

**County of San Diego**  
Department of Human Resources



INVITES APPLICATIONS FOR THE POSITION OF:

**Human Resources Analyst-  
Employee Training Option-  
12243501ET**

**SALARY**

\$54,475.20 - \$76,502.40 Annually

*Serving the Citizens of San Diego with Excellence*

**OPENING DATE:** 01/27/12

**CLOSING DATE:** 02/06/12 11:59 PM

**JOB SUMMARY:**

**The County of San Diego is seeking a highly motivated individual with strong leadership skills and professional training experience. If this is you, apply today!**

As a Human Resources Analyst-Employee Training Option, you will conduct workshops, conferences, interactive Web-based classes, classroom training, and Train-the-Trainer sessions and design and update written learning and instructional materials such as facilitation guides, instructor-led training material, and performance support material. You will also monitor and evaluate training programs and conduct training needs analyses to determine program effectiveness and identify additional needs.

The County desires an individual who has effective communication skills, is a knowledge worker, is customer-focused, values and respects others, drives to excel, demonstrates ethical behavior, and is supportive of change.

Please [click here](#) to view the complete job description for this position.

**MINIMUM REQUIREMENTS**

A bachelor's degree from an accredited college or university, or a certified foreign studies equivalency, preferably in human resources management, industrial/organizational psychology, public administration, business administration, occupational health and safety, industrial engineering, health sciences or a closely related field, **AND**, three (3) years of recent professional human resources experience in developing and performing employee training.

**Notes:**

1. Recent work experience is defined as work experience within the past five (5) years.
2. A master's degree from an accredited U.S. college or university, or a certified foreign studies equivalency in any of the fields described above may substitute for one (1) year of the required experience; **OR**, additional years of experience as described above may be substituted for the education requirement on a year-for-year basis.
3. Completion of a certificate in HR management from a university or completion of a Professional Human Resources certification program (SHRM, IPMA) is highly desirable.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.sdcounty.ca.gov>

OR

5560 Overland Ave., Suite 270

San Diego, CA 92123

An Equal Opportunity Employer

EXAM #12243501ET  
HUMAN RESOURCES ANALYST-EMPLOYEE TRAINING OPTION-  
12243501ET  
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