



# County of Yolo

INVITES APPLICATIONS FOR

## Director of Human Resources

*\$133,788 - \$162,612 annually plus an excellent benefits package*



## THE COUNTY OF YOLO



Located in the rich agricultural regions of California's Central Valley and the Sacramento River Delta, Yolo County is bordered by the counties of Sacramento, Solano, Napa, Lake, Colusa, and Sutter.

The County of Yolo is one of California's original 27 counties and operates under General Law. The County is governed by an elected five-member Board of Supervisors who serve four-year terms. The County is organized into functional areas including General Government, Health and Human Services, Law and Justice Services, and Planning and Public Works. The adopted County budget for 2014-2015 is approximately \$320 million and allocated staff is 1,450.

Yolo County is home to over 202,000 people. Nearly 85% of the population lives in the County's four cities: Davis, West Sacramento, Winters and Woodland. Sacramento, the State Capitol, is located 20 miles southeast of Woodland. Traditionally, farming and ranching activities have played an important role in making Yolo County one of the leading agricultural producers in the nation.

There are excellent leisure-time and cultural opportunities in Yolo County and nearby Sacramento. The Woodland Opera House and Mondavi Center for the Performing Arts host a variety of high quality events. For outdoor activities, there is whitewater rafting along Cache Creek, bicycling on scenic country roads, and fishing and water-skiing along the Sacramento River. West Sacramento is home to the Sacramento River Cats, a AAA professional baseball team, and there are numerous locally organized sporting activities for all ages.

The County is home to the University of California, Davis with its 3,600-acre campus and a student population of more than 25,000. Other county education institutions include Woodland Community College and several excellent public school districts.

## THE DEPARTMENT

Human Resources, a division of the County Administrator's Office, manages a variety of programs that include classification and compensation, employment services, employee training and development, organizational development, employee and labor relations, benefits administration, payroll, position control, EEO, and the workers' compensation program.

The Human Resources Division has an experienced team of twelve staff members including the Assistant Director of Human Resources, six Personnel Analysts, three Personnel Specialists, one Personnel Assistant, and one Administrative Clerk.

## THE POSITION

The Director of Human Resources is an at-will, exempt department head position appointed by the County Administrator. The incumbent will report to the Assistant County Administrator, and will be responsible to plan, direct, manage, and oversee the activities and operations of the Human Resources Division. The Director of Human Resources is a countywide leader responsible to implement the human resources and organizational development components of the Board's Strategic Plan.

Responsibilities include, but are not limited to, the following functions:

- Manages the development and implementation of Human Resources Division goals, objectives, policies, and priorities for each assigned service area to be aligned with the countywide strategic plan initiatives.
- Assists in the management of the labor relations functions of the county; serves as chief negotiator during the bargaining process with multiple employee organizations; administers and interprets labor contracts; manages the grievance and disciplinary processes and conducts administrative reviews of discipline as required.
- Selects, trains, motivates, supports and evaluates Human Resources Division personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work loads, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; and directs the implementation of changes.



- Represents the Human Resources Division to other County departments, elected officials and outside agencies; explains and justifies Human Resources Division programs, policies, and activities; negotiates and resolves sensitive, significant and controversial issues.
- Manages and participates in the development and administration of the Human Resources Division budget; directs the monitoring of and approves expenditures; directs the preparation of and implements budgetary adjustments as necessary; establishes, within County policy, appropriate service and staffing levels; and allocates resources accordingly.
- Coordinates Human Resources Division activities with those of other departments and outside agencies and organizations; provides staff assistance to the County Administrator, Assistant County Administrator and the Board of Supervisors; prepares and presents staff reports and other necessary correspondence.
- Participates on a variety of committees; attends and participates in professional group meetings; stays current on new trends and innovations in the field of human resources administration.

## CANDIDATE BACKGROUND AND CREDENTIALS

Candidates for this position will possess the minimum experience and education requirements for this position, as follows:

**Experience:** Six (6) years of full-time, progressively responsible experience in a public sector human resources office with significant responsibility for supervising and administering one or more of the major aspects of a comprehensive human resources program such as classification and compensation, employment services, employee training and development, organizational development, employee and labor relations, benefits administration, payroll, and/or workers' compensation. At least three (3) of the six (6) years must be at the supervisory or management level.

**Education:** A Bachelor's Degree in Business or Public Administration, Human Resources Management, Industrial Psychology, Organizational Development, or a related field.

## YOLO COUNTY CORE VALUES

*Service \* Performance \**

*Integrity \* Responsibility \* Innovation*

*\* Teamwork*

## THE IDEAL CANDIDATE

In addition to the education and experience requirements, the ideal candidate for this position will possess the following characteristics:

- Experienced in partnering with employees and departments on effective strategies for employee engagement, talent development and organizational change
- A proven leader who is innovative, strategic, enthusiastic and collaborative
- Outgoing, transparent in his/her decision-making, and possesses the highest ethical and professional standards
- Committed to inspiring change within his/her environment and being a trusted resource to clients
- Solution oriented and strengths-based in his/her approach to problem solving
- An expert in human resources; technically competent in all areas of California public sector human resources in order to provide meaningful and appropriate direction to staff
- Dedicated to maintaining and improving effective and efficient delivery of human resource services with a passion for excellent customer service
- Able to balance the responsibilities of the County with the needs of its employees, and committed to valuing and respecting the county's employees and diverse community
- An excellent communicator, both in writing and verbally; is comfortable in public settings and is able to easily describe complex issues in common terms

*Making a difference  
by enhancing the quality of life  
in our community*

## HOW TO APPLY

To apply for this exciting career opportunity, please submit your cover letter and detailed resume to:

Jenny Brown, Personnel Analyst

County of Yolo Human Resources

625 Court Street, Room 101

Woodland, CA 95695

Or send via email to [jenny.brown@yolocounty.org](mailto:jenny.brown@yolocounty.org)

Should you have any questions with regard to your own interest, or a recommendation of a colleague, please contact Jenny Brown at (530) 666-8328. The deadline to apply for this position is Friday, April 3rd, 2015. Resume submissions will be reviewed in accordance with the criteria outlined in this brochure and candidates with the most relevant qualifications may be contacted for additional discussion and screening. After all applications have screened, candidate interviews are scheduled to proceed in May 2015.

## COMPENSATION PACKAGE

The County of Yolo offers a competitive total compensation package. The current annual salary range for this position is \$133,788- \$162,612. The salary placement will be made based on the qualifications of the selected candidate. In addition, an example of the benefits provided by the County includes:

**Retirement** - CalPERS 2.5% @ 55 for classic members; employees contribute 8% of salary toward retirement. (New members: 2% @ 62; employees currently contribute 6.25% of salary toward retirement.) The County Participates in Social Security and Medicare programs.

**Health Benefits** - The County offers nine health plans (6 HMO's and 3 PPO's). Employees currently receive a benefit package of \$25,454 annually to purchase health, dental, and vision insurance; remaining balance paid to the employee as taxable earnings.

**Life Insurance** - The County provides a \$50,000 Life and AD&D Policy

**Auto Allowance** - \$570 per month

**Deferred Compensation** - The County provides \$500 each calendar year when a Department Head defers \$500

**Sick Leave:** 8 hours per month

**Vacation Leave:** 80 hours per year (1st year through 3rd year); 120 hours after 3 years of employment

**Administrative Leave:** 80 hours per year

**Holidays:** 10.5 holidays per year; additional 32 hours each year for floating holidays

**County Disability Insurance:** Eligible for short-term disability benefit at 85% of salary

**Employee Assistance Program:** Confidential counseling program with up to 6 visits each year

*For additional information, please visit [www.yolocounty.org](http://www.yolocounty.org)*