



FIRST 5 ALAMEDA COUNTY

Human Resources Director





ABOUT FIRST 5 ALAMEDA COUNTY

First 5 Alameda County helps young children grow up healthy and ready to learn during the most important time in their development. We have nearly two decades of experience funding innovative programs and advocating for policies that produce better futures for our children.

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. The recent passing of Measure 'C' is expected to bring the Agency new funding in excess of \$150 million.

STRATEGIES

Every California county has a unique set of services funded by Proposition 10 to improve early childhood development. In Alameda County, we focus on two major benchmarks:

Children are ready for kindergarten, and can later achieve success in the third grade;
Children are free from abuse and neglect.
We promote the health and well-being of children 0-5 and their families by:

Supporting Children . . .

Through a broad network of agencies and community organizations to provide early childhood services that enable children to begin school healthy, ready and able to learn, and emotionally well developed.

Strengthening Families . . .

By providing a variety of supports for families that enhance resilience and well-being, such as connecting families to resources and strengthening parenting knowledge and skills.

Supporting Communities . . .

By providing equity-informed, community-led, and place-based investments to address historic inequities and strengthen neighborhoods where children and families can thrive.

Supporting Professionals . . .

Through offering access to up-to-date information, creating opportunities to develop new skills and competences, and fostering networking so that early childhood service providers can support one another.

Advocating & Communicating to Affect Policy . . .

By promoting, communicating about, and advocating for policies which affect the health and well-being of children during their most critical years of development.

In order to reach these benchmarks and accomplish our goals, FIRST 5 Alameda County has formulated nine strategies designed to build on our work since 1999 on behalf of young children, take advantage of emerging opportunities, and align our work with significant regional, state and federal initiatives.

THE POSITION

The Human Resources Director is responsible for planning, directing, developing and administering comprehensive human resources programs and services including performance, talent, compensation and benefits, ensuring legal compliance, clear human resources policies, employment related investigative services, addressing employee/employer relations issues, organizational development and learning, risk management, leave and accessibility programs management, with an emphasis on diversity, equity and inclusion (DEI). Other related people management programs may apply as needed. This includes supervisory responsibility for professional and administrative staff.

This position works collaboratively with colleagues and Agency staff to accomplish human resource management goals and objectives and proactively addresses Agency needs, changing practices, and organizational structure. A background working in the public sector and with a represented labor force is required. Experience in strategic organizational design, planning and change management is essential.



Our Vision

Every child in Alameda County will have optimal health, development, and wellbeing to reach their greatest potential.

Our Mission

In partnership with the community, we support a county-wide continuous prevention and early intervention system that promotes optimal health and development, narrows disparities, and improves the lives of children from birth to age five and their families.



Key Duties and Responsibilities:

- Foster a healthy organizational culture, through encouraging collaboration and teamwork; inspire and motivate staff with a mission-driven, customer service focus and modeling of high ethics and work practices
- Implement best practices needed to attract and sustain a high-quality workforce and work with senior leadership to inform agency structure and assess appropriate classification for Agency and workforce needs. This includes analyzing and tracking of benefits, compensation trends, and ensuring job descriptions are developed and maintained
- Oversee and conduct labor negotiations, including working closely with senior leadership to assess financial impact of negotiated agreements and representing organizational priorities, options, and impact of agreements to a diverse set of stakeholders including staff, Commission and the community
- Maintain knowledge of human capital management best practices, regulatory changes, new HRIS technologies and evolving employment law and practices; ensure HR policies and practices are updated and communicated as required
- Drive successful resolution of people management issues through pro-active and timely advice, consultation, and coaching to agency leadership and supervisors, to effectively resolve employee relations, performance expectations, and/or discipline issues
- Plan, implement or coordinate delivery of and evaluate agency-wide Learning and Development (L&D) programs required to meet Agency mission, and provide opportunities for staff training and development
- Develop, implement, and monitor the HR department budget

THE IDEAL CANDIDATE

The ideal candidate will be a strategic leader who is able to model high service standards to ensure an environment of professional excellence. The successful candidate will have excellent interpersonal and communication skills necessary to write reports with clarity and interact with audiences of all levels. A demonstrated record of leadership in the administration of consistent, accurate, and timely human resources programs and services; fostering an Agency-wide culture of professional staff development and continuous learning, respect of diversity, equity and inclusion, collaboration, quality customer service, and leading innovation and change management through periods of significant growth is crucial.

Key Attributes and Characteristics:

- A strategic mindset; able to address ambiguity, with the skill set to manage at the 30K foot level while still being detail-oriented and willing to be hands-on as required
- Organized; can set and understand priorities, but adapts well to changing priorities
- A compassionate leader effective change agent, who can assist and support employees through major growth and the impacts this can have on staff, processes, and the working environment
- A listener and strong communicator
- Possess strong customer service and political acumen, with focus on public service and the needs of our community
- A sense of humor



MINIMUM QUALIFICATIONS

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- A Bachelor's degree and a minimum seven-years of full-time progressively responsible experience in Human Resources or Business Administration
- Eight years of human resources experience with significant work in a government agency and a unionized workforce
- Five (5) years plus in a supervisory capacity
- SPHR is highly desired
- In lieu of a bachelor's degree, a combination of education and additional experience in human resources management within the public sector may qualify

Knowledge of:

- Human resource management principles, practices, and strategies, in talent management, compensation, benefits, employee relations, safety, labor negotiations, risk and leave management
- Federal, state, and local laws, rules, and regulations applicable to managing the human resources of an organization and labor laws
- Public administration and administrative analysis, including research, budget, and report preparation techniques
- Proficiency with Office 365 programs including OneDrive and SharePoint.
- HRIS and payroll systems

COMPENSATION AND BENEFITS

The salary range for this position is **\$128,000 to \$173,000** commensurate with experience.

In addition, First 5 Alameda County offers a comprehensive benefits package with health care options to meet the diverse needs of our employees and their families. These benefits include but are not limited to:

- Medical, Dental, & Vision Coverage
- \$1,500 benefit credit per year
- Flexible Spending Accounts (FSAs)
- Employer Paid Life & Voluntary Life & AD&D Insurance
- Employer paid Long-Term Disability Insurance
- Retirement Plans including the ACERA Pension Plan
- Commuter Benefits
- Employee Assistance Plan
- 10 paid holidays and the week between Christmas and New Year's as paid time off

First 5 also offers paid vacation, paid time off and sick time.

APPLICATION AND RECRUITMENT PROCESS

The final filing date is Monday, June 28, 2021.

To be considered, please electronically submit your resume, cover letter and a list of five professional references (references will not be contacted in the early stages of the recruitment) to:

<https://koffassociates.com/human-resources-director-2/>

Resumes should reflect years and months of positions held, as well as size of staff and budgets you have managed. For additional information, please contact:



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Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the executive recruiter. Koff & Associates will report the results to the Agency. The Agency will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.

