



# Human Resources Manager

## ABOUT THE DISTRICT

The Hayward Area Recreation and Park District, known locally as "HARD", is an independent special district created in 1944 by public vote to provide parks and recreation services. The District now serves over 300,000 residents across 100 square-miles in the City of Hayward and the unincorporated communities of Ashland, Castro Valley, Cherryland, Fairview and San Lorenzo. The District shares boundaries with many governmental agencies including three County Supervisor districts; the City; four school districts; and numerous special districts.

HARD is the largest recreation district in California with over 100 parks and facilities including many unique treasures. This includes a golf course with two-story driving range with TopTracer Golf system; a full-production theatre; two interpretive nature centers and an animal hospital; two senior centers; robust sports programs for youth and adults; numerous pre-k sites and programs; the historic Hayward Plunge natatorium and several seasonal aquatic facilities and splash pads; California's oldest Japanese Gardens; Mia's Dream Come True Ultra-Inclusive Playground; and many beautiful facilities and parks that have received national and state recognition for their design, innovation and beauty, as well as hundreds of educational and recreational classes and programs.

In November 2016 voters overwhelmingly passed Measure F1 to issue \$250 million in bonds for park improvements. There are currently 18 capital improvement projects in design and construction across the District.

Operating under the Board/Manager form of government, the five Board Members are directly elected for alternating four-year terms. The General Manager is appointed by the Board and is responsible for carrying out the Board's policy directions.

## IMPACT OF COVID-19

The Hayward Area Recreation and Park District shares the concerns of candidates and the community over the spread of Coronavirus (COVID-19) and the impact it has on the District's operations. The District's webpage and social media pages on Facebook, Twitter and Instagram have been providing the community with ongoing



updates of how HARD is responding to the pandemic during this time. The District is here to serve the community, and while we are challenged with providing services and programs that our residents have grown to enjoy, the District has been continually complying with state and county health order. Much of the District's team has been working remotely while the main office has been open to the public for minimal services. This position will assist the General Manager with continuing response to the pandemic, while also preparing for the reopening of programs and facilities, at a time it is deemed safe. The primary focus for HARD is to keep employees and residents healthy during this time, while also preparing for when we will be able to put this behind us.

## ABOUT THE POSITION

Under the general direction of the Administrative Services Director, the Human Resources Manager shall direct, plan, organize, and administer the activities and operations of the Human Resources Division, including labor relations; employee relations; benefits design and administration; workers' compensation; recruitment, testing, and retention; risk management classification and compensation; employee and organizational training, development, and recognition; performance management; and policy development. This position also provides support for negotiations with labor organizations; administers and interprets labor agreements; and works collaboratively with District's Leadership Team, supervisors, organized labor, and the public.

### Key Responsibilities:

- Develops, plans and implements Human Resource Division goals, objectives and processes; develops policies for the Administrative Services Director and General Manager's consideration and implementation as approved. Supervises the HR Analyst and HR Specialist.
- Confers, advises, and makes recommendations to the General Manager, department directors, and supervisors on a variety of personnel matters, including performance issues, discipline process, grievance procedures, development and interpretation of District-wide and personnel policies, rules, and procedures, salary and benefit administration, staffing, employee training and development, and related matters.



- Ensures compliance with applicable legislative, regulatory, and judicial mandates, regulations, and current professional best practices; reviews, interprets, develops, and recommends changes to the District's policies, personnel rules, regulations, and procedures; plans, establishes, and maintains systems and business controls to support effective and efficient District-wide human resources programs.
- Processes and investigate claims against District property/ personnel, accidents, incidents, property loss. Perform coordination and liaison activities with District Legal Counsel, Joint Powers Authority Risk Sharing Pool and Third-Party Administrators in claim monitoring, investigation and resolution.
- Administers the Classification Plan and Wage Plan; implements and maintains the overall personnel program, including overseeing the processing of personnel actions and the establishment and maintenance of personnel records.
- Manages staff in the recruitment and selection functions, including performing recruitments from initial recruitment planning to final hire, writing announcements and advertisements, developing interview questions, performance tests and other testing/selection procedures.
- Direct, oversee and participate in the development of the Division's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Selects, trains, supervises, evaluates, and disciplines full-time and part-time personnel; provides or coordinates staff training.

## THE IDEAL CANDIDATE

The Human Resources Manager shall be an experienced, transformative and dynamic leader who possesses the creativity and flexibility to function effectively within the District's dynamic and progressive environment. The ideal candidate shall be a seasoned human resources professional with vast experience working in the public sector. Communication is paramount in this role. Candidates must be an exceptionally strong verbal and written communicator who values the art of listening, encourages diversity of thought, viewpoints and experiences, and possesses the utmost integrity and discretion to view issues objectively and find workable solutions. The



successful candidate shall ensure the optimal use of department and organizational resources, assessing and developing safe work policies and practices, along with attracting and retaining the best talent available. Employee engagement will also be key in this role, with a strong focus on cultivating diversity, inclusion, equity and access, as well as fostering extraordinary internal customer service amongst employees.

Desirable competencies for the **Human Resources Manager** shall include:

**Results-Oriented:** Able to translate ideas into concrete action; maintain a focus on results and outcomes; ability to build high-performing teams that hold themselves and staff accountable for their performance; pursue aggressive goals and work hard/smart to achieve them; and strive for results and success.

**Adaptable & Forward-Thinking:** Able to pivot and navigate through the "gray area", while following human resources law; a "big picture" strategic, critical thinker and problem solver; provides/ implements creative solutions and provides direction by clearly and effectively setting courses of action; and flexible and open to ideas and feedback from others.

**Talent Development:** Provides guidance, opportunities and motivation to develop and strengthen knowledge, skills, and competencies to improve employee's capabilities; exemplifies an authentic and strong character with integrity; sets high expectations; inspires and motivates others; coaches and mentors a high performing team of employees.

**Effective Communication:** Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills; displays openness to other people's ideas and thoughts. Maintains appropriate level of confidentiality.

**Leadership:** Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; demonstrates a high level of conscientiousness; holds self and others accountable.



**Collaborative & Inclusive:** Develops effective relationships within the organization by helping others accomplish tasks and using collaboration and conflict resolution skills. Embraces and encourages inclusion, equity, accessibility and diversity; identifies, understands, monitors, and measures the needs of both internal and external customers; and having a healthy sense of humor and optimism is highly desirable.

## EDUCATION/EXPERIENCE

Bachelor's degree in from an accredited college or university in Human Resources Management, Public or Business Administration, Industrial Relations, or a closely related field. A Master's degree in Public Administration, Business Administration, Human Resources, Organizational Development, or closely related field, HR Certification (SHRM-CP, SPHR, PHR, and/or SCP or CP) is highly desired. Candidates shall also have at least six (6) years of professional and responsible experience in human resource management or municipal administration, including at least three years in a supervisory capacity. Public sector, special district and/or local government experience is imperative in this role.

## COMPENSATION AND BENEFITS

HARD offers a competitive salary and benefits package. The salary for this position is **\$118,430 - \$145,401** dependent upon experience and qualifications of the selected candidate.

### **HARD offers a competitive benefits package which includes:**

- Ten working days paid vacation each year; fifteen days after five years of service; and twenty days after thirteen years of service. Minimum of five and up to ten days of administrative leave.
- Fourteen paid holidays and three or four additional paid days between Christmas and New Year's.
- Sick leave accrued at one day per month.
- CalPERS 2% at 62 for new CalPERS employees hired after January 1, 2013. 2% at 60 for classic CalPERS members.
- Choice of two health plans for employees and their dependents.
- Comprehensive dental plan for employees and their dependents that is paid for by the District.
- Vision care reimbursement benefit.

- Post-employment healthcare plan contribution of 2.62% of base salary paid by District.
- Social Security paid by District and employee.
- Long Term Disability Plan paid by District.
- Life Insurance policy (\$75,000) paid by District.
- District Deferred Compensation Plan available, employee funded.
- Employee Credit Union services.
- Educational Tuition Reimbursement.
- Employee Assistance Program.
- Voluntary Flexible Spending Account for medical and childcare expenses, employee funded.

## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (who will not be contacted without prior notice) by **Monday, January 25, 2021**. To review more information on the position, and to submit your materials visit:  
<https://executivesearch.cpshr.us/JobDetail?ID=1716>.

For additional information about this position please contact:

**CPS HR CONSULTING**

KYLIE WILSON  
CPS HR Consulting  
Phone: (916) 471-3325  
Email: [kwilson@cpshr.us](mailto:kwilson@cpshr.us)  
Website: [www.cpshr.us](http://www.cpshr.us)

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant in late-January. The District anticipates holding first round interviews in mid-February. Media checks will be performed on all screened candidates, and a comprehensive reference and background check will be performed on final candidates.

