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 $39 million; the total budget is approximately $137.5 million. The workforce is comprised of approximately 400 full-time equivalent positions.

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 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.

- 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
- Performs 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

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.
SALARY
$102,900 - $168,684 Annually
The above stated salary range includes six steps with approximately 5% between each step. Additionally Colusa County has 9 additional steps (7 through 15). Steps 7 through 14 provide increases of 2.5% each and Step 15 provides a 5% increase. Salary placement is based on the qualifications of the candidate and subject to approval by the County Administrative Officer and Board of Supervisors.

BENEFITS
3% @ 60 CalPERS Retirement formula for Classic Members, 2% @ 62 formula for New Members; deferred compensation plans available with monthly matching employer contributions; 13 paid holidays; 10 to 25 vacation days annually based upon total years of public agency service (such credit will be year for year); and 12 days of sick leave; health, dental, vision, Health Reimbursement Arrangement and life insurance.

What a PERS 3% @ 60 Classic formula could mean for YOU with just 10 years at Colusa!

<table>
<thead>
<tr>
<th></th>
<th>10 yrs</th>
<th>If Retirement Base Salary is $200,000/yr</th>
<th>Difference after 10 years retired</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 @ 60</td>
<td>30.00%</td>
<td>$60,000.00</td>
<td></td>
</tr>
<tr>
<td>2 @ 60</td>
<td>20.00%</td>
<td>$40,000.00</td>
<td>($200,000)</td>
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<tr>
<td>2 @ 55</td>
<td>22.62%</td>
<td>$45,240.00</td>
<td>($147,600)</td>
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<tr>
<td>2.5 @ 55</td>
<td>25.00%</td>
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<tr>
<td>2.7 @ 55</td>
<td>27.00%</td>
<td>$54,000.00</td>
<td>($60,000)</td>
</tr>
</tbody>
</table>

Retirement at age 60. Does not compare Social Security benefits.

THE APPLICATION & RECRUITMENT PROCESS

Filing Deadline: November 3, 2022

Visit the NEOGOV website and apply online.

Human Resources screens all applications to identify the qualified candidates for the position based on the skills required to meet the needs of the County. After the initial screening, the qualified candidates will be referred to the next step and notified of all further procedures applicable to their status in the screening.

QUALIFICATIONS APPRAISAL PANEL | ORAL INTERVIEW:
Candidates will be interviewed by a panel of job knowledge experts. Interviews are tentatively scheduled for November 7, 2022.

A final interview process may be scheduled to further evaluate selected candidates. The County Administrative Officer will make the final selection and appointment.

For further questions contact the Human Resources Department:
250 Fifth Street
Colusa, CA 95932
530-458-0420
cpersonnel@countyofcolusa.org

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.