



COUNTY OF SONOMA

BRING YOUR PASSION FOR HUMAN RESOURCES TO
THE COUNTY OF SONOMA

BE THE NEXT...

ASSISTANT DIRECTOR
OF
HUMAN RESOURCES



The County

Located less than an hour's drive north of San Francisco, Sonoma County combines, in one location, the beautiful Pacific Coastline, award winning wineries, majestic redwoods, historic towns, fine dining, and a wide variety of entertainment and cultural activities.

Sonoma County is the largest county in the North Bay and is home to over 500,000 residents. Santa Rosa, with a population of over 171,000, is the County seat and center of government, commerce, and medical facilities. Santa Rosa and the County's seven other incorporated cities each maintain a small-town feel, despite ongoing growth. Excellent health care services are available at several acute care hospitals, a trauma center, and a wide variety of specialty medical facilities. Fine educational institutions, including Santa Rosa Junior College and Sonoma State University, and local schools that rank considerably higher on the Academic Performance Index than the state as a whole, further contribute to Sonoma County's exceptional quality of life.

The County of Sonoma is governed by the Sonoma County Board of Supervisors and is comprised of 26 departments/agencies that provide a full range of services to the community through its 4,000+ employees. Sonoma County government has a history of providing excellent and responsive public service while operating under sound fiscal principles. This is achieved in a climate of respect and collegiality.

The Department

The Human Resources Department has a staff of 58.5, operates with a \$65.1 million budget, and works under the guidelines of a Civil Service Merit System. The Department provides a wide range of centralized human resources services including: recruitment and examination, classification and compensation plan management, Equal Employment Opportunity and diversity programs, employee/labor relations, workforce development, employee health and welfare and other benefits, occupational health and safety, and liability and risk management functions. The Department also provides staff support service to the Civil Service Commission, the Commission on the Status of Women, and the Commission on Human Rights.

Under the guidance and leadership of the Human Resources Director, the Department's Mission is to provide comprehensive human resources and risk management leadership and guidance by recruiting, developing, and retaining an outstanding workforce that provides quality public services to the citizens of Sonoma County. The department values collaboration, integrity, customer service, creativity, transparency, and work-life balance.

Some of the Department's current objectives that this position would be leading include: developing a succession planning program and tools, maintaining the momentum of a newly developed workforce development program, addressing the classification study backlog, policy amendment and development, redesigning the HR department website, efforts to increase strategic business partnerships with departments, developing performance metrics, and continued development of the HRIS system.

The Position

The Assistant Director is the Human Resources Department's internal chief operating officer and is charged with assisting the Director by managing many of the day-to-day operations of the department, and continually evaluating and seeking solutions to maintain and improve the comprehensive range of human resources programs and services provided to Human Resources' customers in these demanding times. The Assistant Director provides knowledgeable professional expertise and guidance, and will oversee the following areas within the Department:

- Recruitment & Classification Division, which is responsible for employment services including all recruitments, classification studies, and salary administration;
- HRIS system, which requires ongoing technical administrative support and leadership to maximize the system capabilities;
- Equal Employment Opportunity and diversity programs and services, which also includes ADA Title II compliance oversight and the administration of the County's EEO policy and complaint procedure;
- Workforce Development, which includes a new comprehensive program to support and challenge County of Sonoma employees at all levels; and
- Commission on the Status of Women, which promotes equal rights and opportunities that enhance the quality of life for all women and girls, and the Commission on Human Rights, which works to promote human relations and the appreciation for diversity in the community.

In addition, the Assistant Director will assist the Human Resources Director in other priority initiatives, serve as a resource to departments on performance management and discipline issues, and provide support to the labor negotiations team, as needed.

The Ideal Candidate

The ideal candidate is a seasoned human resources professional with strong technical skills including experience and knowledge of the related program areas of: recruitment, classification, compensation, performance management, policy and procedure development, employee development, HRIS oversight, and equal employment programs. Candidates with significant related experience and the following proven competencies and characteristics will be considered highly competitive:

- Excellent knowledge of the principles and practices of public sector human resources management in a merit system with a unionized environment.
- Creative and entrepreneurial approach to personnel management and service delivery.
- Forward thinking with the ability to understand technical issues and offer sound, objective decision making.
- Strong analytical and critical thinking skills, a common sense approach with sound judgment, and a sense of humor.
- Excellent supervision and mentorship skills.
- On the cutting edge of trends and advances in technology/technologically savvy.
- Excellent interpersonal, oral, and written communication skills.



What We Offer

The salary for the Assistant Director of Human Resources ranges from \$121,922 to \$148,269 annually, depending on the qualifications of the successful candidate.

- **Paid Time Off:** Competitive vacation accrual and additional management leave annually; 11 holidays per year; generous sick leave accruals and 100% of accrual balance converted to service credit at retirement.
- **Health Plan:** Choice of five health plans (A PPO, EPO, HMO, and two Deductible HMO's) with a County contribution toward the premium of approximately \$500 per month.
- **Excellent dental, vision, disability, life insurance, professional development, and more.** Additional details on employment for management employees may be found at: http://www.sonoma-county.org/hr/pdf/salary_resolution.pdf.
- **Cash allowance:** (in addition to monthly salary) of approximately \$600 per month.
- **IRS 457 Plan:** Pre-tax employee contribution up to the IRS annual maximum.
- **Retirement:** County Employees Retirement Law of 1937. Retirement is fully integrated with Social Security. New employees as defined and eligible will receive a 2.5% at 67 formula. Individuals who meet certain criteria, including establishing eligibility for reciprocity and pursuant to PEPR, will receive 3% at 60.
- **Incentive Retirement Savings Plan:** A defined contribution 401(a) plan; a 1% County "foundation" contribution.
- **IRS 457 Plan:** Pre-tax employee contribution up to the IRS annual maximum, plus a 100% County match of employee contribution toward 457 plan (up to 1% of base salary).
- **Retiree Medical:** County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits.

Important Note: Benefits described herein do not represent a contract and may be changed without notice.

Selection Process & Application Instructions

If you are interested in this outstanding opportunity, please complete an on-line application at www.yourpath2sonomacounty.org.

- Accepting Applications through Sunday, July 19, 2015.
- Your application and responses to the supplemental questionnaire will be evaluated to determine your score and rank on the employment list.
- Invitations to the initial selection interview will be issued by Friday, July 24, 2015.
- Selection interviews will be conducted on Tuesday, August 4, 2015.
- Final interviews will be conducted by the Director of Human Resources on Wednesday, August 5, 2015.

Please be mindful of the planned timeframe. Although it may be subject to change, it would be wise to plan availability around these dates and submit application materials as early as possible.

If you have any questions about this recruitment, you may contact Spencer Keywood, Interim Recruitment & Classification Manager, at (707) 565-3568 or spencer.keywood@sonoma-county.org

Paper Applications available upon request by calling (707) 565-2331.

The County of Sonoma is committed to a policy and actively pursues a program of equal employment and non-discrimination

