

The County of Placer, California
is seeking a highly skilled professional for the position of

PERSONNEL DIRECTOR

(Classified Management)

Department of Personnel



Annual Salary: \$119,891 - \$145,662

Due to recent California Legislative action, your CalPERS Pension formula is dependent upon your hire date with Placer County.

This recruitment will close on Sunday, August 17, 2014 at 5:00 P.M.

THE POSITION

As defined by Placer County statute, the Personnel Director is responsible for performing and discharging the powers, duties, purposes, and functions vested by the Civil Service Commission. The Personnel Director is responsible for planning, directing, and providing oversight of the County's human resource functions in the areas of staffing and hiring, benefit administration, workforce productivity, and labor/employee relations. This position provides strategic input to management regarding staffing, classification and compensation, retirement and benefits, EEO, discipline, employee and labor relations, and staff development.

Note: The County Executive and the Civil Service Commission are currently engaged in an organizational review with the goal of ensuring the Commission's charge of maintaining a merit-based civil service system as well as functioning as a key partner with the County Executive's major initiatives of priority based budgeting, and employee engagement. The organizational review may result in combining human resources functions into a blended Human Resources Department which would include the current Personnel and Civil Service activities.

THE IDEAL CANDIDATE

The County of Placer is looking for a candidate with experience and vision to provide leadership and innovation in a changing government environment for the County's personnel services and who possesses the following personal competencies, skills, experience or abilities:

- Strategic, analytical and creative thinking
- Ethical with a high level of integrity
- Embraces ideas and contributions from others
- Experienced in developing creative and alternative solutions to administrative and management challenges
- Strong management, administration, and organizational development skills
- Possesses strong public speaking and presentation skills
- Self-directed
- Strong collaborative skills
- Direct communicator with superior interpersonal skills

A complete job description of the Personnel Director is available on our website at: www.jobsatplacercounty.com

THE MINIMUM REQUIREMENTS FOR THIS POSITION ARE:

Experience and Training - Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience - Seven years of increasingly responsible experience in public sector personnel administration within a civil service or merit system environment, including four years of administrative and management responsibility.

Training - Equivalent to a Bachelor's degree from an accredited college or university with major course work in business, public, or personnel administration or a related field.

License or Certificate - May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

THE CIVIL SERVICE COMMISSION

The Civil Service Commission was established in 1961 by the voters of Placer County and is responsible for the employment relationship of Placer County employees. They oversee hiring and promotions, EEO, leave management, benefits, retirement, classification and compensation, personnel rules, acts as hearing body for discipline and grievances, and promotes the values of public service.

THE DEPARTMENT OF PERSONNEL

Recognizing that human capital is one of the County's greatest resources and expenses, the Personnel Department's mission is to work with the County Executive Office in providing effective leadership to best engage and manage its workforce.

The Personnel Department has 35 FTE's and a budget of \$4,469, 663. The department is organized into two divisions, Department Support Services and Operations, which together are responsible for four essential areas:

Staffing and Hiring - Providing comprehensive personnel expertise and support to department managers and supervisors in an effort to hire the best possible employees and to retain a productive and efficient workforce through recruitment and testing and efforts that promote Placer County as an equal opportunity employer of choice in the job market.

Human Resource and Benefit Administration - Accurately process personnel transactions and leaves of absences consistent with industry best practices and regulatory compliance using human resource information systems. To administer the County's benefits to active employees and retirees in the most cost effective manner.

Workforce Productivity - Supporting organizational leadership in building and maintaining a productive workforce through effective performance management and staff development efforts.

Labor and Employee Relations - Function as a collaborative partner in employee / employer relations between management and labor, including administration of labor contracts, collective bargaining and resolution of employee matters.

To learn more about the Personnel Department, visit their website at: <http://www.placer.ca.gov/departments/personnel>



COUNTY GOVERNMENT

The County employs nearly 2,200 employees and has a proposed annual FY 14/15 budget of approximately \$792.5 million. A five member Board of Supervisors elected by district for four-year, overlapping terms governs the County. It has a proud tradition of being a progressive local government guided by a forward-looking County Executive Officer and Board of Supervisors. The County Executive Office continues to monitor the ever-changing fiscal climate, review best practices, and consistently refine and develop county policies and procedures to meet identified needs while achieving efficiencies and ensuring that constituents continue to receive quality services despite limited or reduced resources and staffing. For several years, the Board of Supervisors has pro-actively implemented necessary cost reduction measures while retaining high levels of services to the public. The Board will continue to actively provide policy direction and leadership, identify additional areas for cost savings, and explore public service delivery options to achieve a balanced budget while providing high quality services to the public.

LIVING IN PLACER COUNTY

Placer County is a delightful place to live and work. The Placer County seat in Auburn is only 35 miles from Sacramento and 100 miles from San Francisco and Reno. Stretching from the suburban outskirts of the Sacramento Valley to the mountains of the North Lake Tahoe region, quality of life in Placer County is truly the key to its attractiveness. The County's expansive elevation and landscape encompasses valley grasslands, oak-covered foothills, and snow-capped mountains. Recreational prospects abound in the County's numerous rivers, lakes, state parks and ski resorts. Three vibrant suburban communities make up the south and western areas of Placer County and offer world-class shopping and dining, cultural activities, and the chance to tee off at one of several championship golf courses. The foothills, home to the world-famous Gold Country, offer well-stocked rivers and tree-lined lakes. In the spring and summer months, adventure seekers can compete in the annual Western States Endurance Run/Ultra Marathon and the Western States Endurance Ride/Tevis Cup; search for gold on the American River; hike old wagon trails through the Tahoe National Forest and Auburn State Recreational Area; or enjoy the Big Tree Grove, waterfalls, camping, back-packing, and nature photography. Water enthusiasts of all skills levels can enjoy canoeing, kayaking, and white-water rafting trips on the picturesque American River. The High Country offers adventure as well as rest and relaxation. The resorts of North Lake Tahoe provide abundant opportunities for hiking, camping, mountain biking, horseback riding, and boating during the summer and fall seasons. Winter and early spring bring skiing, snowboarding, snowshoeing, ice skating, sledding, and snowmobiling in and around seven ski resorts, including the world-renowned Squaw Valley. Year-round entertainment and cultural activities are available at numerous musical and festival events, local galleries, theaters, museums, boutiques, specialty shops, farmers markets, and extensive wine-tasting venues. From east to west, Placer County offers open space for peace, quiet, or adventure to enjoy leisure time to the fullest.

To learn more about Placer County visit the website at:
<http://www.visitplacer.com/>

COMPENSATION AND BENEFITS

Salary: The monthly salary range for this classified management position is \$9,990.93 - \$12,138.53 paid biweekly (26 pay periods annually). A longevity increase of five percent is added to the salary after five years are obtained at the top step.

In addition, the County offers an attractive benefits package. The following information represents benefits available to permanent Placer County employees as of July 1, 2014. Please note that benefit levels and payment amounts are subject to change, based on County Executive Office/ Board of Supervisors mandates.

Supplemental Compensation - The County provides \$2,100 per calendar year in supplemental compensation to be utilized in the following ways: to pay for health and/or dental deductibles and co-pays, to pay for dependent care expenses, cash (this is considered taxable income), or in contributions to a 401 (k) plan.

Annual Leave - The County provides management employees an accrual rate of 100 hours of management leave to be used as time off or cash as well as a competitive vacation and sick leave package and thirteen (13) paid holidays per year.

Health Insurance - Health coverage is available through CalPERS with the County paying a major portion of the cost for the employee as well as dependents. Health care benefits are also available in retirement.

Dental and Vision Insurance - Dental and vision insurance are fully paid by the County for the employee and dependent dental and vision coverage is also available.

Life Insurance - A fully paid double indemnity life insurance policy of \$50,000 is provided for the employee. An accidental death policy of \$10,000 is also fully paid by the County.

Retirement Plans - Employees are covered by Social Security and the California Public Employees' Retirement System (CalPERS). Due to recent California Legislative action, your CalPERS Pension formula is dependent upon your hire date with Placer County. Both a 457 deferred compensation plan and a 401(k) plan are available at the employee's option.

APPLICATION PROCESS

To be considered for this excellent career opportunity, please submit a completed application for employment, the supplemental questionnaire examination, and an expanded resume (no more than four pages).

Training and Experience Exam Questionnaire: This is a classified position and applicants must submit a training and experience exam questionnaire to be considered for this opportunity. Applicants must apply through our JOBS applicant system at www.jobsatplacercounty.com to the Personnel Director recruitment prior to the close date and time. Applicants are to respond to the following three questions using a word processing file (IE MS Word) and attach the file to their application materials. Instructions for uploading are described through the online application process.



1. Communication and interaction with the Civil Service Commission, Board of Supervisors, County Executive Officer, Department Heads and department staff are important and integral parts of this position. Please describe your approach to communication and expand on how it supports your leadership and management style.

2. Please describe your experience with labor relations. Include an example of an experience where you facilitated a resolution to a labor issue and how it was reached with the involved parties.

3. Please describe how you would approach delivering innovative human resource services within the construct of a civil service model. Include in your response a description of the challenges you would anticipate and how you would propose addressing them.

This recruitment will close at 5:00 PM Sunday, August 17, 2014. Applications must be submitted via the County's website at www.jobsatplacercounty.com. Appointment to this position will be contingent upon successful completion of a post-offer pre-employment background investigation, including fingerprint clearance, and physical examination.

SELECTION PROCESS

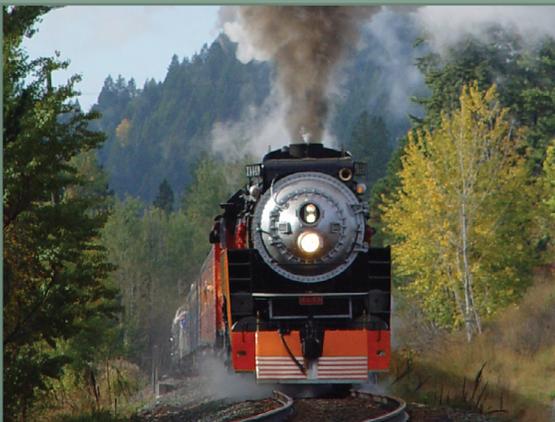
100% Training and Experience plus interviews - submitted application materials will be screened to the minimum qualifications. Those applicants deemed as meeting the minimum qualifications will then move forward in the process with the scoring of the supplemental questions and then ranked on an eligible list. Applicants scoring in the top five ranks will be forwarded for interviews.

PERSONNEL DEPARTMENT

Equal Opportunity Employer
145 Fulweiler Avenue, Suite 200
Auburn CA 95603

Main Telephone: (530) 889-4060

www.placer.ca.gov/Departments/Personnel.aspx



Thank you for your interest in employment with Placer County. Placer County is an equal opportunity employer and is committed to an active nondiscrimination program. It is the stated policy of Placer County that harassment and retaliation is prohibited and that all employees and applicants shall receive equal consideration and treatment. All recruitment, hiring, transfer and promotion will be based on the qualifications of the individual for the positions being filled regardless of sex, sexual orientation, race, color, ancestry, religious creed, national origin, physical disability (Including HIV and AIDS), mental disability, medical condition (cancer or genetic characteristics/information), age (40 or

over), marital status, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state or local laws or ordinance. Please contact the Personnel Department at least 5 working days before a scheduled examination if you require accommodation in the examination process. Medical disability verification may be required prior to accommodation.

THE COUNTY OF PLACER HAS A NO SMOKING POLICY FOR ALL COUNTY FACILITIES.