

## ABOUT MONO COUNTY

Wild by nature, Mono County is a destination that is full of adventure. Set on the eastern slopes of California's Sierra Nevada mountain range, Mono County is a rare environment of natural contrasts: Soaring granite peaks, spacious desert vistas, quiet lakes, bubbling hot springs, cold mountain streams, winter snows, sunny summer skies, rolling sagebrush hills, and vibrant wildflower meadows.



Photo: © Greg Newbry

Best of all, this natural playground is matched with a complete range of amenities and activities making it an ideal place to get away from it all. Enjoy an array of fine shops, restaurants, cafés, and other amenities. Ski, snowboard or bike down resort or backcountry mountain trails, fish numerous lakes and streams, relax in a soothing hot spring, or paddle a kayak on challenging and picturesque waters.

The Town of Mammoth Lakes, and other smaller communities along the 395 corridor offer fine schools, shopping, dining and recreation.

The County Seat is in picturesque Bridgeport located between Mammoth and Minden and Carson City NV.

The northern areas of the county include Topaz, Coleville and Walker. The southern areas of the county include Crowley Lake, Benton, Mono City, Lee Vining, Mammoth Lakes and Chalfant.

Mono County offers numerous recreational opportunities for the outdoor enthusiast. Ski Mammoth, fish the Sierra, enjoy working where you vacation. An outstanding opportunity exists in the beautiful Eastern Sierra.

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***BENEFITS:** Mono County provides generous benefits, including Cal PERS retirement, medical, dental, vision and 401 deferred compensation.*

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### TO APPLY

Application materials should be returned to:

**County of Mono, CAO/HR**  
**P.O. Box 696, Bridgeport, CA 93517**  
**Telephone: (760) 932-5412**  
**Fax: (760) 932-5411**

**Email: [hr@mono.ca.gov](mailto:hr@mono.ca.gov)**

**[www.monocounty.ca.gov](http://www.monocounty.ca.gov)**

SPECIAL NOTE: The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Mono reserves the right to make necessary modifications to the recruitment plan. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any questions or comments about the need for accommodation should be directed to HR.

## COUNTY OF MONO



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### INVITES APPLICATIONS FOR

#### Human Resources Generalist **(BRIDGEPORT OFFICE)**

**Open Until Filled**  
*First Application Review:*

**February 15, 2019**

**Salary Range:**  
**\$27.21 - \$33.08/Hr**

*Equal Employment Opportunity Employer*

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## THE POSITION

Human Resources Generalist will work closely with the HR Director and be responsible for performing HR-related duties in a confidential and professional manner. Will provide administrative support for the Human Resources Director including outreach recruitment efforts, benefit enrollment and administration, creating and maintaining employee data in HRIS, providing a customer service interface for employee questions related to benefits and policies, as well as managing the onboarding communication process with candidates. Become familiar with County processes and general policies to provide a point of contact for employees seeking information in these areas. Provide other support functions as directed by the HR Director.

**Typical responsibilities include but are not limited to:** Customer Service: This a front-line position for providing excellent customer service to County employees and members of the public, by personally responding to requests or by making appropriate referrals. Serves as the initial primary contact for the Human Resources Department providing a variety of information regarding employee benefits, Human Resources policies, recruitment and selection procedures, to County staff and public.

Assists the Director in the development of policies and operational procedures.

Researches and reviews all potential and new hire data for compliance with applicable local, state and federal regulatory standards and guidelines.

Develops orientation materials, schedules and coordinates with other County departments and new employees and presents orientations to new personnel.

Processes personnel status changes in a timely manner.

Assists in the planning and participates in salary

surveys and classification studies.

Prepares Human Resources oral presentations to be given to departments, and employee groups as required.

Works in a collaborative manner with County departments.

Administration of several MOU's for different Mono County bargaining units.

Local travel to other county offices.

## QUALIFICATIONS

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Bachelor's Degree in Human Resources, Business Administration, Management & Supervision, or an equivalent combination of education and experience, or;

Five years of increasingly responsible experience in performing a variety of Human Resources administrative support work, including substantial experience in benefit administration, recruitment, and data management.

Completion of a certificate in Human Resources is highly desirable

**Special Requirements:** Possession of, or ability to obtain, an appropriate valid Driver's License.

**Physical Requirements & Working Conditions:** Sit for extended periods; frequently stand and walk; stoop, kneel and crouch to pick up or move objects; normal manual dexterity and eye-hand coordination; physical ability to lift, push, carry, and move objects weighing up to 20 lbs.; corrected

hearing and vision to normal range; verbal communication; use of office equipment, including telephone, calculator, copiers, and FAX.

**Knowledge of:** County customer service objectives and strategies.

Employee benefit design and administration.

Proficient in Excel and Word.

Principles and techniques of job analysis, position classification, and examination construction.

Communication skills and techniques used for gathering, evaluating, and transmitting information.

Techniques for interviewing, counseling and instructing, and facilitating group discussions.

Excellent record keeping methods, procedures, and techniques.

Techniques for the development and analysis of a variety of specialized information, as well as information and report presentation and development.

Knowledge of candidate recruitment and selection methods.

Knowledge of or ability to research and implement procedures which comply with federal, state and local regulations regarding employment law and workforce management.

## THE EXAM PROCESS

The examination process will consist of a review & competitive evaluation of the required knowledge & abilities as demonstrated on submitted applications. Those successful in this evaluation will be invited to an oral examination. A basic Excel and written exercise will be conducted as part of the oral interview.