

The County of Placer, California  
Is seeking a highly skilled professional for the position of

# ASSISTANT DIRECTOR OF HUMAN RESOURCES







## **HUMAN RESOURCES DEPARTMENT**

The Placer County Human Resources Department provides services to attract, develop, motivate, and retain a skilled workforce within a supportive environment. Human Resources is responsible for maintaining the County's Classification and Compensation System, administration of employee benefits programs, and Workers' Compensation program and is also responsible for employee development and labor relations in a way that promotes fairness and equality for all County employees.

## **THE OPPORTUNITY**

Placer County is currently accepting applications for Assistant Director of Human Resources. This is a key leadership position which assists the Human Resources Director in the administration and coordination of the work of the Human Resources Department, acts for the Director in their absence, and oversees all program areas within the department, including recruitment,

performance management, classification administration, compensation, learning and organizational development, employee engagement, safety, wellness, workers' compensation, leave management, retirement, benefits and payroll administration, administrative and fiscal operations, information technology, and data analytics.

This is an at-will position which serves at the pleasure of the Appointing Authority and has no specific term and no right to continuous employment.

## **PLACER COUNTY**

Placer County is an extraordinary community characterized by a healthy and diverse economy, attractive business environment, and residents who benefit from high quality educational, safety, and healthcare infrastructure, in addition to a wide variety of outstanding recreational opportunities. The government center of Placer County (located in Auburn) is well positioned 30 miles northeast of Sacramento, the State capital.

The total population is approximately 386,000 in both the unincorporated and incorporated (Auburn, Colfax, Lincoln, Loomis, Rocklin, and Roseville) areas of the County. Encompassing 1,506 square miles, Placer County is part of the greater Sacramento region, which also includes the counties of El Dorado, Sacramento, Sutter, Yolo, Nevada, and Yuba. Lake Tahoe is a short 90-minute drive from the western-most points of the County.

## COUNTY GOVERNANCE AND ORGANIZATION STRUCTURE

County is governed by a five-member Board of Supervisors elected to four-year terms by voters within their respective districts. Six County officials elected at-large (Assessor, Auditor-Controller, County Clerk-Recorder-Registrar of Voters, District Attorney, Treasurer-Tax Collector, and Sheriff-Coroner-Marshall) are responsible to the Board on budgetary and operational issues; and the non-elected department heads report to the County Executive Officer. Placer County is stable financially due to fiscally prudent decision-making and effective policy setting over the past few decades. Given this stability, the County has been able to achieve its mission to provide responsive, efficient, and effective public services in keeping with its budget and financial policies. The County's budget for FY 2020/21 is approximately \$1.02 billion with a staff of around 2,600.

## THE IDEAL CANDIDATE

### Experience and Education

The Human Resources Department is seeking an effective problem solver with excellent communication skills to lead the department's daily operations. The best qualified candidates will be politically astute with a demonstrated ability to deliver a

superior level of customer service to a variety of stakeholders in a positive and professional manner. The next member of the department's executive team will exhibit personal standards of excellence and invite collaboration with both a sense of humor and humility.

Qualified candidates will possess at least five years of increasingly responsible experience in public sector human resources administration, including four years of administrative and management responsibility at the senior or executive leadership role. Candidates will also need to possess the equivalent to a bachelor's degree from an accredited college or university with major course work in business, public or personnel administration, or a related field. A master's degree in human resources, business or public administration, organizational development, or another related field is preferred. Professional certification in human resources is desirable.

## COMPENSATION AND BENEFITS

The annual salary range for this position is \$145,808 - \$182,124 (starting salary is dependent upon qualifications and experience). In addition, the County offers an attractive benefits package including:

- Annual Leave: The County provides management employees 100 hours of management leave to be used as time off or paid in cash. Employees also receive thirteen paid holidays per year and accrue 10 – 25 days of vacation annually based on years of service.
- Cafeteria Plan: The County provides \$4,000 per calendar year to be taken in cash, deposited in a medical spending account, dependent care spending account, or a sponsored 401(k) plan.
- Health, Dental, and Vision Insurance: Choice of health insurance plans provided

through CalPERS with the County paying 80% of the selected plan's total premium. The County pays for employee dental and vision insurance; dependent coverage is available at employee's expense.

- Life Insurance: County provided life insurance \$50,000 and accident policy of \$10,000.
- Retirement Plans: The County participates in Social Security and the California Public Employees' Retirement System (CalPERS).
- Retiree Health Program: The County pays up to 80% of plan premiums, depending upon years of service.

## TO BE CONSIDERED

To apply for this excellent career opportunity, please submit a resume, a letter of interest, and an application via the Placer county website [www.placer.ca.gov/jobs](http://www.placer.ca.gov/jobs).

Applications must be received by the posted final filing deadline. Appointment to this position will be contingent upon successful completion of a post-offer, pre-employment physical examination and a background investigation, including fingerprint clearance. Placer County is an equal opportunity employer and is committed to an active nondiscrimination program.

