

Located in the North Bay Area, Solano County is well recognized for quality of life and affordable California living in a high-tech region.

C A R E E R O P P O R T U N I T Y

HUMAN RESOURCES DIRECTOR

COUNTY OF SOLANO, CALIFORNIA

ANNUAL SALARY: \$162,180–\$197,131 DOE/DOQ



THE COUNTY OF SOLANO SEEKS A HUMAN RESOURCES (HR) DIRECTOR who is an experienced HR generalist with demonstrated strong communication and leadership experience, combined with the background and knowledge to address a variety of HR functions in a public sector environment. The applicant should be a creative problem solver with emotional intelligence, professional ethics and integrity. A strong candidate for this position will possess the skills to be a good collaborator, negotiator, and relationship builder for the organization. Reporting directly to the County Administrator, the HR Director position oversees 30 employees, three budgets with a combined total of \$25.2 million (HR, Training, and Risk Management), and supports internal human resource services for 17 other departments and multiple business lines. *If you are seeking a professionally challenging and rewarding career in a great county in Northern California, and you enjoy working with dedicated Solano County leaders and staff, then this is the job for you.*



THE COUNTY / COMMUNITY

SOLANO COUNTY IS A SPECIAL PLACE, with its inviting mix of rural and suburban lifestyles and easy access to all the urban amenities. Conveniently situated just northeast of the bay area, adjacent to Napa Valley, and midway between San Francisco and Sacramento, Solano County is home to rolling hillsides, waterfronts and fertile farmland. Thanks to a mild climate, plenty of open space, and proximity to lakes, rivers and mountains, residents can enjoy year-round outdoor recreational activities like fishing, boating, hiking and biking. County residents can also enjoy day trips to the San Francisco Bay Area, Lake Tahoe region and the Napa and Sonoma Valleys. Solano County's fiscal year 2019/20 adopted budget of over \$1 billion, which supports 18 departments and a five (5) member Board of Supervisors, serving a community of approximately 440,000. With its strategic location, affordable housing, history of responsible land use planning and attractive quality of life, Solano County provides a great place for our residents to live, learn, work and play. For more information about the community, please watch this video: www.solanocounty.com/media/Depts/



THE HR DEPARTMENT & ORGANIZATIONAL CULTURE

THE HUMAN RESOURCES DEPARTMENT (HR) is a strategic partner that supports 18 departments with multiple business lines. HR provides our customers with high quality services and fosters an environment where a well-qualified and trained workforce succeeds.



DEPARTMENT KEY OBJECTIVES

- ◆ Provide support and services to foster an environment where a well-qualified, skilled and trained workforce provides services to the citizens of Solano County.
- ◆ Utilize technology to improve the efficiencies and the delivery of services to our customers.
- ◆ Have policies and procedures that provide clear direction to all employees.
- ◆ Continue to look for opportunities which improve effectiveness and efficiencies by streamlining processes and/or reduce costs.

RECENT ACCOMPLISHMENTS / FUTURE OPPORTUNITIES:

- ◆ Updated software platform to PeopleSoft which includes applicant tracking, performance management, learning management, and onboarding.
- ◆ Sponsoring Solano County Job Fair and Employee Development Day.
- ◆ Launched an employee retention program.
- ◆ Reviewed Civil Service Rules and proposed amendments to increase efficiencies and/or effectiveness.
- ◆ Expanding outreach efforts and innovative approaches to attract well-qualified applicants for employment.
- ◆ Continue to provide Leadership Development trainings.

THE JOB

THE HUMAN RESOURCES DEPARTMENT provides human resource services for all County departments to assist employees, management and Board of Supervisors. The Director oversees three budget units, which include:

HUMAN RESOURCES:

Labor and Employee Relations; Recruitment & Classification; Equal Employment Opportunity; Employee Benefits; Civil Service Commission.

EMPLOYEE DEVELOPMENT & TRAINING:

Employee Training Programs; Leadership Development; Employee Mentoring; Tuition Reimbursement.

RISK MANAGEMENT:

Workers' Compensation and Safety; Leave of Absences Management; ADA Interactive Meetings/Accommodations; Employee Wellness; Liability, Property and Related Insurances.

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 an approximate budget of \$25.2 million and 30 staff. 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 reports to the County Administrative Officer and serves as part of the County's executive management team.



EMPLOYMENT STANDARDS

- ♦ Progressively responsible management or supervisory level experience in local public sector human resources which demonstrates possession of and competency in requisite knowledge and abilities.
- ♦ Typical qualifying experience would include: 5 years of progressively responsible experience in Human Resources administration, including public personnel administration, labor relations, risk management and employee benefits.
- ♦ Ability to obtain a valid California Driver's License may be required.
- ♦ Ability to pass the California State Department of Justice fingerprinting clearance.
- ♦ A Master's degree in business, human resources, or public administration is desired.





THE IDEAL CANDIDATE

SOLANO'S NEXT HR DIRECTOR WILL value our workforce, customer service excellence, and build an enjoyable work atmosphere. This candidate will help develop programs that build our talent pipeline to ensure effective succession planning, and balance empathy with policy while developing creative solutions to issues. The selected candidate will be comfortable having frank and open discussions with others, be able to provide strategic direction and planning for the department and be accessible and responsive. Additionally, this candidate will ensure a fair and equal employment selection process, understand and implement job classification and salary administration, oversee workers' compensation administration and risk management programs, and remain informed and up to date on HR local, state, and federal laws, rules, and regulations.



In addition, the incumbent HR DIRECTOR will demonstrate the following leadership characteristics:

- ◆ Stimulates and actively initiates change in an organization and anticipates and prepares for opportunities not obvious to others.
- ◆ Results oriented and sets and achieves challenging goals for the HR department, commits themselves and others to improving performance, and is tenacious while moving past obstacles and obtaining goals.
- ◆ Uses superior interpersonal and relationship skills to effectively build relationships, guide and influence others, and effectively crafts messages to different audiences.
- ◆ Creative problem solving that anticipates future consequences and trends accurately, applies knowledge and integrates data from multiple sources before drawing conclusions, carefully considers implications and impacts of decisions, and takes action.
- ◆ Mentors and coaches managers, peers and leaders.
- ◆ Maintains a global perspective in all activities and decisions, demonstrates an understanding of multiple stakeholder needs, and negotiates well to settle differences while maintaining relationships.





COMPENSATION & BENEFITS

\$162,180–\$197,131 DOQ/DOE annual salary, and a generous benefits program that includes the following elements:

LONGEVITY PAY: of an additional 2.5% longevity pay, per level, after the completion of continuous service at 10 and each 5 years thereafter with credit for prior California cities, counties, joint powers authorities and other special districts employment.

ALLOWANCES: \$150 biweekly Auto Allowance, \$50 biweekly Executive Management Business Expense Allowance, and \$150 monthly Cell Phone Allowance.

FAMILY HEALTH INSURANCE: monthly contribution of \$1,548.55. Employees receive up to \$334.58 of the unspent contribution as direct cash. Those who waive medical insurance receive \$361 per month.

DENTAL & VISION: 100% County paid dental and vision insurances for the employee and eligible dependents.

SICK LEAVE: of 12 days per year with unlimited accrual.

LIFE INSURANCE: is 1.5 times the employee's base yearly earnings to a maximum of \$350,000 and is 100% County paid.

LONG TERM DISABILITY INSURANCE: provides income replacement to executives who are unable to work due to illness/injury, with premiums County-paid.

CALPERS RETIREMENT: formula of 2% at 60 or 2% at 62, based on CalPERS membership date. Both the County and the employee participate in Social Security and Medicare.

MOVING & RELOCATION EXPENSE ALLOWANCE: of up to \$6,000 for moving into Solano County from out of the area.

VACATION ACCRUAL: of 6.16 hours per pay period, maximum accrual of 440 hours; plus 80 hours of Administrative Leave.

HOW TO APPLY

This position is open until filled, however for first consideration apply by **MARCH 2**; candidates are encouraged to submit as soon as possible.

Apply at: wbcpinc.com/job-board

QUESTIONS?

Please contact your recruiter, Wendi Brown, with any questions:

866.929.WBCP (9227) toll free

541.664.0376 direct

wendi@wbcpinc.com

SAVE THE DATES

Interviews will take place on **March 26 & 27**; candidates will need to be available for both days.