



We Are

**HIRING FOR
OUR NEXT**

**HUMAN RESOURCES
DIRECTOR**

**ANNUAL SALARY
\$112,486 - \$139,720**

& GENEROUS BENEFITS



The mission of the Orange County Mosquito and Vector Control District is to educate and protect Orange County from vectors and prevent vector-borne diseases in an environmentally responsible manner.

THE DISTRICT

The Orange County Mosquito and Vector Control District (District) is a special district and is one of over 100 agencies statewide specifically dedicated to protecting public health by controlling rats, flies, mosquitoes, Red Imported Fire Ants and other vector-related problems.

The District is located in Garden Grove, California, and was formed in 1947, originally as the Orange County Mosquito Abatement District, in accordance with local authority provided by the Mosquito Abatement Act of 1915 and further supported by the California Health and Safety Codes. The District was responsible for protecting the growing population of Orange County from mosquitoes and mosquito-borne diseases. In 1975, the Orange County Board of Supervisors conducted an efficiency study that concluded that the District could effectively assume the responsibility for comprehensive vector control. Consequently, fly and rat control, formerly part of the Orange County Health Department, was transferred to the District. At that time, the name of the District was changed to the Orange County Vector Control District.

In 2004, the District reestablished a Red Imported Fire Ant program after the State stopped funding the program they had established in 2000. In 2015 the name of the District was changed to the Orange County Mosquito and Vector Control District.

Operation of the District is overseen by a Board of Trustees comprised of 35 members, each appointed by their city of residence (34) with one member representing the County. Trustees are appointed for terms of two or four years.

The current budget approved by the Board of Trustees supports District activities in providing vector control services to County residents. Funding also supports education programs on vectors that are presented by staff at school and civic group meetings. The District also has printed material available to the public upon request that describes what citizens can do to keep their homes and property free of rats, flies, and mosquitoes, Red Imported Fire Ant, and pests that may be found around the yard and inside the home.



Website
www.ocvector.com

THE POSITION

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Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Human Resources Department, including human resources administration, risk management, and employee relations; directs and administers comprehensive human resources programs and activities of the District, which include recruitment and selection, employee benefits administration, job analysis and classification, compensation, labor negotiations, employee development, engagement and training, and general human resources administration; formulates departmental policies, goals, and directives; coordinates assigned activities with other District departments, officials, outside agencies, and the public; fosters cooperative working relationships among District departments and with intergovernmental and regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the District Manager in areas of expertise; prepares and presents staff reports and other necessary correspondence related to assigned activities and services; and performs related work as required.

THE IDEAL CANDIDATE

The ideal candidate will demonstrate exceptional interpersonal skills and a commitment to developing robust and long-lasting working relationships with their staff, all department personnel, and the Board. A person of the utmost integrity who exhibits a commitment to collaboration yet maintains an assertive balance when asked for assistance. The ideal candidate will have experience as a working manager in all areas of human resources in the public sector.

The successful candidate will be a working leader focused on providing customer service to District employees promptly and efficiently. The ability to attract and retain talent, train and develop, cultivate diversity and inclusion, and develop employee engagement programs is paramount.

ABILITY TO:

- ✓ Provide administrative and professional leadership for the Department and District.
- ✓ Represent the District effectively in negotiations and other dealings with the employee representatives on a variety of issues.
- ✓ Identify and respond to issues, concerns, and requests from employees, the association, executive team members, the District Board, and the represented community.
- ✓ Effectively represent the District and the department in meetings with governmental agencies, contractors, vendors, and various business and professional, regulatory, and legislative organizations.



KNOWLEDGE OF:

- ✓ Administrative principles and practices, including goal setting, program development, implementation, and evaluation and supervision of staff.
- ✓ Principles, practices, methods, and techniques of planning, developing, and administering risk management and loss control programs, particularly related to ensuring adequate general and financial liability protection.
- ✓ Principles and practices of labor/management relations, including negotiation and contract administration techniques.
- ✓ Principles, practices, and techniques of human resources in a public agency setting, including recruitment, selection, equal employment opportunity, and employee orientation; job analysis and classification; compensation and benefits analysis and administration; risk management, worker's compensation, and occupational safety.



EDUCATION AND EXPERIENCE

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:

- ✓ Equivalent to graduation from an accredited four-year college or university with major coursework in human resources management, public administration, or a related field and five (5) years of professional-level management experience in human resources administration, including two (2) years of supervisory experience is required. Public sector experience in a special district and a Master's degree in public administration or a related field is preferred.

LICENSES AND CERTIFICATION

- ✓ Possession of a California Driver's License to be maintained throughout employment.
- ✓ Certification as an IPMA-SCP (International Public Management Association Senior - Certified Professional), SPHR (Senior Professional in Human Resources), or CLRP (Certified Labor Relations Professional) is highly desirable

COMPENSATION AND BENEFITS

\$112,486 - \$139,720



THE ACTUAL SALARY RANGE SHALL BE DETERMINED BY THE FINAL CANDIDATE'S QUALIFICATIONS AND EXPERIENCE.



COMPENSATION AND BENEFITS

Retirement- The District offers a CalPERS retirement package of 2% @ 60 for Classic members and 2% @ 62 for new members as defined by new PEPR legislation.

Health, Dental, and Vision- The District contributes a monthly allowance ranging from \$1,150 to \$1,870 per month based upon the employee's dependent level of medical coverage for Executive Management. **A Cash-in-Lieu benefit is available to eligible employees declining the District offered medical when providing proof of other qualifying medical coverage in the amount of \$920.**

Deferred Compensation- The District provides a matching deferred compensation contribution of up to \$170 per pay period.

Retiree Health- All employees retiring from the District receive the CalPERS PEMHCA minimum when they choose to participate in the District's group health plan. Additional funds are provided for employees retiring at ten (10), fifteen (15), and twenty (20+) plus years of full-time service for the District.

Vacation- All Administrative Management employees shall accrue vacation based upon years of service. 0-3= three (3) weeks per year; 4-7 years= four (4) weeks per year; 7+ years= five (5) weeks per year. Vacation cash-out is available for Administrative Management employees for a maximum of 80 hours per fiscal year.

Executive Leave- Executive Management employees shall receive 49 hours of executive leave per calendar year.

Sick Leave- Ninety-six (96) hours per year are earned on an accrual basis commencing from the date of hire. The District allows eligible employees to participate in an annual Sick Leave Buy Back.

Paid Holidays- All District employees receive twelve (12) paid holidays per year, plus two (2) floating holidays, based on start dates.

Automobile Allowance- \$400 per month auto allowance for Directors.

Tuition Reimbursement- Eligible employees are provided up to \$2,500 per year for the cost of tuition, registration fees, laboratory fees, and books from an accredited institution for job-related coursework.

Longevity Pay- The District provides longevity pay in the amount of an additional 2.75% of base pay for employees with 20 plus years of service, 5.5% of base pay for employees with 25 years of service, and 8.25% of base pay for employees with 30 plus years of service.

Bilingual Pay- The District provides \$40 per pay period.

HOW TO APPLY

This position will be open until filled. The first review of candidates will be **June 16, 2023**.

To be considered, please submit a resume, cover letter, and five work-related references, at least three of which are current or prior supervisors (who will not be contacted in the early stages of the recruitment) [HERE](#).

If you have any questions regarding the recruitment, please get in touch with the recruiter below:



Koff & Associate
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