

COUNTY OF ALAMEDA HUMAN RESOURCE SERVICES DEPARTMENT

Lakeside Plaza Building, 1405 Lakeside Drive, Oakland, CA 94612

BUSINESS ANALYST

BI-WEEKLY SALARY RANGE: \$2856.00 - \$3468.00

APPROXIMATE MONTHLY SALARY RANGE: \$6188.00 - \$7514.00

LAST DAY FOR FILING

Tuesday, March 16, 2004

DATE OF EXAMINATION

To be Announced

Applications must be in the possession of the Human Resource Services Department by 4:30 p.m. on the Last Day for Filing. Postmarks are not accepted.

THE POSITION(S): Incumbents in this classification are located in the Human Resource Services Department and may report to the Deputy Director, Human Resource Services and/or the Manager Employee Benefits and Services Center. Incumbents are responsible for performing and/or supporting the design, development, test, enhancement, implementation and upgrade of the HR and Benefits modules within HRMS component of ALCOLINK.

THE REQUIREMENTS: These are entrance requirements for admission to the examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. A candidate's performance in the examination will be judged in comparison with the performance of other candidates.

COUNTY SERVICE: Current employment and completion by March 16, 2004 of the equivalent of six months of continuous service following a regular appointment in the Alameda County classified service (non-classified includes District Attorney's Office, Hospital Authority, and the Consolidated Courts);

AND

EXPERIENCE: The equivalent of three years of full-time professional experience in a position with primary responsibility for the development, implementation and maintenance of PeopleSoft version 8.0 or newer that included the Human Resources and/or Benefits Administration modules for a large public agency or organization with multiple employee representation units.

LICENSE: Specified positions may require possession of a valid California driver's license.

THE EXAMINATION: THIS IS A NEW ASSEMBLED PROMOTIONAL EXAMINATION. The eligible list resulting from this examination will cancel any existing list and may last approximately one year, but can be extended.

The examination may include but may not be limited to: KNOWLEDGE OF principles and practices of human resources, payroll and/or benefits functions; process mapping techniques; configuration tables/concepts and their impacts and relationships to automated system functionality; position management; position budgeting; Civil Service rules and regulations, salary ordinance and labor agreements (MOUs). ABILITY TO gather and analyze data; communicate effectively; read, interpret and apply laws, rules, regulations, standards and procedures; establish and maintain effective working relationships with others; make sound judgments and appropriate recommendations; multi-task and prioritize workload; understand impact of complex system processes on system performance; read and interpret system modification design documents; understand the relationship among multiple, interrelated systems; make advance level use of Excel; use other related software, i.e., Word, Outlook, Power Point and Visio; and write query logic statements.

THE EXAMINATION WILL CONSIST OF the following steps: A review of candidates' applications to verify possession of minimum requirements. Those candidates who possess the minimum requirements for the class will move on to the next step in the examination process. The last step is an oral interview which will be weighted as 100% of the candidate's final examination score. The oral interview may contain situational exercises. WE RESERVE THE RIGHT TO MAKE CHANGES TO ANNOUNCED EXAMINATION STEPS.

TO APPLY: Applications may be obtained at the Alameda County Human Resource Services Department, Lakeside Plaza Building, 1405 Lakeside Drive, Oakland, CA 94612; Dublin Library, 7606 Amador Valley Blvd., Dublin, CA 94566; Fremont Main Library, 2400 Stevenson Blvd., Fremont, CA 94538; or the Union City Library, 34007 Alvarado-Niles Road, Union City, CA 94587. Applications can only be filed at the Alameda County Human Resource Services Department, Lakeside Plaza Building, 1405 Lakeside Drive, Oakland, CA 94612. The application form is also available on our web site: www.acgov.org.