

COUNTY OF YOLO

INVITES APPLICATIONS FOR

Director of Human Resources



County of Yolo

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

The County of Yolo

Yolo County, California, with a population of just over 215,000, is a naturally beautiful and richly diverse county. It is one of the leading agricultural producers in the nation with 661,000 acres that are used primarily for farming and ranching. The Capay Valley is one of the leaders in the nation for organic farming.

While agriculture is Yolo County's primary industry, nearly 85% of the county's population lives in the four cities of Davis, West Sacramento, Woodland, and Winters. It is an increasingly diverse county with 22% of the population born outside the United States.

An abundance of academic and cultural resources are located within the county, such as the University of California, Davis with 35,000 acres and the Mondavi Center for the Performing Arts, a world-class performance center and concert hall.

Recreational activities include whitewater rafting and kayaking along Cache Creek, bicycling on scenic country roads and bike paths, and fishing and water-skiing along the Sacramento River. The Sacramento Rivercats baseball team is located in West Sacramento and the nearby Golden One Center is home to the Sacramento Kings basketball team.

The county seat is located in Woodland, which is just 20 miles northwest of the State Capitol of Sacramento. Its proximity to the Sacramento International Airport and two major highways places Yolo County within a major transportation hub, as well as within two hours driving distance to the San Francisco Bay Area, Napa-Sonoma wine region, and the pristine mountains and ski resorts of Lake Tahoe and the Sierra Nevada.

Yolo County is committed to the preservation of open space, habitat and historical resources including water and agricultural resources. Complementing county efforts to preserve its farming and open space heritage, the county is keeping natural resources conservation high on its priority list. Yolo County aims to safeguard agriculture and open space, while creating more nature preserves and educational opportunities.

Yolo County is one of California's original counties and operates under General Law. The county is governed by an elected Board of Supervisors consisting of five members. The county is organized into functional areas such as: General Government ; Law and Justice Services; Health and Human Services; and Community Services.

YOLO COUNTY CORE VALUES

- Service
- Performance
- Integrity
- Responsibility
- Innovation
- Teamwork



The Position

THE DEPARTMENT

Human Resources is a division of the County Administrator's Office that is responsible for managing a variety of programs that include general administration, classification and compensation, recruitment, labor and employee relations, payroll and benefits, training and development, and health and wellness. This division has an experienced team of thirteen staff members including two Human Resources Managers, four Personnel Analysts, two Personnel Assistants, four Personnel Specialists, and one Administrative Assistant. Click [here](#) to view our current organizational chart. The guiding principles of the Human Resources Office is to be helpful, resourceful, responsive, trustworthy, excellent, knowledgeable, and positive in all of the services provided to employees and the organization .

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 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.

The ideal candidate for this position will have significant experience with a wide variety of public sector Human Resources practices/functions, as well as a strengths based approach to partnering with departments and employees to develop an effective approach to employee engagement, talent development, and organizational change. The successful candidate will be a fantastic communicator who is positive, approachable, a team builder, and a person who builds relationships with trust, hope, stability, and compassion. The new Director of Human Resources will make it a priority to get to know their staff and their expertise, and will come with an innovative vision for how the Human Resources Office can be a strategic partner in moving the organization to the next level!

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

- Manages the development and implementation of Human Resources Division goals, policies, objectives 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.

The Position

POSITION RESPONSIBILITIES CONTINUED...

- 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.

CANDIDATE QUALIFICATIONS

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.

The Compensation Package

The County of Yolo offers a competitive total compensation package. The salary range for this position is negotiable and salary placement will be made based on the qualifications of the selected candidate. In addition, the benefits provided by the County include the following:

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: 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. The County requires all employees to enroll in both the dental and vision plan.

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

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

Sick Leave: 8 hours per month

Vacation Leave: 80 hours per fiscal year; 104 hours after 5 years of employment

Administrative Leave: 80 hours per fiscal year

Floating Holidays: 32 hours per fiscal year

Holidays: 10.5 holidays per year

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

Employee Assistance Program: Confidential counseling program with up to 6 visits per incident each fiscal year

How to Apply

The deadline to apply for this position is Friday, February 22, 2019.

To apply for this exciting career opportunity, please submit a letter of interest and detailed resume to:

Jenny Brown, Senior Personnel Analyst
County of Yolo Human Resources
625 Court Street, Room 101
Woodland, CA 95695

OR

Send via email to jenny.brown@yolocounty.org

Candidates with the most relevant qualifications will be contacted for additional discussion and screening. Candidate interviews are tentatively scheduled for March 5, 2019.

