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



DIRECTOR OF HUMAN RESOURCES

COUNTY OF NEVADA, CALIFORNIA | NEVADA CITY, CALIFORNIA

ANNUAL SALARY: \$164,710.20–\$201,077.16 DOE/DOQ

THE COUNTY OF NEVADA, CALIFORNIA IS SEEKING A VISIONARY and collaborative Director of Human Resources to guide the organization through a period of transformation and growth. Reporting directly to the Assistant County Executive Officer (ACEO), this servant leader provides strategic oversight of all human resources functions, including talent acquisition, employee and labor relations, benefits, and organizational development, ensuring high-quality service delivery across all programs.

The ideal candidate is an accomplished human resources (HR) professional with substantial county-level HR experience and a proven record of leading change, fostering employee engagement, and strengthening organizational culture. A strategic thinker and relationship-builder, this individual brings integrity, humility, and strong communication skills to strengthen the department's role as a trusted partner and service leader. This role offers a unique opportunity to modernize systems and processes, enhance employee relations, and help shape the County's future workforce. With the vision to align people, processes, and purpose, this leader advances the County as a high-performing organization, defined by continuous improvement, accountability, innovation, collaboration, and a commitment to excellence at every level. ***Continue advancing a high-performing organization and shaping the future of Nevada County, apply today!***

THE COMMUNITY

NEVADA COUNTY IS PERFECT FOR THOSE WHO CRAVE A PEACEFUL and fulfilling lifestyle in the rural, great outdoors. The County is home to over 102,000 residents and covers an area of 974 square miles. Surrounded by the stunning Sierra Nevada Mountains, this county is a nature lover's paradise, with state parks, lakes, and trails galore for hiking, camping, and fishing. Nevada County is also home to renowned ski resorts and snow parks, offering exceptional winter recreation opportunities and enhancing the region's year-round appeal. The region also has a thriving arts and cultural scene with a vibrant community of artists and musicians, galleries, theaters, and performance spaces. The Nevada County Fairgrounds host events year-round, including the ever-popular Nevada County Fair, the Draft Horse Classic, Strawberry Music Festival, and more. Nevada County is also an economic powerhouse, with local businesses and industries thriving in technology, health, and tourism, where residents can enjoy affordable California living!



THE COUNTY

THE COUNTY OF NEVADA is governed by a five-member Board of Supervisors who are dedicated to providing outstanding public service through working with the community to develop sound and innovative public policy and deliver excellent services in a fiscally responsible manner. With an approximate budget of \$415.5 million, the County is comprised of 931 full-time employees, who provide essential services across the County's 25 departments. The County strives to be a community where all residents thrive, visitors feel welcome, and we care for one another and value our differences.

CLICK
LINK

LEARN MORE ABOUT THE COUNTY



THE DEPARTMENT

THE DEPARTMENT OF HUMAN RESOURCES (HR) SERVES as a strategic business partner to all County departments, advancing the organization's future through innovative and high-quality human resources services. The Department is committed to recruiting and retaining a highly qualified workforce through effective talent acquisition processes, competitive compensation and benefits programs, and robust classification systems. HR fosters a culture of excellence through ongoing performance planning, coaching, and employee development.

Nevada County Human Resources is recognized at both the state and national levels as an innovative thought leader delivering a comprehensive range of services, including recruitment, testing and selection, classification and compensation, benefits administration, personnel actions, employee and labor relations, including collective bargaining, organizational development, training, employee recognition, and personnel policy development. Through these efforts, the Department plays a vital role in establishing the County of Nevada as an employer of choice.

AWARDS



**LEARN MORE ABOUT
HUMAN RESOURCES**



THE JOB

REPORTING TO THE ASSISTANT COUNTY EXECUTIVE OFFICER (ACEO), the Director of Human Resources provides executive leadership and oversight for the County's comprehensive human resources programs, including recruitment and selection, classification and compensation, employee and labor relations, benefits administration, and organizational and employee development. The Director also plays an integral role on the labor negotiations team, working with seven bargaining units to foster constructive relationships and effective agreements. They oversee three direct reports and up to nine staff, as well as administer a \$2.6 million budget and a two million self-insured benefits program budget. Key responsibilities include setting department goals and policies, directing staff development and training, and ensuring the delivery of high-quality HR services to County agencies and employees. They advise leadership on personnel matters, represent the County in high-level meetings, strengthen employee relations programs, and enhance the department's role as a trusted and proactive partner across the organization.



THE IDEAL CANDIDATE

THE IDEAL CANDIDATE IS AN INSPIRING, SERVICE-ORIENTED HUMAN RESOURCES EXECUTIVE who embodies servant leadership and fosters a culture of pride in work, collaboration, accountability, and excellence. They bring substantial county-level HR experience and expertise in employee and labor relations, benefits administration, organizational development, and the delivery of high-quality HR services. With a proven record of cultivating employee engagement and implementing modern HR systems and practices, this leader demonstrates integrity, humility, and a strong commitment to operational excellence. Highly skilled in interpersonal communication, they actively engage employees at all levels, promote transparent two-way communication, and build trust through accessibility and responsiveness. Politically astute, confident, and approachable, the successful candidate forges strong partnerships with executives, labor organizations, and all internal partners while serving as a visible, steady presence who supports and holds staff accountable and champions employee success. This leader shapes a high-performing organization by aligning people, processes, and purpose to deliver results, adapt to change, and sustain long-term success through strong leadership, clear values, employee engagement, efficient systems, and a commitment to excellence.

The ideal candidate will demonstrate the following core competencies...

Workplace Culture:

Cultivates an inclusive, collaborative, and high-performing environment that reflects organizational values, fosters engagement, and supports the success and well-being of all team members.

Active Listening:

Demonstrates genuine engagement by hearing and understanding the perspectives of employees, executives, and labor representatives, ensuring decisions are informed by input at all levels.

Political Acumen & Relationship Building:

Navigates complex organizational and labor environments with tact and diplomacy, fostering trust and strong partnerships with staff, leadership, and external stakeholders.

Influence & Strategic Thinking:

Anticipates organizational needs, develops forward-looking HR strategies, and effectively gains support for initiatives that enhance service delivery and organizational success.

Talent Development & Succession Planning:

Builds internal capacity by mentoring staff, creating growth opportunities, and implementing plans to develop future leaders and strengthen the County's workforce.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities is described below:

Education: Bachelor's degree from an accredited college or university in public or personnel administration or closely related field.

Experience: Five (5) years of increasingly responsible professional experience in personnel administration in the public sector, which has included at least two (2) years at a supervisory or management level.

Certifications:

- Enrollment in the Nevada County Community Leadership Institute with completion within one year of date of hire.
- Enrollment in the California State Association of Counties (CSAC) Senior Executive Credential Program with completion within two (2) years of hire date.

DESIRED

- A Master's degree.
- Previous county government experience.
- Society for Human Resources Management (SHRM-CP/SHRM-SCP) or International City/County Management Association (ICMA) certifications.
- Ongoing commitment to professional development.



UPCOMING PROJECTS & OPPORTUNITIES

IMPLEMENTATION OF WORKDAY HRIS.

Contribute to the countywide transition from NEOGOV to Workday to modernize HR processes, improve data accuracy, and enhance reporting. Oversee change management, staff training, and phased implementation to ensure a smooth rollout and long-term efficiency.

ENHANCE EMPLOYEE RELATIONS PROGRAMS.

Foster consistent, transparent practices for discipline and performance management by updating policies, training supervisors, and strengthening communication with employees and labor groups.

SUCCESSION PLANNING & WORKFORCE DEVELOPMENT.

Create and implement a strategy to identify future leaders, expand training opportunities, and build internal career pathways, ensuring organizational stability and a strong pipeline of talent.



NEVADA
COUNTY
CALIFORNIA

SALARY & BENEFITS

This position receives an annual salary of **\$164,710.20–\$201,077.16 DOE/DOQ, PLUS** a generous benefits package that includes:

Medical, Dental, and Vision Plans Available

Retirement: The County participates in CalPERS' defined benefit retirement system.

Deferred Compensation: 457 and 401(a) plans available.

Leave Accruals: Personal, Administrative, Paid Time Off, and Floating Holidays.

Life Insurance: Up to \$250,000.

Management Benefit Allowance: \$1,000 per fiscal year.

Car Allowance: \$500 per month.

Tuition Reimbursement

Relocation: Negotiable on a case-by-case basis.

HOW *to* APPLY

For first consideration, apply by **SEPTEMBER 22** at:

WBCP JOB BOARD



SAVE THE DATES. Round one interviews will take place virtually **during the SECOND WEEK OF OCTOBER**. Finalists will move forward to round two in-person interviews, which will take place **during the FOURTH WEEK OF OCTOBER**. *Selected candidates must be available for both dates.*

QUESTIONS?

Please contact your recruiter, **Terri Maus-Nisich**, with any questions:

terri@wbcpinc.com

866.929.WBCP (9227) toll free

541.664.0376 direct