diffuse tense environments during the negotiation process. The ideal candidate will be a lifelong learner who values close-knit teamwork and personal development and is invested in working together to champion meaningful projects and initiatives. They will be a positive and optimistic leader who identifies the best skills and strengths in others—helping them provide opportunities and resources for staff.



Core competencies for these roles include:

Technical Knowledge: Knowledgeable in their role's foundational responsibilities, works to build skills, and remains relevant in their understanding of the Department's technology and policy.

Leadership Development and Support: Recognizes and develops the skills and strengths of others, tracks performance and potential, and provides resources for professional growth.

Community Impact and Ethical Values: Demonstrates optimism and integrity while in their role, energizing others to create a positive impact in the community.

Fostering Team Culture: Effective at motivating, encouraging, and mentoring others, while creating a positive and collaborative team culture.

EMPLOYMENT STANDARDS

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities is described below:

PRINCIPAL MANAGEMENT ANALYST

Education: Bachelor's degree from an accredited college or university, preferably with major course work in business or public administration, political science, industrial relations, or a related field.

Experience: Five years of responsible professional analytical and/or management experience performing duties in an area to which the incumbent is assigned at a level equivalent to the Nevada County Management Analyst II classification.

Driver's License: Possession of a valid California Class C driver's license.

DESIRED

Master's degree from an accredited college or university

SENIOR MANAGEMENT ANALYST

Education: Bachelor's degree from an accredited college or university, preferably with major course work in business or public administration, political science, industrial relations, or a related field.

Experience: Two years of responsible professional analytical and/or management experience performing duties in an area to which the incumbent is assigned at a level equivalent to the Nevada County Management Analyst II classification.

Driver's License: Possession of a valid California Class C driver's license.

SUBSTITUTIONS

Master's degree from an accredited college or university may be substituted for one year of the required experience for either position.

UPCOMING PROJECTS

Revamping Classification &

Compensation: Consolidating job titles, recognizing core job responsibilities for each role, and refreshing competencies.

Updating Performance Management

System: Currently in a pilot phase with executive-level staff, this system will improve training and enhance development opportunities for County employees.

Diversity, Equity & Inclusion: The County is committed to building a diverse and inclusive workplace. The new Principal or Senior Management Analyst will work collaboratively with the HR Director and staff to consider future policy changes, recruiting strategies, and training opportunities to encourage inclusivity.

PROFESSIONAL DEVELOPMENT OPPORTUNITIES

Executive staff receive the following training within the first 12-18 months of employment:

Leading Edge Program at College of Charleston: A weeklong intensive training for cultural change, innovation, and staff empowerment.

Nevada County Community Leadership Institute: A series of sessions designed to provide mentorship and networking opportunities for public service leaders.

Lean Six Sigma Certification: A training program focusing on the foundational skills of problem-solving and team collaboration, useful in process improvement.

SALARY & BENEFITS

Principal Management Analyst Annual Salary:
\$114,737–\$140,070 DOE/DOQ

Senior Management Analyst Salary:
\$103,844–\$126,772 DOE/DOQ

Along with a generous benefits package that includes:

RETIREMENT. The County is in the Public Employees' Retirement System (CalPERS) coordinated with Social Security.

HOLIDAYS. 11 paid holidays plus 2 floating holidays per year.

PAID LEAVE PROGRAM (Combination of Vacation and Sick Leave). Up to 189 hours on an accrual basis.

ADMIN LEAVE. 40 hours per fiscal year.

TUITION REIMBURSEMENT. Up to \$10,000 per year.

LIFE INSURANCE. \$50,000 with the option to purchase supplemental insurance.

MEDICAL, DENTAL, AND VISION PLANS.

CalPERS' suite of medical plan offerings. Delta Dental Coverage and Vision Service Plan (VSP) vision coverage.

CONFIDENTIAL DIFFERENTIAL.

5% payable upon hire.

EMPLOYEE ASSISTANCE PROGRAM.

Confidential counseling, coaching, and wellness services.

457 DEFERRED COMPENSATION

including a Roth option and a 401(a) plan

FLEXIBLE SPENDING ACCOUNT

LONGEVITY PAY



HOW *to* APPLY

For first consideration, apply by **JANUARY 26** at:

WBCP JOB BOARD



SAVE THE DATES. Round one interviews will take place on **FEBRUARY 14**. Finalists will move forward to round two interviews on **FEBRUARY 26**. Selected candidates must be available for both dates.

Please contact your recruiter, Lauren Gerson, with any questions:

866.929.WBCP (9229) toll-free

541.664.0376 direct

lauren@wbcpinc.com