

# COUNTY OF YOLO

INVITES APPLICATIONS FOR

## DIRECTOR OF HUMAN RESOURCES

\$169,374—\$205,857 ANNUALLY



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

# About the County of Yolo



Yolo County, with a population of over 222,000, was one of the original 27 counties when California became a state in 1850. The majority of the County's residents live within its four cities: Davis, West Sacramento, Winters, and Woodland, in addition to residents within the 10 unincorporated communities across 1,024 square miles.

The County seat, located in Woodland, is just 20 miles northwest of the State Capitol. Its proximity to the Sacramento International Airport and two interstate highways places Yolo County within a major transportation hub. San Francisco Bay Area, Napa-Sonoma wine region, and the pristine mountains and ski resorts of Lake Tahoe and the Sierra Nevada are within two hours driving distance. With 661,000 acres, farming and ranching activities also play an important role in making the County one of the leading agricultural producers in the nation.

Yocha Dehe Wintun Nation (YDWN), a federally recognized Native-American tribe, is situated within the County, and is a very important stakeholder contributing to the region's history, culture, diversity, and economic success. The County is proud to partner with Yocha Dehe in a multitude of community benefit endeavors, including YDWN's Fire Department which provides crucial public safety support to the surrounding communities.

An abundance of recreational and cultural opportunities such as events at the Woodland Opera House and Mondavi Center for the Performing Arts are located within the County. Outdoor recreation is aplenty, including 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 City of West Sacramento is home to the Sacramento River Cats, a AAA professional baseball team, and the nearby Golden One Center is home to the Sacramento Kings basketball team.

The County provides excellent educational opportunities, both public and private, from small, rural K-8 schools to larger urban elementary and middle schools. Award-winning high schools within the County have attained scholastic, athletic, and extracurricular success and enjoy strong community support. In addition to the University of California at Davis, a nationally top-ranked university, the County is home to Woodland Community College, with a rich history of diversity and academic success.

Yolo County is supported by an Adopted FY 2023-24 budget of \$758 million and 1,850 positions. It is governed by an elected five-member Board of Supervisors who serve four-year terms. The County is structured by functional areas of General Government, Community Services, Law and Justice System, and Health and Human Services. With 8.33 employees per 1,000 residents, Yolo County provides essential programs and services. For example:

1. As a regional government, the County provides countywide services, including elections, law and justice, public health, agricultural policies and programs, child support services, libraries, animal services, integrated waste management and a landfill. The county also partners with transportation and fire protection districts.
2. For the residents of the unincorporated areas, the County provides all the municipal services a city would provide, including Sheriff's patrol services, waste management, road maintenance, building and safety.
3. As a political subdivision of the State, the County provides state and federal services including children's services, adult protective services, public assistance/self-sufficiency programs, and mental health services.

## YOLO COUNTY CORE VALUES

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



# About the Department



The County is governed by the Board of Supervisors which serves as its legislative body. The Department of Human Resources (DHR) reports to the County Administrator's Office. DHR is responsible for providing a variety of human resources and risk management services, including recruitment, onboarding, payroll and benefits, classification and compensation, labor and employee relations, organizational development and training, health and wellness, leaves management and disability compliance, risk management and worker's compensation, performance management, and other employee support programs to ensure a successful and thriving workforce. The Department is comprised of 18 professional, paraprofessional, and administrative staff. Among its guiding principles, the Department of Human Resources strives to be resourceful, responsive, trustworthy, knowledgeable, and helpful to all employees.

## The Opportunity of HR Director

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 centralized human resources, risk management, and payroll operations. 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 Director also plays an essential role in developing and implementing staff retention, employee engagement, diversity, and inclusion strategies.

### Key responsibilities include the following functions:

- Successfully meet all payroll operational demands, including quarterly tax filings and annual issuances such as W-2s, 1095-Cs, and other statutorily required reports as governed by Internal Revenue Service and state agencies.
- Implementation of multiple information technology systems including the County's enterprise resource planning system. Experience with Infor ERP is a highly desirable qualification.
- Manage the development and implementation of goals and policies as established by the Board of Supervisors to ensure priorities for each assigned service area are aligned with the County's Strategic Plan. For example, implementing a Risk Management Program which creates a "Culture of Safety" countywide.
- Assist in the management of labor relations functions; serve as lead negotiator during the bargaining process with multiple employee organizations; administer and interpret labor contracts; manage the grievance and disciplinary processes and conduct administrative reviews of disciplinary actions, as required.
- Select, train, motivate, and support Human Resources personnel; provide or coordinate staff training; develop staff to strengthen core competencies; provide staff with opportunities for professional growth and advancement.
- Represent Human Resources to other County departments, the Board of Supervisors, and outside agencies; negotiate and resolve sensitive and/or complex personnel issues.
- Manage and participate in the development and administration of the Departmental budget; direct the monitoring and approval of expenditures; direct the preparation and implementation of budgetary adjustments; establish, within County policy, appropriate service and staffing levels; and allocate resources accordingly.
- Closely collaborate with County Counsel to ensure strict adherence to all statutory requirements.
- Periodic reports to the Board of Supervisors and the County Administrator on high priority matters such as employee recruitment and retention strategies, updates to classification and compensation, and general trends in human resources.



# The Ideal Candidate

The ideal candidate will have a depth and breadth of experience across a wide variety of human resources, risk management, and payroll operations. Experience, understanding and comfort with payroll operations will be critical to the success of the new Director. Additionally, the ideal candidate will possess exceptional technical expertise, be systems-minded, experienced with HR data and metrics, and have experience with enterprise resource planning and other information technology platforms.

Additionally, the ideal candidate will bring innovative ideas for recruitment and retention, strong labor relations and negotiations skills, and a proven track record of leadership accomplishments to this role. Very importantly, the successful candidate will be a strong and thoughtful leader who can relate well to others, including department staff, fellow department heads, the County Administrator, County Counsel, and the Board of Supervisors. The Director will be a good communicator who is positive, approachable, a team builder, and a person who develops relationships with all stakeholders. The new Director will be a supportive and empathetic leader, dedicated to strengthening the team's core competencies, while also promoting an environment of operational excellence, accountability, innovation, and continuous system improvements.

**Candidate Qualifications:** Candidates will possess the minimum experience and education requirements as follows:

**Experience:** Six 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 of the six 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 reasonably related field. An advanced degree is highly desirable.

# The Compensation Package

Yolo County offers a competitive total compensation package. The current annual salary range for this position is **\$169,374 - \$205,857**. The salary placement will be based on the qualifications of the selected candidate. Additionally, 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 contribute 7.50% of salary toward retirement). The employee also pays 1% of the County's portion of the CalPERS retirement contribution. The County participates in Social Security and Medicare programs.

**Health Benefits:** Employees currently receive a benefit package of \$28,717 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 plans.

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

**Deferred Compensation:** The County provides a \$500 match for employees who participate in the Deferred Compensation Program.

**Sick Leave:** 96 hours per fiscal year

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

**Administrative Leave:** 80 hours per fiscal year

**Floating Holidays:** 44 hours per fiscal year

**Holidays:** 12 holidays per year

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

**Vehicle Reimbursement:** \$570/monthly

**Employee Assistance Program:** Confidential counseling program with up to 7 visits per incident per calendar year.





# How to Apply

**First review of resumes is scheduled on April 4, 2024. The recruitment will move expeditiously. All Interested candidates are strongly encouraged to apply early in the process for maximum consideration.**

To apply for this exciting career opportunity please email a cover letter, resume, and 6 professional references to [Sandra.Rodriguez@yolocounty.org](mailto:Sandra.Rodriguez@yolocounty.org). Please note: a single pdf file is strongly preferred. References will not be contacted until the final stages of the recruitment and only with authorization from the applicant.

Confidential inquiries are welcome by contacting Sandra Rodriguez in the County Administrator's Office: (530) 666-8426.

Resumes will be screened according to the qualifications outlined in the brochure. Only candidates with the most relevant qualifications will advance in the process. The position will remain open until filled.

