

January 4, 2019



GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT

12545 FLORENCE AVE., SANTA FE SPRINGS, CA 90670

HUMAN RESOURCES DEPARTMENT (562) 944-9656

E-MAIL: HR@GLACVCD.ORG

EMPLOYMENT OPPORTUNITY

HUMAN RESOURCES DIRECTOR

Application Deadline: OPEN UNTIL FILLED

Step 1	Step 2	Step 3	Step 4	Step 5
\$7,345	\$7,752	\$8,185	\$8,642	\$9,123

*Per month

ABOUT THE DISTRICT

The Greater Los Angeles County Vector Control District (GLACVCD) is a non-enterprise, independent, special district, enabled and empowered to act as a public health agency as a result of legislation incorporated in the California State Health and Safety Code. GLACVCD is one of five mosquito and vector control districts in Los Angeles County. The District serves approximately 6.8 million residents in a 1,338 square mile area, making GLACVCD the largest vector control district in Los Angeles County.

JOB SUMMARY

Under the general direction and supervision of the General Manager, and in collaboration with other departmental Directors, the Director of Human Resources leads a full-service human resources operation planning, coordinating and directing the activities of the Human Resources Department. This includes the overall administration, coordination, and evaluation of the

Human Resources programs and services including employee health benefit administration, classification and compensation, recruitment and selection, employee relations, risk management, workers' compensation, and safety training. The incumbent also provides professional advice and counsel to department management staff in resolving HR related issues and develops and evaluates human resources policies, programs, and practices. The Human Resources Director, in conjunction with the General Manager, originates and leads practices and objectives that provide an employee-oriented, high performance culture that emphasizes accountability, productivity and standards, goal attainment, and high employee morale to produce a highly motivated and quality workforce.

THE POSITION

The Director of Human Resources reports directly to the General Manager and works in collaboration with the Operations Director, Scientific-Technical Services Director, Community Affairs Director

DISTRICT BENEFIT OVERVIEW:

Salary: The salary range is based on a 5-step merit system for all classifications. The normal hiring range is commensurate with experience and education. Cost of Living Adjustment (COLA) is determined at the discretion of the General Manager on an annual basis.

Vacation: Two (2) weeks increasing with years of service.

Holidays: 13 fixed holidays per year plus additional 8 hours of floating holiday.

Sick Leave: 96 hours per year.

Retirement: The District participates in the California Public Employees Retirement System (CalPERS); no social security. New members pay 7% contribution towards retirement. PEPRA (2% @ 62).

Medical Plan: Choice of PPO and HMO plans offered by CalPERS with Employer Health Flex Contributions between \$800 to \$1800 per month to cover premiums.

Dental Insurance: Covered through The Standard Dental at the employee's cost.

Vision Insurance: Covered through Eye Med at the employee's cost.

Retirement Health Reimbursement Arrangement: District contributes \$50 per month allowance to employee HRA.

Deferred Compensation: Two optional plans available at employee's cost.

Short Term Disability: The District pays 100% of the premium towards STD insurance

Voluntary Benefits: Life AD&D, Long Term Disability, Short Term Disability, Critical Illness, Cancer, Accident, Term Life Insurance, Healthcare Flexible Spending Account plans available.

and Finance Director. This position will serve as a member of the Management Team and supervises the Human Resources Assistant and Benefit Specialist. The Human Resources Director is a professional confidential management position that provides overall direction and coordination, implementation, and evaluation for Human Resources programs, including all procedures, policies and records retention for the District. Other duties as assigned.

EDUCATION and EXPERIENCE:

Education equivalent to a Bachelor's degree from an accredited college or university with major coursework in public or business administration, human resources management, employee or labor relations, or a related field. An advanced degree or professional certification preferred, including certification for Senior Professional in Human Resources (SPHR). Minimum of five (5) years of increasingly responsible experience in all phases of human resources and risk management, including two (2) years of supervisory responsibility. Experience administering a Workers' Compensation and liability program, as well as all aspects of a benefit program. **Experience working in a public agency human resources department is highly desirable.**

SELECTION PROCESS

Applications will be screened in relation to the criteria outlined in the job announcement. Candidates with qualifications and experience that

best relate to the position will be invited to participate in the selection process. Possession of the minimum qualifications **does not** ensure continuing in the recruitment process. Reasonable accommodations for applicants with disabilities may be requested by calling the Department of Human Resources at least three (3) business days in advance of the scheduled/examination/interview date. District appointments are contingent upon successful completion of a post-offer medical examination, including drug screening to comply with our Drug Free Workplace policy, and a Live-Scan fingerprint check through the Department of Justice. The successful candidate will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act. The provisions of this announcement do not constitute an expressed or implied contract. Any provision contained in this announcement may be modified or revoked without notice.

The Greater Los Angeles County Vector Control District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in its employment actions, policies, procedures, or practices.

CONDITION OF EMPLOYMENT

Possession of a current valid driver's license will be required at the time of appointment and must be maintained

throughout employment in this class. Must be insurable with the District's insurance carrier. Employees in this position will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving records during the course of employment with GLACVCD.

APPLICATION PROCESS:

This recruitment will remain open until this position is filled.

This recruitment may close at any time without notice. **An initial screening of applications for further consideration will be conducted on January 30, 2019.** Any incomplete applications or candidates that do not meet the minimum requirements of the position will not be considered further. **To be considered, applicants must submit an online application at www.glacvcd.org.** Please include a **cover letter** which reflects the scope and level of your current/most recent positions and responsibilities. All applications will be reviewed and only those that demonstrate the best combination of qualifications and experience in relation to the requirements of the position will be invited to participate in the examination process. The examination may consist of a written exam and oral interview. The examination process may be changed as deemed necessary.

HOW TO APPLY: To be considered, applicants are required to submit an online application, including a cover letter and resume, which reflects the scope and level of your current/most recent positions and responsibilities to:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=cd17ada5-5b6f-4150-a593-a3a802b80831&jobId=253722&lang=en_US&source=CC3&cclid=19000101_000001