

# County Connection

2477 Arnold Industrial Way Concord, CA 94520-5326 (925) 676-1976 countyconnection.com

## JOB OPENING

Opens: 9/25/2023

Closes: 10/25/2023

Please see County Connection's application and selection process, including tentative interview schedule below.

**TITLE:** DIRECTOR OF HUMAN RESOURCES

**SALARY RANGE:** \$111,085 – 214,891 Annually  
(Initial appointments typically made no higher than the mid-point, however, salary can be negotiated commensurate with background and experience of the individual selected)

**REPORTS TO:** Assistant General Manager - Administration  
(Hybrid remote / In-office schedule available)

### DUTIES/RESPONSIBILITIES:

The Director of Human Resources oversees County Connection policies and procedures which address human resources, legal and regulatory requirements, and employer/employee relations. This position provides leadership for the overall management of human resources activities and programs. Duties include, but are not limited to:

- Participation during union contract negotiations; assisting with contract administration and dispute resolution.
- Representing County Connection in personnel-related investigations, hearings and potential litigation.
- Managing the employee benefits program including periodic review of benefit levels and costs, open enrollment activity, and communication to employees.
- Directing the classification and compensation plans for the agency; maintaining position description and conducting surveys of wages and benefits as needed.
- Oversight of recruitment and retention including interviews, testing, and pre-employment activities. Implementing all onboarding and offboarding activities.
- Managing the performance evaluation program for the agency including templates, tracking and training to supervisors and managers.
- Administration of insurance programs, including worker's compensation, unemployment insurance and general liability and risk management.
- Oversight of the Equal Employment Opportunity program and training. Coordinating investigations and responses to Equal Employment Opportunity Commission (EEOC), Department of Fair Employment and Housing (DFEH) or other complaints as needed.
- Administering the Federally mandated Drug and Alcohol program, DMV Pull Notice program and the required documentation for audits.
- Developing, administering, and monitoring the departmental budget.
- Managing employee recognition activities and communications.
- Managing personnel record-keeping and employee characteristics for governmental reporting purposes.
- Preparing correspondence and reports for staff, the Board of Directors, and regulatory agencies; presenting to the Board of Directors and other external agencies as needed.

*County Connection is an Equal Opportunity Employer and Drug Free Workplace*

- Representing County Connection through participation in external committees or groups as needed.
- Ensuring agency policies and procedures are compliant with the law and best practices, and communicating to employees about their rights, responsibilities, and behavior expectations.

**SUPERVISORY RESPONSIBILITIES:**

The Director of HR directly manages three subordinate employees and is responsible for the overall direction, coordination, and evaluation of the department. This position carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

**REQUIREMENTS:**

- Education equivalent to a Bachelor's degree from a four-year college or university, with major course work in human resources, public administration, behavioral sciences or business administration.
- Six (6) years of progressively responsible experience in human resources management.
- Related experience or training that demonstrates substantial knowledge and abilities pertinent to specific job functions may qualify for substitution of the education requirement.

**SKILLS & ABILITIES:**

- Comprehensive knowledge and experience in principles and practices of human resources and public sector labor relations, including interpreting and administering collective bargaining agreements and working with unionized employees.
- Skills in conflict resolution, mediation, negotiation, counseling, and coaching.
- Ability to read, analyze, and interpret general business periodicals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to requests for information from employees, clients, and the general public.

**BENEFITS:**

County Connection offers a number of benefits to employees, which include the following:

- Health Benefits – California Public Employee' Retirement System (CalPERS) health insurance for both active employees and eligible retirees. Employee has a contribution towards the total premium based on the plan selected.
- Dental – County Connection contributes 100% of premium for active employees and dependents.
- CalPERS Retirement Program
  - Classic Member: 2% at 60 plan with 7% of gross pay employee contribution paid fully by County Connection.
  - New Member: 2% at 62 plan with 8.25% of gross pay employee contribution paid by employee.
- Supplemental Retirement – Mission Square 457 supplemental retirement and ROTH plans.
- Life Insurance – County Connection contributes premium for employee.
- Paid Time-Off: Vacation and sick leave accrual; 6 holidays per year; 6 floating holidays per year.
- Additional: Vision, Credit Union, Employee Assistance Program, Employee Wellness Program, On-site Fitness Rooms.

**TO APPLY:**

To be considered for this opportunity, please submit a cover letter, resume, and 3 professional references to Allison Picard, Interim HR Director at [apicard@cccta.org](mailto:apicard@cccta.org). References will only be contacted for finalists in this process, and applicants will be advised in advance.

The closing date for this recruitment is 11:59 PM on **Wednesday, October 25, 2023**. County Connection will invite only those candidates whose qualifications most closely match the position requirements to continue in the selection process. Preliminary interviews will be held Friday, November 3, 2023, and final interviews are tentatively scheduled between November 8-10, 2023.

Please contact Allison Picard at [apicard@cccta.org](mailto:apicard@cccta.org) or at 925-680-2034 if you have any questions or need assistance.