

DIRECTOR OF HUMAN RESOURCES

COLUSA COUNTY



ABOUT THE POSITION

Under the administrative direction of the County Administrative Officer (CAO), the Director of Human Resources plans, organizes and administers the county human resources program; ensures compliance with all applicable federal and state regulations and: provides highly responsible and complex human resources support to the Board of Supervisors and department heads.



ABOUT THE COUNTY

The County of Colusa, nestled in the heart of the Sacramento Valley approximately 60 miles north of Sacramento and 100 miles northeast of the San Francisco Bay Area, is a vibrant community rich in history and tradition, and offering a wonderful environment in which to live, work and play. The County, with approximately 22,000 residents, includes two incorporated cities: Colusa, which is the county seat, and Williams. The local economy is largely agriculturally based, producing crops valued at more than \$900 million each year and exporting farm commodities throughout the United States and over seventy countries worldwide.

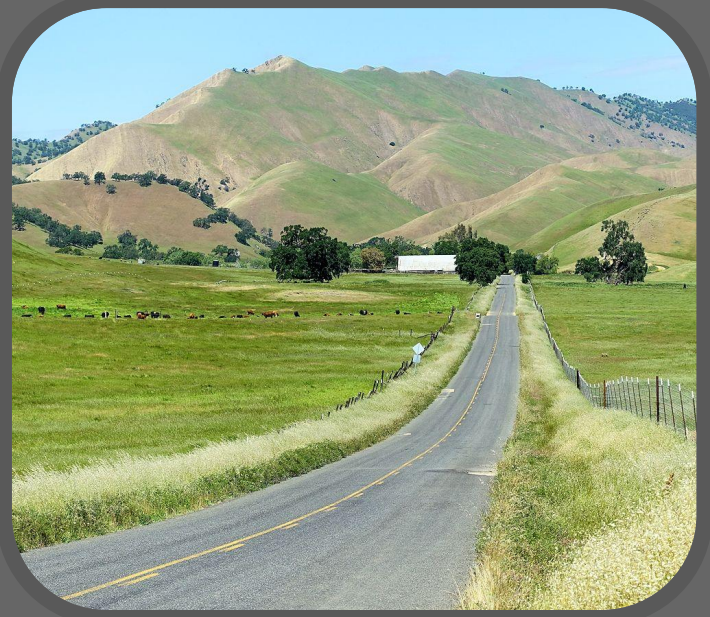
County government business is still conducted within the antebellum court house which was built in 1861 and has operated continuously ever since. The County's annual General Fund budget is roughly \$34 million; the total budget is approximately \$99 million. The workforce is comprised of approximately 385 full-time equivalent positions that are assigned to five represented bargaining units.

Colusa County also offers many diverse outdoor recreational opportunities and is considered to be a sportsman's paradise. The Sacramento River meanders through the County. Portions of five national protected areas are located within the county: Butte Sink Wildlife Refuge, Colusa National Wildlife Refuge, Delevan National Wildlife Refuge, Mendocino National Forest, and Sacramento National Wildlife Refuge. Recreational opportunities such as hiking, bird watching, camping, and water sports abound. The Sacramento River and local lakes, offer world-class fishing.

THE POSITION AND REPRESENTATIVE DUTIES

The HR Director is responsible for human resources programs including recruitment, selection, testing, classification, compensation, benefits, leave of absences, and affirmative action / equal employment opportunity.

The Department consists of five staff members: HR Director, two HR Analysts, and two HR Technicians. The departments are divided into two teams. An Analyst and Technician are responsible for their team of identified departments.



MINIMUM REQUIREMENTS

- Bachelors degree with major course work in human resources, public or business administration, or a closely related field.
- Three (3) years of progressively responsible human resources experience involving the direction of and policy determination for comprehensive human resources programs in a public agency; five (5) years experience in a public agency preferred.

- Coordinates labor relations activities, interprets memoranda of understanding, and assists with grievances and layoffs
- Provides personnel advice and assistance to the Board of Supervisors, department heads, and employees
- Recommends and develops personnel policies, regulations, and practices for the County and others
- Maintains confidential personnel records
- Performs special projects as directed by the Board of Supervisors and the CAO
- Prepares a variety of personnel-related presentations and reports to the Board of Supervisors and others
- Responds to public inquiries and concerns
- Prepares a variety of reports to comply with federal, state, and local personnel laws and requirements
- Represents the County in meetings with representatives of governmental agencies, professional and business organizations, employee organizations, and the public
- Supervises, trains, and evaluates staff
- Develops and monitors department budget
- Performs related duties as required

SALARY

\$7,751.00 - \$9,924.00 per month

The above stated salary range includes six steps with approximately 5% between each step. The successful applicant can anticipate being offered a salary between steps 1 through 6 which are listed above. Steps 1 through 6 are merit steps and annual advancement is based on successful performance. Additionally Colusa County has 9 additional steps (7 through 15). Eligibility for additional step advancement is based on 2 years of satisfactory performance at the previous step. Steps 7 through 14 provide increases of 2.5% each. Step 15 provides a 5% increase.

BENEFITS

CalPERS retirement formula: 3% @ 60 for Classic members or 2% @ 62 for New PEPRA members; deferred compensation plans available with monthly matching employer contributions; 13 paid holidays; 10 to 25 annual vacation days based on seniority and 12 days of sick leave; paid health, dental, vision, and life insurance for the employee.

Position Open Until Filled
First Review Date: April 30, 2020

Resumes are required and may not be substituted for any part of the official application. Application forms must be filled out completely and show clearly that all minimum requirements are met. Application packets received after the filing deadline will not be accepted. Meeting the announced requirements does not guarantee inclusion in the selection process.

Note: The information contained in this flyer is general in nature and does not constitute an expressed or implied contract. Colusa County does not reimburse applicants for any travel or related expenses incurred in connection with applying for employment. Colusa County participates in E-Verify. To view the Notice of E-Verify Participation and Right to Work posters, please visit the Employment Opportunities section of the Colusa County website.

Retirees: Colusa County invites all qualified candidates to apply for positions; however, pursuant to Government Code Section 21221 (h) and 21224, hiring restrictions may apply to California Public Sector Pension Plan Retirees.

APPLICATION PROCESS

Applications may be obtained from:

www.countyofcolusa.org

Scanned completed application packets may be e-mailed to:

csoutherland@publicservicesearch.com

Questions can be directed to:

Craig W. Southerland
Public Service Search
(619) 393-9508

REQUIRED APPLICATION MATERIALS

Completed application packet will include:

- signed completed standard Colusa County Application REV. 062217
- Cover Letter
- Resume

The applications will be used to select the best qualified applicants to participate in the selection process. A skills examination may be administered to those candidates meeting the minimum qualifications. Qualifications appraisal interviews will be used to assess the candidate's knowledge, skills and experience. The CAO will make the final selection and appointment.