



Koff & Associates  
A Gallagher Company



# Director of Human Resources and Organizational Development



**TAHOE  
REGIONAL  
PLANNING  
AGENCY**



## THE COMMUNITY

Nestled in the breathtaking Sierra Nevada mountains, this location is an adventurer's paradise. Primarily known for its nearby ski resorts and beaches, the Stateline, NV/South Lake Tahoe area has no end of activities for young and old alike. Spend the day hiking in beautiful state parks such as Van Sickle Bi-State Park and Sand Harbor Nevada State Park or white water kayaking further down highway 50. Take in the nightlife with the annual summer concert series or through the Hard Rock Hotel and other similar establishments. This area boasts multiple natural and resort-themed hot springs within close driving distance on the California and Nevada state lines. This position is easily commutable from the Carson Valley, Reno area, allowing residents to appreciate Tahoe's benefits while allowing greater choice of locations to live.

## THE AGENCY

The Tahoe Regional Planning Agency (TRPA)—created in 1969 by a Compact between the states of Nevada and California, then ratified by the U.S. Congress—protects and restores the environment of Lake Tahoe. The Agency is the nation's first and oldest Bi-State regional environmental authority. TRPA is a one-of-a-kind organization, not purely federal, state, or local, but a unique hybrid organization. The Agency works at the intersection of private and public interests to protect and restore Lake Tahoe, its environment, and its communities for generations to come.

TRPA is organized to reflect the three core functions it performs: a Planning and Code Compliance Division including current permit processing and long range and transportation planning; an Environmental Improvement Division responsible for coordinating restoration programs to implement the Regional Plan; and a Research & Analysis Division responsible for maintaining science and monitoring information and reporting on progress and accomplishments in achieving regional planning goals.

## THE POSITION

The Director of Human Resources and Organizational Development creates and manages Human Resource (H.R.) programs, including strategic Organizational

Development (O.D.) for a mid-size and uniquely structured government organization. The Director will join the Senior Management Team, which is responsible for setting Agency direction and developing and implementing action plans that achieve strategic objectives.

### Provide Strategic Leadership

- As a member of the Senior Management Team provide thoughtful leadership, foster open dialog, and assist in setting and monitoring the Agency's strategic direction.
- Lead the development and execution of programs and procedures to strengthen Agency effectiveness and employee development, and productivity.
- With the Senior Management Team align Organizational Development strategy and practices to those of the Agency.
- Persuasively communicate using expert facilitation and presentation skills in small and large groups, thus being a model for managers and staff.
- Champion the Agency's Core Values of Partnership, Collaboration, and Teamwork Culture.

### Strategic Alignment

- Manage H.R. function, budget, service delivery, strategic direction.
- Supervise, coach, and mentor H.R. staff.
- Oversee performance of HR-related vendors.
- Create and communicate a team-oriented consistent vision based on the Agency's values and mission.
- Create, update, and communicate H.R. policies and practices throughout the organization, and remain current regarding Nevada state employment law.
- Build and maintain effective communication channels that enhance collaboration with internal and external business partners and Agency staff.
- Utilize creativity and fresh ideas to foster an environment designed to stimulate effective performance, staff growth, and high morale throughout the organization.
- Provide leadership and assist in monitoring and managing for diversity, equity, and inclusion in Agency operations.



**Our mission** is to lead the cooperative effort to preserve, restore, and enhance the unique natural and human environment of the Lake Tahoe Region, while improving local communities, and people's interactions with our irreplaceable environment. Our vision is for a Lake environment that is sustainable, healthy, and safe for the community and future generations.



### **Talent Acquisition, Development, and Retention**

- Coordinate recruitment, final selection, and onboarding of new staff members; ensure fairness and legality of the staffing function and a collaborative approach to selecting new employees.
- Assess and coordinate delivery of organizational development and training needs within budget constraints and aligned with the Strategic Plan vision, priorities, and goals.
- Provide in-depth counsel to managers and staff regarding performance, talent, growth, and development.
- Manage the training and individual development process for emerging leaders.
- Track retention of Agency talent and counsel managers on effective retention tools and strategies.
- Design and deliver team alignment tools in the context of hybrid/virtual work environments.
- Lead internal human resources and development communication strategies.

### **Performance Management**

- Drive the execution of the Agency's performance assessment and review system and ensure its consistent use by management.
- Continuously improve the Agency's tools and processes for goal setting and informal/formal performance reviews

### **Compensation & Rewards**

- Maintain and enhance progressive compensation and rewards programs to provide motivation and celebration for effective performance.
- Ensure that individual and team performance is reflected in delivery of pay, bonuses, and other rewards.

### **Succession Planning**

- Collaboratively develop succession planning and staffing implementation plans to identify talent internally and outside of the Agency for mission-critical positions.

### **Benefits Administration**

- Administer benefits programs; maintain contact with insurance companies; supervise claims; recommend modifications to plans; develop cost controls.
- Supervise Benefits Coordinator.

### **Knowledge and Skills**

- Ability to work independently and align direction and action with limited oversight.
- Comfort operating in a fast-paced environment and able to manage and handle a diverse workload.
- Demonstrate good character, integrity, and strong sense of personal values.
- Inspire trust, credibility, and respect.
- Can both lead and administer Human Resource Program delivery.
- An accomplished leader. Develop and execute strategic direction and align staff development and H.R. strategy to Agency's core values, competencies, and mission.
- Can think strategically and creatively in a resource constrained environment and use collaborative approaches for problem solving and decision making.
- Excellent interpersonal skills: listening, conflict resolution, facilitation, clear communication and presentation.
- Able to build strong relationships with a variety of constituents inside and outside the Agency.
- Demonstrate political acumen and effective diplomacy necessary to navigate in a politically contentious environment and the ability to teach, train, and prepare staff in similar engagements.
- Must have broad knowledge of federal and state laws, regulations, and internal policies and procedures that are applicable to required job duties.

## **THE IDEAL CANDIDATE**

The ideal candidate will be a dynamic leader experienced in change management with the ability to support staff with their present needs while looking ahead to the future of workplace planning. The successful candidate will have the knowledge and flexibility to support daily H.R. generalist activities while jumping into the strategic planning process and staff development. Experience in succession planning and automated performance review strategies will be essential for this role. The ideal candidate will continue to build on the collaborative culture within this high-trust environment while supported by a highly motivated and professional staff. The right professional will be innovative in their ability to identify resources such as non-standard benefits and perquisites to continue to support the needs of staff as the work environment changes post-COVID.



### Key Attributes

- A dynamic leader with the ability to support a hybrid or remote workforce, while maintaining the unique workplace culture of TRPA.
- Understand the importance of leadership continuity within the organization and proactive retention.
- Ability to act as a change agent with an emphasis on strategic planning and staff development.
- Be a champion for TRPA's Core Values of Partnership, Collaboration, and Teamwork Culture.

### Minimum Qualifications

- Bachelor's degree and preferably an advanced degree in Business, Human Resources, Public Policy, Administration, Organizational Development/Organizational Behavior, or closely related field. Related experience considered in lieu of education.
- Eight (8) years of experience working with Human Resources Program administration and delivery.
- A successful record in strategic planning and execution for organizational development of a functional business or organization.
- Track record as an effective manager who builds and motivates teams, encourages innovation, provides coaching, holds people accountable, and rewards contributions.
- Government experience is highly desirable.
- SPHR credential an asset.

### COMPENSATION AND BENEFITS

**The salary range is \$86,870 - \$171,734. Starting pay is generally between the 25th percentile (\$100,586) and the midpoint \$114,302 with some flexibility, depending on experience.**

TRPA's excellent employee benefits package includes the following:

- 8.31 hours of Paid Time Off (PTO) accrued per pay period for sick and personal time away.
- 13 paid holidays.
- Money Purchase Pension Plan – in lieu of Social Security, the Agency contributes a dollar amount equal to eight percent of your annual salary towards your retirement. This plan has immediate participation and 100% vesting.
- Supplemental Retirement Plan – the Agency contributes a dollar amount equal to 5.54 percent of your annual salary towards your retirement. This plan has immediate participation and 100% vesting.
- Group Health Insurance: Medical, Dental, and Vision.
- A choice of four (4) medical plans, with 100% employer-paid premiums on select employee-only coverage plans.
- High Deductible Health Plan with a contribution by TRPA to the employee's HSA account.
- Employer Paid Life Insurance and Short-Term Disability.
- Long-Term Disability (Voluntary).
- 457(b) Deferred Compensation Retirement Plan (Voluntary).
- Medical and Dependent Care Flexible Spending Accounts (Voluntary).
- We are a dog-friendly employer!

### APPLICATION PROCESS AND RECRUITMENT SCHEDULE

**The final filing date is Monday, October 29, 2021.**

To be considered, please submit a resume, cover letter, and five work related references (who will not be contacted in the early stages of the recruitment) to:

<https://koffassociates.com/director-of-hr-org-dev/>

Resumes should reflect years and months of positions held, as well as size of past organization(s).

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 consultant. Koff & Associates will report the results to the City. The City will then select candidates to participate in City interviews. Extensive reference and background checks will be completed on the selected candidate.

