

# DIRECTOR OF HUMAN RESOURCES



The Director of Human Resources provides comprehensive leadership and management to key areas of AC Transit's Human Resources Department. These areas include Classification and Compensation, Labor Relations, Employee Relations and Workforce Effectiveness, Recruitment, Learning and Development, Leave Management, Benefits and Wellness, and Employee Records.



# OUR HISTORY

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The Alameda-Contra Costa Transit District (AC Transit) is the third-largest bus-only agency in the United States, serving 13 cities and adjacent unincorporated areas in Alameda and Contra Costa counties. AC Transit has been serving the East Bay since 1960, taking over from the Key System and its predecessors, which carried passengers via buses, horse-drawn rail, electric streetcars, and ferries over the previous 100 years. AC Transit recently celebrated its 60th anniversary, and with each decade, has sought better ways to move people throughout the San Francisco Bay Area East Bay. We operate more than 150 bus lines including, Flex - the first on-demand bus line; and Tempo - the first of its kind 9.5 miles dedicated bus-only lane service. We have also emerged as a leader in alternative fuels and will be the nation's first transit agency to launch a side-by-side comparison of zero emission tailpipe engine technology; to transition all buses to zero-emissions by 2040. AC Transit operates within a bustling economic, academic, and multi-cultural service area. The region enjoys unrivaled geography, from marinas, windswept beaches, and city centers, to rolling hills and open spaces. An array of housing options, from new high-rise apartments to historic Victorians await. Land and water recreation, Napa and Sonoma Valley, and the innovations of Silicon Valley are within easy, convenient reach aboard AC Transit and our partner agencies.

To view AC Transit's informative strategic plan, please visit:

<http://www.acltransit.org/wp-content/uploads/AC-Transit-Report-5.pdf>

# THE POSITION

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The Director of Human Resources provides comprehensive leadership and management to AC Transit's Human Resources Department, which includes Classification and Compensation, Employee Relations and Workforce Effectiveness, Recruitment, Learning and Development, Leave Management, Benefits and Wellness, and Employee Records.

Under direction from the Executive Director of Human Resources, the Human Resource Director (Director) will develop, implement, manage, and coordinate the policies, activities, and talent strategy for greater than 2,200 employees and a total operating budget of \$466 million annually. The Director manages more than 15 human resources and labor relations staff members and functions in support of the strategic plan for Human Resources. This position will lead labor strategies for AC Transit's three collective bargaining units- ATU Local 192, AFSCME Local 3916, and IBEW Local 1245, which represent a significant majority of the workforce.

The full job description for the Director can be found here:

<https://executivesearch.cpsshr.us/flyer?file=DHRJobDescription.pdf>



## THE IDEAL CANDIDATE

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The ideal candidate will encourage collaboration, communication, and innovation that often come with working in an environment that supports an open organizational culture. As a special district, our new Director must wholly embrace transparency, inclusivity, and adaptability. This position also supervises and provides direction to staff engaged with employee relations and collective bargaining units. Therefore, an in depth understanding of collective bargaining, organizing, grievances, termination policies, and non-adversarial negotiation practices that build relationships with union representatives. Our transit district has undergone dramatic workplace migrations and transformations in the wake of the COVID-19 pandemic. As a result, the new Director must be a leader who is motivated to take on new tasks and find solutions to problems; familiarity with human resources information software and other digital platforms; can successfully delegate tasks and rely on employees to carry out assignments; and strong knowledge of labor, wage, health, and safety laws that ensure our transit district remains in compliance. AC Transit is one of only three transit agencies nationwide with a elected policymaking board of directors, which make prior experience with an elected board highly preferable. The new Director should share our mission to create a culture of competence and development, supporting AC Transit's ongoing efforts as an employer of choice both in the Bay Area and the national transportation industry landscape.

It's a thrilling ride every day, and here's a glimpse at current recruitment efforts:

<https://www.youtube.com/watch?v=9qk9mObGm5U>

## EDUCATION & EXPERIENCE

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Education: Equivalent to a bachelor's degree from an accredited four-year college or university

Experience: Eight (8) years of increasingly responsible experience in human resources, which includes three (3) years of experience in a supervisory/managerial capacity.

Equivalent combinations of education and experience may be considered.

## COMPENSATION & BENEFITS

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The salary range for the Director of Human Resources will be \$174,495 - \$204,779 and the starting salary will be dependent upon experience. AC Transit offers the following benefits:

- » Medical, Vision, Prescription, and Dental Insurance
- » Personal Time Off, Management Leave, and Paid Holidays
- » AC Transit Retirement System
- » Retiree Medical Insurance with 50% - 100% employer paid premiums; 100% coverage for dental and vision insurance, plus basic life insurance
- » Deferred Compensation (457 Plan) with employer contribution
- » Other benefits such as free bus transportation, credit union membership, tuition reimbursement





## APPLICATION & SELECTION PROCESS

The first review of resumes will occur on May 13, 2022. To be considered, please submit a detailed cover letter and resume, which should reflect both years and months of employment dates. Please submit your materials for this position through our website: <https://www.cps hr.us/recruitment/1991>. The most competitive candidates will be invited to participate in a telephone interview with the consultant. AC Transit will make the final determination as to which top candidates advance to the final interview process.

For additional information about this position please contact:



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