

# DIRECTOR OF HUMAN RESOURCE SERVICES

Alameda County, CA





## THE COMMUNITY

Alameda County is the geographic center of the San Francisco Bay Area, located on the east side of the Bay across from the San Francisco peninsula. Commonly referred to as the “East Bay,” the region has been the fastest growing in the San Francisco Bay Area for more than two decades. The East Bay is popular because of its desirable location, incredible diversity, ideal climate, broad economic base, plus its range of available housing and business opportunities. The County itself is one of the most diverse regions in the country.

Alameda County offers a rich array of cultural activities, including the Oakland Museum and the Oakland East Bay Symphony. The region is home to three professional sports teams: the Oakland A's, Oakland Raiders, and the Golden State Warriors. The wine country of the inland Tri-Valley area, the Chabot Space and Science Center, and outstanding outdoor recreational facilities bring additional opportunities for recreation, relaxation, and education. The University of California, Berkeley and California State University, East Bay are just two of the distinguished academic institutions serving Northern California. Urban transportation options are extremely accessible including the Oakland International Airport, the Bay Area Rapid Transit (BART) system, and the San Francisco Bay ferry system.

## THE COUNTY

Established in 1853, Alameda County has a population approaching 1.6 million residents making it the second largest county in the Bay Area and the seventh largest in the State. The County encompasses 14 cities including Alameda, Albany, Berkeley, Dublin, Emeryville, Fremont, Hayward, Livermore, Newark, Oakland, Piedmont, Pleasanton, San Leandro, and Union City as well as 6 unincorporated communities and rural areas that span a total of 738 square miles. The City of Oakland is the seat of County government and is also the largest city in Alameda County.

The County operates under a charter form of government and is governed by a five member Board of Supervisors elected on a nonpartisan basis from the districts in which they live, and serve four year staggered terms. The Board is responsible for setting policy, overseeing all County operations, approving the organization's annual budget, and representing the County in a number of areas including its numerous special districts and regional agencies. The Board appoints the County Administrator, who is charged with overseeing County operations and services as well as developing the overall budget.

Alameda County employs over 9,000 employees working in 21 different agencies and departments and has an annual budget of nearly \$2.7 billion. As a major urban county, Alameda delivers a full spectrum of services, including general government and internal services, health care, social services, public works, criminal justice, and other public safety services for a population that is culturally and ethnically diverse.

The County's mission is to *enrich the lives of its residents through visionary policies and accessible, responsive, and effective services*. Its vision is to be recognized as one of the best counties in which to live, work, and do business.

## THE DEPARTMENT

The Human Resource Services Department is committed to delivering high quality, valued and timely human resource services that respond to the needs of County agencies and departments, special districts, and other customers to enable them to reach their organizational goals. For the Fiscal Year 2016-17, the Department has an operating budget of approximately \$13.1 million and is budgeted for approximately 78 full-time positions.

The Department provides a wide range of services that include the following functions:

- Recruitment and Selection
- Classification and Compensation
- Employee and Labor Relations

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- Employee Benefits
- Disability Programs
- Training and Organizational Development
- Temporary Assignment Program (TAP)

Since 2008 and in partnership with departments, the Human Resource Services Department has utilized an Operational Plan to set goals and identify new initiatives that it will undertake. The Operational Plan provides a focused framework for achieving outcomes that are needed and desired by the Department's customers.

For a copy of the Human Resource Services Operational Plan, please go to: [http://www.acgov.org/hrs/aboutus/operational\\_plan.htm](http://www.acgov.org/hrs/aboutus/operational_plan.htm). For further information of the Department, please visit: <https://www.acgov.org/hrs/index.htm>.

## THE IDEAL CANDIDATE

The County of Alameda seeks an **open, proactive, innovative and creative** professional for its next Director of Human Resource Services. This person will be **collaborative, energetic, responsive and resilient**. He/She will be **visionary**, able to see the big picture and successful at creating a plan to achieve targeted goals. The new Director will understand the mission, values and goals of the Department, as well as strive to provide **outstanding customer service and support** to the other departments.

The new Director will also be **politically astute** and able to foster **effective partnerships** throughout the County and with its stakeholders. The selected person will be a **flexible, adaptable, decisive and inclusive** manager who places critical importance on a **customer-focused and team-oriented** environment. He/She will **enjoy working with diverse backgrounds, talents and perspectives**. The ideal candidate will be **trustworthy, empathetic, and a good listener**.

He/She will provide **consistency and problem solving** while also taking the time to learn the history, complexities and challenges of the County. The new Director will stay current on the **latest technologies** and be able to implement them when the opportunity arises. Lastly, the ideal candidate will be committed to providing **outstanding leadership** to a dedicated staff and thrive on the opportunity to **introduce change and make a difference**.

## PRIORITIES & OPPORTUNITIES

The main areas of focus for the Director of Human Resource Services are:

- **Ethics and Integrity** - Leads and promotes an environment with high standards and values. Conducts the business activities with integrity, honesty, fairness and ethics. Maintains trust and confidentiality of all appropriate information and discussions.
- **Strategy** - Understands the bigger picture and the interdependencies and effects of other systems. Maintains effectiveness in situations where circumstances and priorities are changing. With the future in mind, updates the Human Resource Services Operational Plan to identify new initiatives that will lead to significant improvements in services and programs.
- **Partnerships with Stakeholders** - Creates and sustains positive, respectful and productive working relationships with Board members, staff, colleagues, employee organizations and other stakeholders. Seeks to build consensus whenever possible. Demonstrates two-way verbal and written communication that is open, honest, clear, respectful and professional.
- **Project Management** - Proactively develops and ensures the smooth and timely implementation of short- and long-range goals, objectives and programs. Initiates more projects to promote increased consistency among departments to improve the delivery of human resource services. Monitors the effectiveness and provides on going evaluation of human resources programs and processes.
- **Innovation and Change** - Embraces new, creative ideas and supports an environment of change. Generates creative solutions, originates actions and skillfully manages change processes in partnership with stakeholders. Fosters an environment that encourages experimentation, change, creative problem solving and prompt action in addressing future challenges and current problems.
- **Customer Service** - Clearly understands who the customer is. Anticipates and seeks to find ways to collaborate, communicate and respond to customer needs and cooperatively gain buy-in. Responds to inquiries and requests from stakeholders in a timely, thoughtful and comprehensive manner.
- **Employee Development** - Seeks opportunities to enhance training and staff development in order to promote increased career development and mobility. Embraces the diversity of the workforce, blending everyone from millennials to baby boomers into a cohesive team.
- **Continuous Improvement** - Leads and collaborates with partners on upcoming significant projects, including an infrastructure review of human resources, an audit of the Civil Service Rules and additional enhancements to expedite the recruitment process and improve the classification system.

## Education and Experience

- Requires possession of a bachelor's degree from an accredited college or university; AND the equivalent of five years of experience in administrative personnel work in a public organization of five hundred or more employees. (An acceptable combination of education and appropriate experience may also be qualifying.)
- Candidates should have a strong working knowledge of human resources, experience in labor relations and a solid background working with a civil service or merit system.
- Nationwide candidates from comparable organizations are encouraged to apply.

## COMPENSATION

The annual salary range for Human Resource Services Director is from \$176,342 to \$229,236 with **placement within the stated range based upon the selected candidate's experience and salary history**. In addition to a competitive salary, the County offers an excellent benefits package including:

- **Retirement:** The County pays the employer contribution to the 1937 Act defined benefit retirement plan.
- **Social Security:** Alameda County pays the employer contribution of Social Security and Medicare.
- **Deferred Compensation:** The County contributes to 457 and 401(a) plans for appointed Department heads.
- **Car Allowance:** Monthly car allowance of \$691 in lieu of an assigned official County vehicle.
- **Health Plans:** Alameda County offers a choice of health and dental plans and covers 90% of the full premium for the HMO plans, and 90% of the lowest cost HMO for the PPO Plan for the employee and qualified dependents. The County covers 100% of two Dental Plan options.
- **Cafeteria Benefit Plan:** The County allocates \$3,100 annually for Department Directors, which may be used for medical premiums, vision, supplemental life insurance, AD&D, and unreimbursed medical expenses. Eligible employees may also salary contribute up to a maximum of \$2,500 for certain qualified expenses on a pre-tax basis.
- **Basic Life Insurance:** The County provides \$75,000 in life insurance.
- **Leave:** Eleven paid holidays; four floating holidays; seven management paid leave days; vacation accrual based on service (vacation sell back up to an annual limit); and 13 sick days per year with no max accrual (a percentage of sick leave balance may be credited toward retirement service time).
- **Employee Paid Optional Benefits:** Vision Care; Disability Insurance; Dependent Life Insurance; Long-Term Care; Critical Illness; Hospital Insurance; Accident Insurance; Group Legal; Group Home & Auto; Pre-Tax Transit; and Parking Benefits.

## HOW TO APPLY

Please apply **on-line immediately** at [www.allianceRC.com](http://www.allianceRC.com).

For questions and inquiries, please contact:

Sherrill Uyeda or Cindy Krebs

### ALLIANCE RESOURCE CONSULTING LLC

400 OceanGate, Suite 480

Long Beach, CA 90802

Telephone: (562) 901-0769

E-mail: [info@alliancerc.com](mailto:info@alliancerc.com)



<http://twitter.com/Alliancerc>



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