

County of Humboldt, California

CAREER OPPORTUNITY

HUMAN RESOURCES DIRECTOR

ANNUAL SALARY: \$151,569 – \$171,496 DOE/DOQ

The County of Humboldt seeks a Human Resources (HR) Director who is an experienced HR generalist with strong communication skills and knowledge to address a variety of HR functions at a public agency. The ideal candidate will find a good balance between visionary leader, producer, and delegator, and will make themselves available and responsive while communicating effectively. The successful candidate will be a creative problem solver with a high level of emotional intelligence, professional ethics and integrity. The successful candidate should have a background providing human resources services to a public sector entity and be a successful relationship builder. *If you are seeking a professionally challenging and rewarding career in a community with breathtaking beauty, small town charm, and dedicated County leaders and staff, then this is the job for you.*





THE COMMUNITY/THE COUNTY

HUMBOLDT COUNTY IS ONE of the most beautiful places in America. It is located in the heart of Northern California's majestic coastal redwood region and runs along the Pacific coastline. It is world-renowned for its stunning landscapes and is one of the most scenic rural counties in the United States. The Redwood Coast is a paradise for all outdoor activities including hiking, backpacking, fishing, golfing, river rafting, kayaking and more. Humboldt County has several rivers, lakes and hundreds of streams, as well as county, state and national parks, beaches and campgrounds. Humboldt State University and the College of the Redwoods provide excellent educational opportunities, as well as entertainment and culturally enriching activities. Eureka, the county seat, is located 275 miles north of San Francisco, and overlooks the historic Humboldt Bay. The county has a total population of over 134,000 and is home to eight federally recognized Native American Tribes. With reasonably priced housing, moderate weather year-round, and a diverse local arts scene, Humboldt County offers the best of community living without the stress and burdens of the more urbanized areas of California.

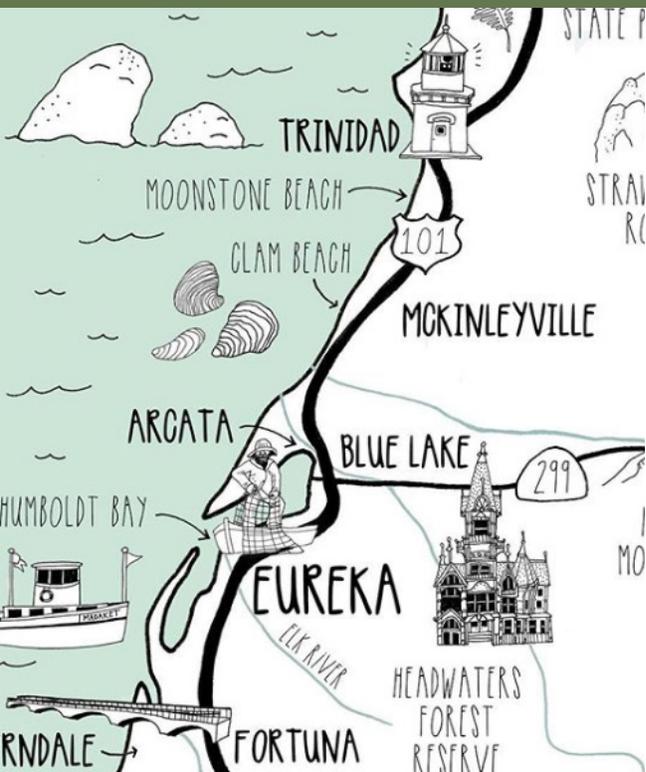
Our community is poised for building with future plans for new housing and development, and economic growth is underway. Our county is quiet, rural, resourceful, includes good schools, and is a great place to raise a family. The County of Humboldt has 20 departments, an annual operating budget of \$450.8 million, and employs approximately 2,400 employees.



THE JOB/THE DEPARTMENT

THE COUNTY'S HR DEPARTMENT is responsible for maintaining and updating the County's classification and compensation system, administering the County's recruitment process, and overseeing labor relations, collective bargaining, organizational and employee development, insurance coordination and workers' compensation, employee personnel records, and the enterprise risk management program.

In addition to overseeing all HR activities for the County, the Human Resources Director is responsible for the overall direction and vision of the department, including oversight of a healthy budget and staff of 16. The HR Director provides professional support and consultation and makes recommendations regarding operational, policy guidance and personnel matters to County executives, elected officials, and department leaders. This is an at-will position, which is appointed by the Board of Supervisors and works with the County Administrative Officer on a daily basis.



RECENT ACCOMPLISHMENTS/FUTURE OPPORTUNITIES:

- ▶ Streamlined the hiring process: reduced bureaucracy, improved time-to-hire significantly and improved customer satisfaction with the hiring process; recruitments posted within five days/reviewing candidates sometimes within two weeks!
- ▶ Created a wellness program for County employees.
- ▶ Developed an electronic personnel action form.
- ▶ Initiated, and currently developing the Humboldt County Leadership Academy and training development and coordination for all county departments.
- ▶ Developing an Employee Engagement strategy and quantifying leadership behaviors.
- ▶ Developing a compensation and classification study to better align County jobs with appropriate skills, qualifications and wages.
- ▶ Continuing efforts to improve communication, collaboration, and other programs to improve organization culture and build an Employer of Choice Brand!



THE IDEAL CANDIDATE

THE IDEAL CANDIDATE WILL find a good balance between visionary leader, producer, and delegator, and is an experienced HR professional that makes themselves available and responsive while communicating effectively on a variety of HR functions. The successful candidate will be a creative problem solver with a high level of emotional intelligence, professional ethics, and integrity. We are looking for a collaborative leader, successful negotiator, and relationship builder who will become invested in our community and committed to the well-being of those we serve.



IN ADDITION, THE HR DIRECTOR WILL:

- ▶ Use effective listening skills to identify the Department's course of action now and in the future.
- ▶ Provide strategic direction and planning for the department.
- ▶ Effectively work in a public sector agency that provides key internal services to various departments that provide multiple lines of business.
- ▶ Be a proactive business partner; address issues, and act quickly.
- ▶ Effectively work with difficult people and challenging situations, and be an adept problem solver.
- ▶ Build collaborative partnerships with unions, staff, executives, and elected leadership.
- ▶ Demonstrate strong political savvy and intelligence.
- ▶ Be comfortable having frank and open discussions with others.
- ▶ Effectively advise and provide consultative services across the organization on a variety of HR matters.
- ▶ Serve as the County's Chief Labor Negotiator and Risk Manager.
- ▶ Be accessible and responsive to others, and readily commit to action.
- ▶ Identify problems, solve them, act decisively and show good judgement, and understand decision impacts.
- ▶ Find a balance between studying an issue and solving it.
- ▶ Understand and incorporate the County's desired policy direction.
- ▶ Develop human resource policies and practices that are standardized and clear.
- ▶ Build, mentor and provide opportunities for staff, be fair and open, and provide resources for staff to do their jobs successfully; set clear goals and expectations, and hold others accountable.
- ▶ Direct, persuade, motivate, and easily build and maintain trust with others.
- ▶ Ensure a fair and equal employment selection process; understand and implement job classification and salary administration; oversee workers' compensation administration and risk management programs.
- ▶ Remain informed and up to date on HR local, state, and federal laws, rules, and regulations.
- ▶ Communicate effectively, value customer service excellence, and build an enjoyable work atmosphere.



EMPLOYMENT STANDARDS

- ▶ Ideally, seven years of increasingly responsible experience in human resources, employment law, and labor relations, with three of those years in a management capacity.

- ▶ Equivalent to a Bachelor's degree from an accredited college or university, with major coursework in business, public administration, human resources, or related field.
- ▶ Ability to pass a background and reference check.

Desired:

- ▶ A Master's degree in business, human resources, or public administration.
- ▶ Experience in a public sector human resources environment.



COMPENSATION & BENEFITS

\$151,569–\$171,496 annual salary, and a generous benefit program that includes the following elements:

RETIREMENT: The County participates in CalPERS retirement system:

- ▶ Tier 1: Prior to 7/5/2012: 2.7% @ 55
- ▶ Tier 2: Post 7/6/2012: 2.0% @ 55
- ▶ Tier 3: Post 1/1/2013: 2.0% @ 62

The County also participates in Social Security.

MEDICAL /DENTAL/VISION

INSURANCE: The County participates in the CalPERS health insurance program, providing several options for employees; the County pays nearly all of the employee premium and a portion of dependent coverage. The County also provides a dental and vision plan with premium for the employee and family paid in full by the County.

VACATION: 12 days per year (one day after one month of employment); three weeks after three years; four weeks after ten years.

HOLIDAYS: 14 paid days per year (includes 2 personal holidays).

SICK LEAVE: Employees earn 12 days per year (unlimited accumulation).

ADMINISTRATIVE LEAVE: 10 paid days per fiscal year.

WELLNESS REIMBURSEMENT: \$1,000 per fiscal year for the purchase of wellness-related equipment and services.

ADDITIONALLY: The County offers life insurance, longevity pay, vacation conversion, an education reimbursement program, deferred compensation and an employee assistance program.



HOW *TO* APPLY

This position will remain open until filled, however for first consideration apply by **MARCH 6**; candidates are encouraged to submit their application as soon as possible.

Apply at: wbcpinc.com/job-board/

SAVE THE DATES

Interviews will take place on **April 9 & 10**; candidates will need to be available for both days.

Please contact your recruiter,
Wendi Brown, with any questions:
wendi@wbcpinc.com
866.929.WBCP (9227) toll free
541.664.0376 direct