

JOVANY LUNA CORREA

With a Bachelor of Science in Business Administration and working in the County of Monterey Human Resources Department for the past 7+ years, I have gained a wealth of knowledge in both recruitment and exam and class and comp.

EXPERIENCE

FEB 2024 -
PRESENT

SUPERVISING HR ANALYST, COUNTY OF MONTEREY HR DEPARTMENT

Supervise the Recruitment and Exam Unit (10 FTEs) and manage and coordinate service delivery for Unit. Carry out the most complex and specialized analytical and technical HR work of the unit.

NOV 2021 -
FEB 2024

SENIOR HR ANALYST, COUNTY OF MONTEREY HR DEPARTMENT

Perform specialized professional HR work and analyses in recruitment and examination, class and comp, and act as a lead-worker to professional level HR staff performing class and comp activities. Carry out the most complex and specialized analytical and technical work within class and comp with little supervision.

DEC 2019 -
NOV 2021

HR ANALYST I AND II, COUNTY OF MONTEREY HR DEPARTMENT

Perform professional HR work and analyses in recruitment and examination, process and approve a wide variety of personnel transactions, assist departments with gathering HR related data for their Equal Opportunity Plan, and review and approve Request to Classify (RTCs).

NOV 2018 -
DEC 2019

HR TECHNICIAN-CONFIDENTIAL, COUNTY OF MONTEREY HR DEPARTMENT

Assist HR professionals with recruitment and exam, onboard new hires, process a wide variety of personnel transactions, maintain step advance spreadsheet, maintain personnel and recruitment files, and proctor interviews and written/oral examinations.

AUG 2017 -
DEC 2018

HUMAN RESOURCES COORDINATOR, NESTLE (SWEET EARTH FOODS)

HR Generalist role. Process and track Worker's Comp claims and leaves of absence, conduct various types of workplace investigations (employee relations and safety), benefits coordinator, onboard new hires, maintain personnel files, process personnel transactions, coordinate recruiting efforts, main point of contact for staffing agency (company had between 20-25 agency temporary employees), and respond to state unemployment claims.

EDUCATION

JUNE 2018

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION, CALIFORNIA STATE UNIVERSITY MONTEREY BAY

REFERENCES

Available upon request.