

# San Joaquin County Employment Opportunity

## **Director of Human Resources**

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### **About the position**

San Joaquin County Administrator's Office is recruiting for the position of Director of Human Resources. This is an executive level, at-will position that receives direction from the County Administrator. The position provides administrative oversight and strategic direction for Human Resources and HR related policies, guidelines and priorities for the County. The Director is responsible for leading, managing and administering all County human resources programs, functions, budgets and activities and providing advisory support to the County Administrator and County department heads in all human resource related matters. The HR Director will ensure countywide operations are in compliance with all applicable human resources related laws and requirements. The incumbent is expected to model a strong work ethic and leadership skills, including accountability to oneself and others.

### **The ideal candidate**

The next Director of Human Resources will be a person who embraces innovation. The department is currently working towards enacting a variety of Board strategic initiatives. The incumbent will be a willing and capable leader in these efforts. Strong communication skills are vital in this role. The incumbent should be ready to share key elements with staff, articulate complex human resources laws and procedures to their peers, County Administrator and Board of Supervisors, and speak passionately about the service of human resources. In addition, excellent writing skills are needed in this position, as staff reports should be complete, concise and well-reasoned.

The County seeks a leader who can create, sell and implement a vision of service for human resources. This individual will have a keen desire to see staff flourish and grow. The successful candidate will enjoy the support and help of a committed staff who are supportive of the Director of Human Resources success.

### **About the department**

A division of the County Administrator's Office, Human Resources provides centralized human resources and labor relations services for all County departments. The services include recruitment, exam development, Equal Rights Program investigations, employee training development programs, administration of County medical, vision, dental, workers' compensation, unemployment, casualty and life insurance program; deferred compensation and flexible spending programs. The division also negotiates labor contracts, processes complaints and grievances, conducts meet-and-confer sessions and joint labor management meetings, advises County departments on disciplinary actions and counseling matters, recommends policy and procedures for employer-employee relations and provides staff support for the Civil Service Commission, EEOA Committee and Deferred Compensation Advisory Committee.

Recruitment Announcement  
0123-HB1600-EX  
Equal Opportunity Employer

Human Resources  
44 N. San Joaquin Street  
Third Floor, Suite 330  
Stockton, California 95202  
Phone: (209) 468-3370

**SAN JOAQUIN**  
— COUNTY —  
*Greatness grows here.*

# Director of Human Resources

## Typical Duties

An employee in this exempt class may have responsibilities and duties beyond those identified below:

- Directs Human Resources Division operations to maximize service levels, reduce administrative and service provision costs, and ensure effective utilization of available resources.
- Manages and directs the development, recommendation and administration of Division and countywide human resources related ordinances, policies and procedures; interprets and applies laws, rules and policies affecting the County's merit system and human resources programs; ensures that countywide policies and procedures are in compliance with state, federal and other laws and requirements.
- Serves as chief negotiator for the County regarding all meet-and-confer activities with employee bargaining units; directs the preparation and recommends approval of memoranda of understanding and resolutions outlining agreements on wages, hours, working conditions and other matters with the scope of bargaining; directs and administers investigations of employee grievances, complaints, disciplinary actions and other employee and labor relations problems.
- Serves as Secretary to the Civil Service Commission and attends meetings; directs the preparation of agendas, meetings, and Commission correspondence; advises Commission members on human resources matters under their jurisdiction; develops and recommends Civil Service policies, procedures and rule changes.
- Directs the preparation and administration of the annual budget for the Human Resources Division and ensures that budget expenditures conform with approved funding.

## Desirable Qualifications

**Education:** Graduation from an accredited college or university with a Master's Degree in public or business administration, personnel management, or a related field.

**Experience:** Seven years performing public human resources management work, including at least five years in a program management capacity with significant responsibility for supervising and administering one or more major human resources functions (e.g. recruitment, classification, labor relations, employee benefits, classification, risk/safety, equal employment opportunity, etc.).

## Ideal Characteristics

- Strong leadership with the courage to look at all processes and encourage process improvements;
- Ability to see the "big picture" and look at HR issues that can cause long-term fiscal impacts, taking initiative in finding resolutions;
- Strong sense of innovation and a readiness to take a look at the organization as a whole and find solutions/streamline processes
- Demonstrated capability to forge strong partnerships with other Departments.
- A history of moving Human Resources towards being a collaborative stakeholder when helping department heads reach their missions, values and organizational goals.

# Director of Human Resources

## Compensation and Benefits

Approximate Annual Base Salary:

**\$162,131- \$197,072**

In addition to the base salary, the County offers a comprehensive compensation package that includes:

- Cafeteria Plan (annual amount which is considered the employer's health benefit contribution and may be used to purchase medical, dental, and vision coverage. Depending on the health plan selected, premiums not paid by the Cafeteria allowance will be the employee's responsibility through a pre-tax deduction. Unused monies are paid as additional salary.)
- 5% employer contribution to the County's 457 Deferred Compensation Plan
- Annual Car Allowance of \$7,020
- Vacation cash-out up to 15 days annually
- 12 days of sick leave annually (unlimited accumulation)
- 15 days of vacation leave (20 days after 10 years and 23 days after 20 years)
- 14 paid holidays per year
- 10 days administrative leave per year
- 1937 Retirement Act plan with CALPERS reciprocity
- 125 Flex Spending Benefits Plan

	Step 1	Step 5
Annual Salary	\$162,131	\$197,072
5% Deferred Comp	\$8,107	\$9,854
Vacation Cash-out 15 days annually	\$9,354	\$11,370
Cafeteria	\$24,023	\$24,023
Total	\$203,615	\$242,319

## Wellness

San Joaquin County is dedicated to providing its employees with a great benefit package and is interested in their overall well-being. Through our SJC Engage wellness program, San Joaquin County employees and eligible dependents are offered support in the way of various workshops, courses, and programs in areas such as Physical and Mental Wellness, Professional Wellness, and Financial Wellness. Employees also enjoy special employee pricing through Perks at Work.

For additional information regarding the wellness program, please click to visit the SJC Engage website:



## Application and Selection

**FINAL FILING DATE: Friday, January 27, 2023**

To be considered for this challenging and rewarding career opportunity, please submit your cover letter, resume (resume should reflect years and months of positions held) and four work-related references to [bhopkins@sjgov.org](mailto:bhopkins@sjgov.org) no later than 5:00 p.m. on the final filing date.

References will not be contacted early in the process and advance notice will be provided to you before they are contacted.

For additional information, visit our [webpage](#) or scan this QR code with your smartphone's camera.

