



COUNTY OF RIVERSIDE

Director of Human Resources





— THE COUNTY OF RIVERSIDE —

With rivers, mountain peaks, deserts and fertile valleys, Riverside County offers diversity that few locations can match. More than two million people live in Riverside County, taking advantage of a high quality of life, affordable housing, and a multi-faceted environment of rolling hills, lakes, rivers, deserts, and forests. It has been one of the nation's fastest-growing counties for several decades. California's fourth largest county by population is expanding its economy, working to make Riverside County as business friendly as possible and using health and recreation strategies to make the County a healthier place for residents. Each year, millions visit the County to take advantage of the glorious desert winter, the world-class, award-winning wine country near Temecula, the Palm Springs International Film Festival, the Coachella, and Stagecoach mega concerts, Festival of Lights, the Paribas Open at the Indian Wells Tennis Center and the Humana Challenge, the golf tournament formerly known as the Bob Hope Classic. All those, combined with a rich cultural heritage and frontier history, make Riverside County a great place to live, work, or visit. The County's housing market continues to be among the most affordable in Southern California. Higher education institutions are abundant throughout the area, providing continuous educational opportunities for professional development.

— GOVERNANCE —

Guided by a strategic vision created to provide and enhance needed services into 2030 and beyond, the County has a proactive view to the future. County of Riverside government recognizes the value of a qualified and diverse workforce, making it a priority to build an organization that reflects the vibrant community it serves. The County's leadership consists of five members of the Board of Supervisors who serve as both the legislative and executive branches of the County government. They are elected by district, on a nonpartisan basis, to four-year staggered terms. There are no term limits. The Board Appointed County Executive Officer oversees the day-to-day activities of the County's agencies and departments. The County's core business includes law enforcement, probation, parks, community development, public works, public health, public social services, the County hospital, fire, housing, and employment and administrative services. The County of Riverside has more than 22,000 employees across over 40 departments and agencies.

To learn more about the County of Riverside, go to <http://www.countyofriverside.us/>

— THE DEPARTMENT —

The Human Resources Department is responsible for supporting the lifecycle of the employee. From interviewing, hiring, and onboarding; to negotiating union contracts, planning retirements, or investigating issues in the work environment, staff members give assurance to management and the public that HR is in full compliance with federal, state, and local laws and regulations. Additionally, HR reviews overall compensation through cyclical classification and compensation studies. HR also strives to create a growth mindset by promoting professional development and offering numerous educational opportunities for employees at all levels, empowering them to take their careers to the next level and beyond. In addition to its Core Services operating within the General Fund, Human Resources maintains 13 internal service funds which are organized into three major programs: Risk Management, Insurance, and Benefits Maintenance.

— THE POSITION —

The Director of Human Resources plans and directs a comprehensive Human Resources (HR) management program for all County departments and agencies; provides overall direction to staffing, classification, compensation, risk management, employee relations, and benefits programs through subordinate managers; performs other related duties as required. This position will oversee a human resources department of 384 staff, with four direct reports and will be responsible for an overall budget of \$250 million (FY 23/24), which includes insurances, and an operating budget of \$27.1 million.

The Director of Human Resources is a department head appointed by the Board of Supervisors, reporting to and receiving direction from the County Executive Office. This position is characterized by responsibility for directing County human resources operations through subordinate managers. The position advises and assists the Executive Office in long range planning, and development of issues related to employee relations. The Director of Human Resources provides direction for the County's human resources programs within the policy framework established by the Board of Supervisors.

Examples of Essential Duties

- Develop human resources policy, programs and systems to meet objectives in the areas of the classification, compensation, recruiting, selection, onboarding, employee and labor relations, employee benefits, workers compensation, liability and risk management, safety, ride share, employee orientation, career development, training, and other human resources-related functions.
- Meet with the County Executive Officer, agency/department heads and other executive staff members to develop and present recommendations on a variety of employee-related issues; serve as advisor to the County Executive Officer; make determinations and decisions on the most difficult personnel issues, including those having significant impact on programs, interaction with the Board of Supervisors, operating departments/agencies, employee groups, or the general public.
- Plan, coordinate, and support the labor negotiations process and the maintenance of agreements between recognized employee organizations and the County; provide administrative direction and guidance to the County management negotiating team.
- Perform studies and analyses; study legislation, arbitration decisions and collective bargaining contracts to assess industry trends; track state and federal legislation, which may influence County human resources policies and procedures.
- Develop strategic and tactical plans for human resources programs and systems.
- Oversee the development of the department's annual budget; monitor revenue and expenditure transactions; direct the preparation and administration of a variety of cyclical reports, special reports or responses to regulatory agencies as required or directed.
- Conduct special studies, and on behalf of the Department, make recommendations to the Board of Supervisors on human resources policies and procedures.
- Participate as a member of various committees formed by the Board of Supervisors or the County Executive Officer that are involved with Countywide issues, act as liaison with other public and private agencies.
- Continue to build solid relations and a supportive and collaborative working environment between human resources and the over 40 departments across the organization.



— QUALIFICATIONS —

- A bachelor's degree, preferably in public or business administration, or a related field to the assignment. A graduate degree is highly desired.
- A minimum of five (5) years of responsible public agency or management level experience that demonstrates the ability to perform the essential functions of the classification.
- A minimum of two (2) years of this experience must have included responsibility as the head of a major program or division, which preferably included dual responsibility for directing the activities of subordinate managers as well as managing policy, planning, program budgeting, staffing, and coordination with other similar management programs.

Knowledge of: The principles and practices of human resources administration, classification, compensation management, risk management, and employee and labor relations; the laws, principles, and techniques of collective bargaining, recruitment, equal employment opportunity programs, test development and validation; the principles of management and supervision; organization, fiscal management and personnel management; and budget preparation and control; application of statistical methods to management analysis; principles and practices of public finance and governmental accounting; principles of effective supervision.

— THE IDEAL CANDIDATE —

The ideal candidate will be a high energy, flexible, and collaborative leader. As a problem solver with excellent communication, the successful candidate will have the necessary interpersonal skills to build positive working relationships with staff, department heads, leadership, and elected officials. The successful candidate will be solutions-oriented, have strong political acumen, and the ability to adapt to changing and competing priorities. A background in public sector budget development, policy administration, staff management, and team building are key. Experience in a union environment and knowledge of negotiations is desirable.

The County's next Director of Human Resources will be creative and people centric as she/he continues to build on the current culture of high performance and stability, while bringing innovative programming in this post pandemic organizational structure, providing expert guidance around recruitment initiatives and succession planning, hybrid scheduling, benefits' plans, risk management, employee relations, and overall staff support. A supportive Director will have the pleasure of working with a solid, professional team committed to public and community service.

Key Attributes and Characteristics

- Excellent leadership skills with a positive demeanor; a leader that reassures staff while inspiring confidence.
- Detail-oriented and accurate with the ability to articulate concepts and ideas clearly and directly.
- Politically astute. Understand political implications while remaining apolitical.
- Understand the importance of acting as a mentor. Be adaptable and creative and look at situations from all perspectives to assess and improve efficiencies and implement best practices.
- The ability to work with a wide variety of personalities and communicate effectively with different personality types.
- The ability to build and foster positive interdepartmental relationships. A collaborative and supportive leader that looks for solutions; a team builder with a focus on working with others to find resolutions to problems.
- A listener with a creative and innovative focus on customer service.

— SALARY AND BENEFITS —

The salary range for this position is **\$157,827.28 - \$279,050.72**

In addition to a complete salary, the County of Riverside offers an excellent benefits package that includes:

MEDICAL/DENTAL INSURANCE: A Flexible Benefit Credit is provided on a monthly basis as governed by the Management Resolution or applicable bargaining unit. Vision coverage is provided through Vision Service Plan (VSP) at no cost to employee or eligible dependents.

MISCELLANEOUS RETIREMENT: County of Riverside has three retirement Tiers through the California Public Employees' Retirement System (CalPERS).

- Tier I (Classic Member – Formula 3% @ 60): Applicable to current and former County of Riverside local miscellaneous employees hired prior to 08/24/2012 and did not withdraw CalPERS contributions. The employee contribution is eight (8%) percent.
- Tier II (Classic Member – Formula 2% @ 60): Applicable to local miscellaneous employees 1) hired after 08/23/2012 through 12/31/2012; 2) Previously employed with another CalPERS contracting public agency or a reciprocal retirement system, with a break in service of less than six months between the separation date with the previous employer and the appointment date with the County of Riverside. The employee contribution is seven (7%) percent.
- Tier III (PEPRA New Member - Formula 2% @ 62): Applicable to CalPERS local miscellaneous new members hired on or after the implementation of the Public Employees' Pension Reform Act of 2013 (PEPRA) which took effect January 1, 2013. As of July 1, 2020, the employee contribution is 7.25% and subject to change annually.

401(a) MONEY PURCHASE PLAN: County contribution of \$50 per pay period towards choice between two 401(a) plan providers.

ANNUAL LEAVE (Bi-Weekly Accrual):

- 0 < 36 months = 8.92 Hours
- 36 to <108 months = 10.46 Hours
- 108 or more months = 12.00 Hours

MAXIMUM ANNUAL LEAVE accumulation is 1,800 hours. Employee may receive pay in lieu of up to 80 hours per calendar year. Agency/Department Head may approve an additional 80 hours.

HOLIDAYS: Normally 12 paid holidays per year.

BEREAVEMENT LEAVE: 5 days (3 days are County paid; 2 days can be taken through use of accrued leave balances).

BASIC LIFE INSURANCE: \$50,000 of term life coverage. Premiums are paid by the County. Additional Supplemental Life plan is available for employee purchase.

LONG-TERM DISABILITY (LTD): Benefit pays 66.67% of earnings to a maximum of \$10,000 per month; 30-day waiting period; pays to age 65. Benefit can be coordinated with other available leave balances to provide up to 100% of pay.

POST RETIREMENT MEDICAL CONTRIBUTION: A monthly contribution is made by the County towards retiree health insurance offered through the County as governed by the Management Resolution or applicable bargaining unit.

— APPLICATION PROCESS — AND RECRUITMENT SCHEDULE

The final filing date is **Friday, December 22, 2023.**

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

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

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 County. The County will then select candidates to participate in panel interviews. Extensive reference and background checks will be completed on the selected candidate.