



Executive Director of Human Resources

AC Transit seeks a talented human resources executive who will:

- *Elevate your career trajectory;*
- *Help steer the advancement of a vanguard transit district;*
- *Ensure AC Transit continues to play an integral role in the San Francisco East Bay's infrastructure;*
- *Advocate for diverse staffing to support transit dependent riders;*
- *Be adaptable, communicative, and an energetic leader;*
- *Be the driving force behind positive labor relations and an engaged workforce.*





AC TRANSIT

Voters created the Alameda-Contra Costa Transit District (AC Transit or the District) in 1956 and subsequently approved a \$16,500,000 bond issue in 1959 enabling the District to buy out the failing, privately owned Key System Transit Lines. In the more than half century that AC Transit has been in operation, its service area and offerings have been expanded considerably and it has become a leader in the use of alternative fuels. Today, the Alameda-Contra Costa Transit District is the third-largest bus-only agency in the United States, serving 13 cities and adjacent unincorporated areas in Alameda and Contra Costa counties., serving 13 cities and adjacent unincorporated areas in Alameda and Contra Costa counties. As at its inception, AC Transit is continually looking forward for better ways to move people.

AC Transit's service area is home to a bustling economic, academic, and multi-ethnic community. The region enjoys a varied geography ranging from urban marinas and city centers to rolling hills and open spaces. A variety of housing options can be found within the region, with both regionally affordable as well as upscale homes available in distinct neighborhoods with low crime and educated neighbors. Recreational and business opportunities are within easy, convenient reach thanks to AC Transit and other partner agencies.

To view AC Transit's informative strategic plan, please visit: <http://www.actransit.org/wp-content/uploads/AC-Transit-Report-5.pdf>



THE POSITION

Working under the General Manager and with policy direction from the Board of Directors, the Executive Director of Human Resources (Director) is responsible for overseeing the human resources management of AC Transit and its total organization-wide 2,200+ staff (with staffing comprising a majority of the total \$466 million dollar budget). The Director oversees 30+ human resources and labor relations staff employees and functions in support of the District's strategic goals and in cooperation with the District's three unions – ATU Local 192, AFSCME Local 3916, and IBEW Local 1245. The position provides highly complex and responsible direction for the District and its staff through furthering the goals and objectives in the following core areas of operation:

- ◆ **Labor Relations** – The Labor Relations team provides sound advice and counsel aimed at promoting harmony with Union leadership in the areas of collective bargaining, grievance management, business partnerships with other management groups, and continuous education on labor and contract management.
- ◆ **Benefits, Wellness & Records** – The Benefits team administers health insurance and other benefits programs such as the wellness program to all District employees. Records is responsible for maintaining all employee records in compliance with all applicable state and federal laws.
- ◆ **Staffing, Retention and Learning & Development** – The Staffing and Retention team seeks and hires a well-rounded and EEO compliant workforce, after which the Retention team seeks to ensure employee satisfaction. The Learning & Development team focuses on providing the resources to support the workforce, by providing training, tools and guidance to agency leaders and staff.
- ◆ **Human Resources Information System (HRIS) & Class and Compensation** – The HRIS team is responsible for the District's HR information system, PeopleSoft. Classification and Compensation is a vital function that reviews and establishes job classifications and salaries in the promotion of career paths.
- ◆ **Leave Management** – The Leave Management team is dedicated to working with each employee on a plan to oversee their leave needs and manage the employee back to work through hardships and other employment matters.

The full job description for the Director can be found here: <https://executivesearch.cpshr.us/flyer?file=EDHRJobDescription.pdf>

THE IDEAL CANDIDATE

The ideal candidate will appreciate being in a 'can do' organization that is open to ideas and giving employees room to try and make them work. The individual should cherish public service in the community and continue to champion the organization's strong sense of teamwork and empowerment. The selected candidate would ideally have experience and comfort working directly with elected officials.

The new Director will need to bring a vision for the department with appropriate accountability for its staff, systems, and information. Having demonstrable experience with the science of change management would be beneficial. To succeed, the individual should be highly experienced in areas such as performance management systems, effective recruiting, and organizational partnerships. In addition to human resources acumen, leadership skills and an inspiring demeanor are critical: particularly during the current global pandemic, which requires a confident, capable, and creative executive to help chart a staffing course of adaptation and recovery. An understanding of California labor law and relations would also be particularly helpful.



EDUCATION AND EXPERIENCE

Education: Equivalent to a bachelor's degree from an accredited four-year college or university in industrial psychology, human resource management, public administration or a directly related field.

Experience: Eight (8) years of increasingly responsible experience in human resources, which includes four (4) years of experience in a managerial capacity.

Equivalent combinations of education and experience may be considered.

COMPENSATION AND BENEFITS

The salary range for the Executive Director of Human Resources will be **\$186,667- \$230,588** 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 AND SELECTION PROCESS

The first review of resumes will occur on January 11, 2021. To be considered, please submit a detailed cover letter and résumé, which should reflect both years and months of employment dates. Please submit your materials for this position through our website: <https://secure.cpshr.us/escandidate/JobDetail?ID=1723>

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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