

The Monterey County Department of Social Services welcomes applications for

Personnel Technician - Confidential

Salary: \$4,358.00 - \$5,952.00 Monthly

Job Type: Full-Time

Job Number: MSS02206

Location: Salinas, CA

Position Information

The Human Resources Branch of the Department of Social Services is seeking a highly qualified candidate for an opportunity as a Personnel Technician – Confidential. Do you thrive in a fast paced, high energy work environment? If this describes you, we encourage you to apply for the opportunity to join the innovative and talented HR Branch team! The successful candidate will need to be adaptable, flexible, and help sustain a high-performance culture that emphasizes quality, productivity, standards and goal attainment. The successful candidate must exhibit exceptional customer service, communication, and organizational skills. Under general supervision, the Personnel Technician – Confidential assists professional Human Resources staff by performing paraprofessional support work associated with the recruitment, examination, job classification, compensation, employee relations, benefits, and training functional areas; and performs other duties as required.

The Personnel Technician – Confidential requires two (2) years of progressively [or increasingly] responsible experience providing highly complex clerical or administrative support to management or professional staff, including one year of experience in Human Resources, in support of recruitment and selection functions, or in employee benefits. AND Completion of all coursework leading to an Associate's degree, or equivalent, from an accredited college or university.

For a complete job description, please visit:

<https://www2.co.monterey.ca.us/pages/hr/class-specs/14H03.pdf>

To apply for this position, please visit:

<https://www.governmentjobs.com/careers/MSS/jobs/3240988/personnel-technician-confidential>

The County of Monterey offers a competitive benefit package associated with Bargaining Unit ZJ & ZF, as provided below:

<https://www.co.monterey.ca.us/home/showpublisheddocument/99660/637490872885800000>

For questions regarding this bulletin, please contact the Department of Social Services Human Resources Branch representative below:

KALAH GASKINS

Email: Gaskinsk@co.monterey.ca.us

Telephone: 831.796.1596

Monterey County is an Equal Opportunity Employer – Minorities, veterans, and persons with disabilities are strongly encouraged to apply.

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