



PORT OF OAKLAND

An Exceptional Career Opportunity

**HUMAN RESOURCES
MANAGER**

THANKS FOR ✈️ OAK

THE PORT

The Port of Oakland oversees the Oakland seaport, Oakland International Airport, and 20 miles of waterfront. The Oakland seaport is the fourth busiest container port in the U.S. West Coast; Oakland International Airport is the second largest San Francisco Bay Area airport offering over 300 daily passenger and cargo flights; and the Port's real estate includes commercial developments such as Jack London Square and hundreds of acres of public parks and conservation areas. The Port's 5-year strategic plan - Growth with Care - pairs business expansion with community benefits, envisioning more jobs and economic stimulus as the Port grows. Together, through Port operations and those of its tenants and users, the Port generates more than 73,000 jobs in the region and nearly 827,000 jobs across the United States. The Port of Oakland was established in 1927 and is an independent department of the City of Oakland. The Port of Oakland is a dynamic organization providing great pay, outstanding benefits, and an exciting corporate culture.

THE DEPARTMENT

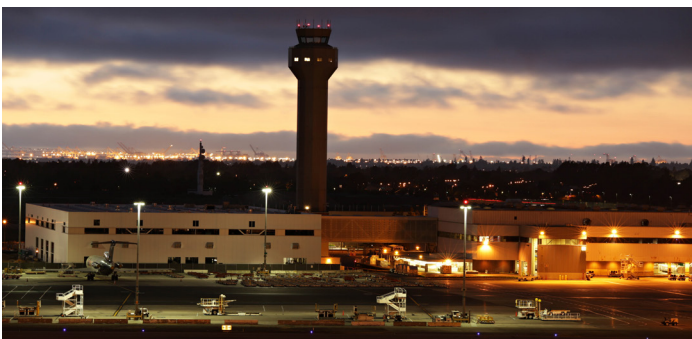
The Port's Human Resources Department functions as a business partner to internal stakeholders including service and revenue Divisions, and maintains effective relationships with external stakeholders, including prospective candidates, program associates, and employee organizations.

The HR division provides services and expertise to internal stakeholders in the areas of employee/labor relations, workforce planning/talent acquisition, payroll, employee and retiree benefits management, equal opportunity, organizational effectiveness, and workers' compensation. Employees are at the center of the Port's success, and the HR Division plays a key role in providing solutions that reward and retain the Port's most critical asset.



POSITION PROFILE

The Human Resources Manager directs and administers the human resources program for the Port of Oakland, with a concentration in employee/labor relations. The incumbent may direct other related program areas including, but not limited to classification, compensation, and employee and management training in accordance with the mission, goals, and objectives as articulated by the Director of Human Resources. The incumbent will assist in the overall policy development for program planning, administration, and operations of the Human Resources Department. The incumbent is responsible for accomplishing divisional goals and objectives within general policy guidelines for major functional areas assigned and for special programs and projects. The incumbent is responsible for ensuring compliance with federal, state and local laws and ordinances pertaining to public sector labor relations and for enhancing the Port's staff assets.



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KEY RESPONSIBILITIES

- Directs the formulation and communication of the Port's human resources programs and the policies and procedures around labor negotiation to affect them.
- Ensures that division directors and department managers are provided with expert guidance and technical assistance in administering general HR programs in areas of labor contract application, grievance resolution, training, and general human resource management.
- Consults with division directors and department managers on matters of interpretation of policy, procedures, collective bargaining agreements, charter provisions, ordinances, and Port Personnel Rules and Procedures.
- Ensures that the Port is in compliance with all laws and ordinances pertaining to labor relations; administers collective bargaining agreements; resolves grievances.
- Supports the performance of long-range staff planning processes; determines the allocation of resources necessary to fulfill department goals and objectives.
- Supports the establishment and maintenance of a compensation program at the Port; oversees an orderly arrangement of titles and descriptions of classified and unclassified positions.
- Recommends annual and long-term plans, programs, and budgets to the Director of Human Resources; exercises control over the planning, formulation, and maintenance of expenditure control for the department budget.
- Controls the performance of the department by reviewing actual versus planned performance.

- Oversees the development of recognition, development, incentive, and training programs to support Port operations.
- Performs other management functions which may be delegated by the Director of Human Resources.

THE IDEAL CANDIDATE WILL:

- Possess knowledge of the principles and practices of public sector human resources administration.
- Define management issues and analyze problems by collecting needed information, evaluating and prioritizing causal factors and effects, discarding irrelevant factors, producing solutions, and taking action or recommending action to the Director.
- Motivate subordinates and others through leadership and accountability.
- Communicate clearly and effectively, both orally and in writing with tact, skill, and diplomacy when engaging in difficult and sensitive problem solving with division directors, department managers, employees, labor organizations, and stakeholders.
- Identify areas of improvement and evaluate, recommend and implement alternative solutions to complex problems.
- Negotiate with other parties from widely diverse backgrounds with diplomacy, including the collective bargaining process.
- Utilize persuasion to justify and project the consequences of decisions and/or recommendations.
- Be knowledgeable concerning civil service rules, memoranda of understanding, and other policies and procedures governing employee affairs; and applicable state, federal, and local laws, rules, regulations, and court decisions.



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EDUCATION & EXPERIENCE REQUIREMENTS

Graduation from an accredited college or university with a bachelor's degree in business or public administration, social sciences or a closely related field. Five years of professional work experience in public sector human resources administration and management is required including at least two years of supervisory experience.

COMPENSATION

The salary range is \$142,332 to \$176,328 depending on qualifications and experience. The position is based on a 37.5-hour work week.

BENEFITS

The Port's compensation and benefit program ranks among the best in the region for public jurisdictions and is designed to reward performance and promote a balanced lifestyle, both at the workplace and away from the workplace, for our employees and their families. The Port is committed to the health and well-being of its employees and has been recognized as a FIT-Friendly Employer by the American Heart Association. The Human Resources Manager package includes (a partial list):

Retirement: The Port is part of the California Public Employees Retirement System (CalPERS). The retirement formula is 2% at 62 years of age or 2.5% at 55 for new hires with other CalPERS service and/or reciprocity. Additionally, the Port offers retiree medical benefits for employees and dependents after 10 years of CalPERS service (including 5 years at the Port).

Health, Dental, and Vision Insurance: The Port pays 100% of the premium cost for employees and dependent health insurance coverage not to exceed the Kaiser-HMO Family Plan; cash in lieu of medical benefit is also available. The Port pays 100% of the premium cost for dental and vision coverage.

Long-term and Short-term Disability

Insurances: The Port pays 100% of the premium cost for Long Term Disability (LTD) coverage and reimburses employees for the State Disability Insurance.

Leaves: From 2 to 5 weeks of vacation depending on years of employment at the Port; 10 days of management leave for employees exempt from the Fair Labor Standards Act (FLSA); 12 paid holidays and one paid floating holiday; and 12 days of sick leave per year after three months of employment, which includes four days of personal leave.

APPLICATION PROCESS

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 signed application by email to infokoff@koffassociates.com. You can also mail the completed application materials to this address:

Koff & Associates
2835 Seventh Street
Berkeley, CA 94710

If you have any questions regarding this opportunity, please contact Richard O'Donnell at (510)658-5633.

The deadline to apply is Monday, August 13th, 2018.



For more information about the Port of Oakland, please visit their website: www.portofoakland.com



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