

# MONTEREY COUNTY, CALIFORNIA



HUMAN RESOURCES  
COUNTY ADMINISTRATION

*Monterey County*  
announces an  
employment opportunity for

## DIRECTOR OF HUMAN RESOURCES

Monterey County is seeking an experienced, progressive, proactive human resources administrator to become the County's new *Director of Human Resources*.

## THE REGION

Monterey County's 428,000 residents enjoy a wide range of natural environments, rich agricultural lands, gentle Mediterranean climate, and a high quality of life. Residents are proud of their global reputation, rich history, and cultural and economic diversity; protective of their natural resources and pristine environment; and sensitive to the need to balance economic and urban growth. Monterey County's approximate 3,324 square miles encompass 12 cities in four richly distinctive communities: North County, Monterey Peninsula, Salinas Valley, and the Big Sur Coastline. The County's two largest industries are agriculture (\$4 billion annually) and tourism (\$2 billion annually). Appreciation for each region's unique history, natural resources and rich ethnic, cultural and religious diversity contributes to a sense of community that encourages the active participation and involvement of all residents. Monterey County is a place where people who want to get involved and make a difference are invited and encouraged to do so. Nestled in its naturally beautiful environment, some 95 miles south of San Francisco and 60 miles south of San Jose, Monterey County offers ready access to major urban centers, artistic and cultural events, sports and recreation venues, and quality educational and marine research institutions.

## COUNTY GOVERNMENT

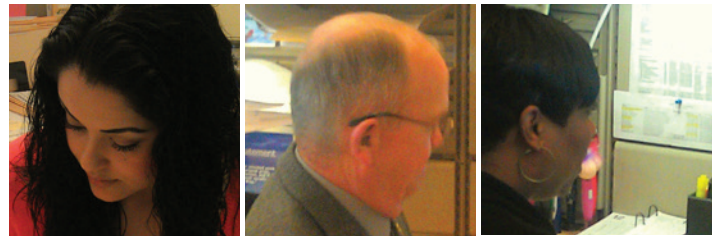
Monterey County is one of the original counties of California, created in 1850 by the state's first legislature. Not only was Monterey the first county seat, it was California's first capitol. The County is now ranked 19<sup>th</sup> in population among the 58 California counties. Monterey County is a "general law" county with authority to govern Monterey County vested in the five-member Board of Supervisors. Elected by districts for four year staggered terms, the Board sets policy for the county, passes all ordinances governing it, and directly appoints the County Administrative Officer, County Counsel, Chief Executive Officer of Natividad Medical Center, Equal Employment Opportunity Officer, and the General Manager of the Water Resources Agency. Other County elected offices include Sheriff-Coroner, Assessor-County Clerk-Recorder, District Attorney, Auditor-Controller, and Treasurer-Tax Collector. The County has a \$1.1 billion annual budget and approximately 4,860 very dedicated employees.

## THE HUMAN RESOURCES DEPARTMENT

The Board of Supervisors created a Human Resources Department consisting of the following County-wide functional areas: Benefits Administration; Recruitment and Selection; Labor/Employee Relations; Human Resources

Information Systems; Policy; Classification and Compensation; and Records Management. The Department has overall responsibility for ensuring compliance with merit principles and equal opportunity laws and regulations, and administering recruitment and selection, examination, classification and compensation, benefits, labor and employee relations, employee training, and human resources information systems.

The County of Monterey currently functions under a hybrid



centralized Human Resources system. The Board of Supervisors approved a three year plan to centralize all County Human Resources functions. The creation of the Department and formation of a Director of Human Resources position has been a critical step in moving in this direction.

Monterey County has given a whole new meaning to "employer of choice." It is committed to its core values of honesty, integrity, top quality customer service and respect. The Department's highly professional and support staff takes great pride in working closely with its internal and external customers to understand their human resource needs, assist in addressing the needs, and facilitate problem solving by being open and responsive to alternatives.

## CHALLENGES AND/OR ISSUES

Some of the challenges and issues facing the Department include –

- ◆ Completing the implementation of a centralized all County Human Resources System
- ◆ Developing strategies for efficient utilization of the County's human resources in light of diminishing resources and higher expectations.
- ◆ Building and maintaining strong working relations with the County's 26 Department Heads and staff and fostering a countywide customer service culture.
- ◆ Managing an increasing complex and regulated work environment.
- ◆ Managing Benefits Administration which includes employee health benefits, self-insured, deferred compensation and third party administered benefit programs.
- ◆ Creating and maintaining a working relationship with the 18 recognized bargaining groups and providing guidance and direction at table negotiations.
- ◆ Developing a Countywide Succession Planning model.



## THE POSITION

The Director of Human Resources is an At-Will employee. The Director is appointed by and reports directly to the Assistant County Administrative Officer, and is a key member of the County's executive team. The Director provides leadership and direction to Department managers responsible for all human resources functions in compliance with State and Federal employment laws and regulations. The Director works closely with, advises and makes recommendations to the Board of Supervisors, other elected officials, the County Administrative Officer, other Department Heads, and appropriate boards, commissions, committees, employees and employee groups. She/he works closely with the County's Equal Opportunity Officer to ensure compliance with laws and regulations governing human resources practices and the development of a diverse workforce. The Director of Human Resources will be an involved, key policy advisor to the County Administrative Office, develop, build and maintain partnerships with other key County executives, and play an integral role in re-shaping human resources strategies and techniques to enable the County to deliver excellent services to its customers.



Traditional responsibilities include but are not limited to hiring and evaluating staff; establishing the Department's budget; negotiating and administering labor agreements; maintaining confidential records; representing Monterey County before various governmental organizations, groups, organizations and the public; and primarily responsible for the countywide oversight of all Human Resources functions, including receiving and investigating complaints and grievances regarding human resource related matters. As a member of the executive team, the Director actively participates in the formulation of countywide strategic initiatives.

## QUALIFICATIONS

Qualified candidates must have education, experience and training equivalent to a Bachelor's Degree in Public Administration, Personnel Administration, Business Administration or a closely related field and five years of progressively responsible human resources management, including at least three years of public sector experience in an executive or management capacity. Public Sector Human Resources experience in California is highly desirable.

The ideal candidate will be an experienced California public sector Human Resources executive manager; knowledgeable of and able to apply the principles and practices of modern public personnel administration including methods for recruitment and selection, classification, salary and benefits administration, labor relations and negotiations, organization development, equal employment opportunity, and personnel laws and regulations; have experience preparing and administering a department budget; be skilled in building consensus among people with divergent opinions; be able to maintain effective working relationships; be active and involved in the human resources profession; and communicate clearly and concisely, both orally and in writing. In addition, the ideal candidate will be customer service oriented, a creative individual who can assess the personnel systems in place, able to explain them to both internal and external customers, accessible, able to listen, and willing to promote and implement innovative efforts.

## PERSONAL CHARACTERISTICS

- ◆ Ethical
- ◆ Loyal
- ◆ Proven Executive Human Resources Leader
- ◆ Energetic, Enthusiastic & Hardworking
- ◆ Team Player and Collaborator
- ◆ Strategic Thinker
- ◆ Consensus Builder
- ◆ Experienced Negotiator
- ◆ Flexible
- ◆ Innovative and Resourceful
- ◆ Willing to try new approaches
- ◆ Analytical
- ◆ Results Oriented
- ◆ Problem Solver
- ◆ Politically Astute but Apolitical

## SALARY AND BENEFITS

The annual salary range for Director of Human Resources is \$133,798 to \$182,641. The County has adopted a seven step salary schedule. Appointment is generally made at steps 1-4 depending on qualifications and experience, with step increases every two years thereafter, depending on performance, until top step. Monterey County also offers an attractive executive benefits plan that includes:

- ◆ Flexible Benefit Allowance: \$890.14 per month for employee only medical coverage when enrolled in a plan offered through the County.
- ◆ County-paid dental and vision for employee only.
- ◆ Medical Flexible Spending Account.
- ◆ Deferred Compensation: Voluntary participation deferred compensation program.
- ◆ Retirement:
  - ✓ Classic PERS members - Contribute 7% to Public Employees Retirement System (PERS); 2% at 55 retirement formula.
  - ✓ New PERS members - Contribute 6.25% to PERS and a 2% @ 62 retirement formula.
- ◆ Annual Leave: (In lieu of Vacation and Sick Leave) 23 days the first 2 years, progressing up to 37 days after 25 years.
- ◆ Holidays: 10 days per calendar year plus 1 Floating Holiday.
- ◆ Life Insurance: \$50,000 term insurance policy.
- ◆ Monthly Vehicle Allowance of \$375 per month.
- ◆ The County participates in Social Security/Medicare.
- ◆ Other benefits: Management Expense Allowance, Professional Expense Stipend, and Annual Physical Examination reimbursement up to \$300 each Fiscal Year.

## EQUAL OPPORTUNITY

Monterey County is an equal opportunity employer. The County seeks candidates who can make contributions in an environment of cultural and ethnic diversity. Monterey County provides reasonable accommodations for the disabled. If candidates require special arrangements to participate in the selection process, they should state their needs in writing when submitting an application package.

## APPLICATION PROCESS

An application package consisting of two (2) copies of your resume with a signed cover letter outlining qualifications, an RJA supplemental questionnaire, and a list of five (5) professional references is required for consideration. A questionnaire can be obtained by calling RJA at (626) 447-3318 or through our website. Completed application packages should be sent to:

Dr. Richard Garcia, President  
**RJA Management Services, Inc.**

2719 So. Mayflower Ave., Suite A  
Arcadia, CA 91006

EOE

[www.rjamanagement.com](http://www.rjamanagement.com)

Email: [rgarcia@rjamanagement.com](mailto:rgarcia@rjamanagement.com)



**Filing is Open Until Filled.**

**First review of application packets will be conducted  
beginning July 9, 2015.**

Application materials will be screened against the criteria in this brochure and preliminary interviews will be scheduled with candidates having the most relevant qualifications. Preliminary reference checks will then be conducted and qualified candidates will be reported to the Assistant County Administrative Officer. The Assistant County Administrative Officer will determine which candidates to invite to participate in the formal interview process. Selection of the Director of Human Resources will follow shortly thereafter.

## ADDITIONAL INFORMATION

Additional information about the Monterey County can be obtained on the County's website:

[www.co.monterey.ca.us](http://www.co.monterey.ca.us)