



**GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT
invites applications for the position of:**

Director of Human Resources (Exempt, At-Will)

SALARY: \$7,529.00 - \$9,351.00 Monthly

DEPARTMENT: Human Resources Department

OPENING DATE: 02/20/20

CLOSING DATE: Continuous

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. This includes planning, coordinating and directing the activities of the Human Resources Department and the overall administration, coordination, and evaluation of the Human Resources programs and services. Such programs and services include 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.

ESSENTIAL FUNCTIONS:

- In conjunction with the General Manager, the Director of HR oversees employee relations, employee performance issues and disciplinary matters, investigates employee complaints and maintains employee-related confidential records;
- Maintains up-to-date information on all federal, state, local and county law and regulatory compliance issues;
- Maintains performance management and improvement systems;
- Develops and documents policies and communicates changes in policies and procedures to employees through written communication and training sessions to staff, supervisory personnel, and management;
- Develops a Human Resources recordkeeping and filing system that meets District HR information needs and requirements, complying with federal and state laws and regulations;
- Updates and maintains employee and applicant records through various web-based databases including, but not limited to, ADP, NeoGov, and BenefitBridge;
- Develops and manages programs regarding employee safety, welfare, wellness, and health including DMV Employer Pull Notice Program (EPN);
- Provides employee relations and counseling;
- Organizational development;
- Compensation and Benefit administration including the use of online benefit management portals such as Keenan BenefitBridge;
- Maintains relationships and manages contracts with benefit brokers and vendors;
- Manages the benefits and retirement programs including California Public Employee's Retirement System (CalPERS);
- Oversees all risk management functions including Workers' Compensation, Liability, and Safety;
- Provides support to department Directors in the recruitment and selection of all staff;
- Manages new employee orientation and training;
- Maintains knowledge of industry trends and employment legislation and ensures District's compliance;
- Responsible for District compliance with Federal and State legislation pertaining to all personnel matters as well as wage and labor compliance under the California Public Employee's Retirement

- System (CalPERS) rules and regulations;
- Works directly with department Directors to assist them in carrying out their responsibilities on personnel matters;
- Provides advice and guidance on individual employee relations cases, ensuring that these are well managed and meet the District's policies, best practices and employment legislation;
- Oversees development and monitoring of the Human Resources Department budget;
- Participates on committees and special projects and carries out additional duties as assigned by the General Manager;
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

To be successful in this classification, an incumbent must be able to perform each essential function and responsibility satisfactorily. This classification requires fundamental written and oral communication skills, including a sound foundation of English grammar, spelling, and punctuation; an ability to understand standard office procedures; an ability to operate standard office equipment; an ability to learn office technology systems; an ability to perform basic mathematical calculations; and typing and keyboard skills.

- Advanced human resources principles and practices of public personnel administration in areas of recruitment and selection, benefit and leave administration, risk management, workers' compensation, and employee training.
- Federal, state, and local employment laws and regulations applicable to personnel actions and records, including various leave laws, OSHA, ADA, HIPAA, DFEH, DOL regulations and equal employment opportunity;
- Knowledge in various Human Resources Information Systems (HRIS);
- Knowledge in public human resources administration management;
- Ability to supervise the administration and development of the Department's budget;
- Knowledge in health benefit administration including an understanding in affordable care act regulations;
- Ability to analyze current legislation, court cases, and related human resources information including litigation management;
- Ability to advise and assist employees and Department Directors in a variety of personnel matters including the interpretation of policies and the processing of employee investigations and complaints;
- Ability to select, supervise, train and evaluate assigned staff;
- Communicate clearly and concisely both orally and in writing; and
- Knowledge of California Public Employee's Retirement System (CalPERS) highly desirable.

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MINIMUM QUALIFICATIONS

Education: 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).

Experience: 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 and knowledge of ADP, NeoGov and BenefitBridge is highly desirable.

REQUIRED LICENSES and/or CERTIFICATIONS

Possession of a current valid driver's license is required. 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 course of employment with GLACVCD. Must be insurable with the District's insurance carrier.

SPECIAL WORKING CONDITIONS

Medium Work – Incumbent(s) in this class perform work which involves frequent lifting, twisting,

pushing, and/or pulling of objects approximately 25 pounds or less. Light to moderate lifting is an infrequent aspect of this class.

Mobility – Incumbent(s) must have complete and normal mobility of arms to reach and dexterity of hands to grasp and manipulate small objects; be able to stand, stoop, reach and bend, feel, talk, hear, see; and walk to accomplish all duties of this position. Able to sit for long periods of time.

Other Conditions – Must be willing to travel within and outside the county to attend special meetings and seminars; must be willing to attend periodic evening or weekend meetings.

CONDITION OF EMPLOYMENT

District appointments are contingent upon successful completion of a post-offer medical examination with the ability to lift up to 25 lbs, including drug screening to comply with our Drug Free Workplace policy, and a Live-Scan fingerprint check through the Department of Justice. The GLACVCD is committed to maintaining a drug-free workplace. 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 bulletin 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 age (40 or older), disability, equal pay/compensation, genetic information, harassment, national origin, pregnancy, race/color, religion, retaliation, sex and sexual harassment in its employment actions, policies, procedures, or practices.

BENEFITS

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 6.75% 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. Optional cash out of the monthly health benefit of \$250 for employee only or \$450 for employee plus family is available. This opt-out feature is deemed taxable income.

Group Plans: Dental covered through The Standard Dental at the employee's cost. Vision covered through Eye Med at the employee's cost.

Retirement Health Reimbursement Arrangement: District contributes \$50 per month allowance to Tier IV 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, Life AD&D, Long Term Disability, Short Term Disability, Critical Illness, Cancer, Accident, Term Life Insurance, Healthcare and Dependent Care Flexible Spending Account plans available.

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 March 9, 2020. Any incomplete applications or candidates that do not meet the minimum requirements of the position will not be considered further.

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.

12545 Florence Ave.
Santa Fe Springs, CA 90670
562-944-9656

hr@glacvcd.org

Director of Human Resources (Exempt, At-Will) Supplemental Questionnaire

- * 1. I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, during the pre-employment process will cause me to be eliminated from further consideration for employment.
 Yes
 No
- * 2. Do you have a 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?
 Yes No
- * 3. Please explain the scope of your experience in all phases of human resources and risk management.
- * 4. Please explain the scope of your supervisory duties.
- * 5. Do you possess 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?
 Yes No
- * 6. Do you have experience using any Human Resource Information Systems (HRIS)?
 Yes No
- * 7. If you answered yes to the question above, please list any HRIS software that you have used. If none, please type N/A.
- * 8. Do you have experience using NeoGov?
 Yes No
- * 9. If you answered yes to the question above, please explain your experience using NeoGov. If none, please type N/A.
- * 10. Do you have experience using BenefitBridge?
 Yes No
- * 11. If you answered yes to the question above, please explain your experience using BenefitBridge. If none, please type N/A.

* Required Question