

FIRST FIVE – ALAMEDA COUNTY



ANNOUNCING AN EXCITING EMPLOYMENT OPPORTUNITY

HR Administrator



APPLY BY
September 18, 2015

Recruiting Services
provided by
Koff & Associates

The Opportunity

Reporting to the Chief Operating Officer, the Human Resources Administrator is responsible for planning, development, management, and evaluation of First 5 Alameda County (F5AC)'s human resources systems, strategies, policies, programs, and practices. This position also oversees general agency administrative and office supports.

This is a full-time position with an option for part-time (35 hours/week). The position is exempt, reports to the Chief Executive Officer, and is classified at the Administrator (Finance/ Evaluation) level. This position is a member of the Agency Leadership Team.



The Area

Alameda County is the geographic center of the San Francisco Bay Area, located across the Bay from the San Francisco peninsula, which stretches from the Golden Gate Bridge south to Silicon Valley. Alameda County encompasses 738 square miles of land and has a population in excess of 1.4 million people, making it the second most populated county in the Bay Area after Santa Clara County. The County is bounded on the west by the San Francisco Bay. The crest of the East Bay Hills forms part of the northeastern boundary and reaches into the center of the County, and the inland region, known as the Tri-Valley, is home to two major national labs, Lawrence Livermore and Sandia Labs. There are 14 incorporated cities in the County: Alameda, Albany, Berkeley, Dublin, Emeryville, Fremont, Hayward, Livermore, Newark, Oakland, Piedmont, Pleasanton, San Leandro and Union City.



Oakland is the County seat and is known as one of the most ethnically diverse cities in the United States.

The Agency

First 5 Alameda County is an innovative public entity created by passage of [Proposition 10](#) in 1998 which added fifty cents per pack of cigarettes to help fund early care and education for children 0-5. Research shows that a child's brain develops most dramatically during the first five years of life. To ensure that more children are born healthy and reach their full potential, F5AC supports a comprehensive system of early childhood care that helps prepare kids for success in school and life.

Our vision is that every child in Alameda County will have optimal health, development and wellbeing to reach his or her greatest potential.

In partnership with the community, our mission is to support a county-wide continuous prevention and early intervention system that promotes optimal health and development, narrows disparities and improves the lives of children 0 to 5 and their families.



The Ideal Candidate Will:

- ❖ Have strong generalist HR knowledge of the laws governing HR, including high level of knowledge in the areas of professional development, leaves of absence, compensation, classification, and work force reduction
- ❖ Establish and maintain effective, collaborative working relationships with F5AC staff and other professional stakeholders.
- ❖ Demonstrate experience and leadership in shaping organizational culture and building strong organizations, including providing coaching, consultation, and guidance for supervisors and managers, and developing an effective staff development program/trainings.
- ❖ Contribute to strategic and organizational level planning.
- ❖ Possess a strong customer service perspective.
- ❖ Demonstrate cultural awareness and sensitivity, creating and implementing various programs, trainings and strategies that reflect the agency's commitment to diversity.
- ❖ Effectively supervise and provide leadership to program and administrative staff.
- ❖ Analyze, develop and monitor staffing budgets and operational expenditures.
- ❖ Develop and provide trainings and presentations to diverse audiences.
- ❖ Work with and safeguard confidential information.
- ❖ Define and address complex problems requiring the analysis of multiple variables or situations; collect, synthesize, and analyze information; consider alternatives; and draw valid conclusions.
- ❖ Exercise sound judgment within broadly defined practices and procedures to create and select appropriate strategies and make and carry out effective decisions.
- ❖ Communicate clearly and effectively, orally and in writing, to staff, the Commission, partners, and the public, including writing and producing reports.

Key Responsibilities

- ❖ Research, recommend, develop and/or modify HR systems, policies, and procedures, ensuring compliance with applicable laws and enhancement of Agency operations.
- ❖ Review and recommend revisions to HR policies and compensation guidelines, present revisions to Commission.
- ❖ Provide training and support to F5AC supervisors to ensure compliance with HR policies and procedures.
- ❖ Provide advice, consultation, and coaching to agency leadership and supervisors to effectively resolve employee relations, performance, and/or discipline issues.
- ❖ Receive and resolve employee complaints and conduct investigations as needed.
- ❖ Conduct workforce planning and development.
- ❖ Perform job analyses, develop and maintain job descriptions.
- ❖ Plan and manage employee recruitment and selection, conduct job offers, and design and administer the new employee orientation process.
- ❖ Plan and conduct employment terminations, including voluntary and involuntary terminations and reductions in force (RIFs), and provide outplacement services for RIF's.
- ❖ Plan and administer employee health and welfare benefits program.
- ❖ Plan and administer agency risk management insurance programs, including Workers Comp, General Liability, and Directors and Officers insurance. Serve as IIPP Administrator.
- ❖ Design and implements performance review process, including training of all supervisors/ staff and processing of pay adjustments.
- ❖ Plan and coordinate agency-wide staff development and training including leading planning for staff meetings; ensure compliance with all legal requirements for training.
- ❖ Oversee office and building maintenance and operations.
- ❖ Supervise the Office Manager and Administrative Associate, Human Resources.

Qualifications

- ❖ Bachelor degree in Human Resources, Business, Public Administration or related field. Master's degree preferred and may be substituted for one year of the required experience.
- ❖ Minimum five years full-time progressively responsible generalist human resources experience; strongly prefer some experience with government or non-profit agencies and experience managing an HR department. Two of the five years of the required experience must have been at a supervisory level; some experience supervising managerial/professional level staff preferred.
- ❖ Must have a valid California driver's license, personal automobile insurance, access to own transportation and ability to travel within Alameda County as necessary to carry out job duties. Some travel outside Alameda County occasionally required.
- ❖ SPHR or PHR certification preferred.
- ❖ Familiarity with the Alameda County Employees' Retirement System.

Compensation & Benefits

The annual salary range is up to \$97,000 depending on qualifications and experience.

First 5 provides a full range of employee benefits to full-time employees. Most of these benefits are also available to employees who select the part-time option.

- ❖ Participation in the Alameda County Employees' Retirement Association (ACERA) defined benefit retirement plan.
- ❖ Optional deferred compensation plan.
- ❖ Medical and dental insurance for the employee and family. Cost is shared between the employer and employee with the employer contribution determined annually. If an employee waives both health and dental insurance, a payment in lieu of coverage is provided.
- ❖ Flexible Spending Accounts for both dependent care and health care expenses.
- ❖ Basic life insurance of \$25,000 is provided. Supplemental insurance is also available.
- ❖ Long-term disability insurance may be purchased by the employee.
- ❖ Employee Assistance Program.

- ❖ Sick leave, vacation and additional PTO (paid time off).
- ❖ 11 paid holidays.
- ❖ First Five does participate in Social Security.



Important Application Information

To apply for this opportunity, please visit Koff & Associates' website at www.koffassociates.com to download an application. Please submit a cover letter, resume, and application by email to infokoff@koffassociates.com. As an alternative, you can mail the completed application materials to:

Koff & Associates
2835 7th Street
Berkeley, CA 94710

The deadline to apply is September 18, 2015 by 4:00 p.m.

First Five – Alameda County is equal opportunity employer encouraging workforce diversity.

The information contained herein does not constitute either an expressed or implied contract, and these provisions are subject to change.