



SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT

Human Resources Manager

Recruitment & Selection and Classification & Compensation

Salary: \$115,401.00 – \$152,229.36 Annually



ABOUT SOUTH COAST AQMD

South Coast Air Quality Management District (South Coast AQMD) is one of the largest and most technologically sophisticated environmental regulatory agencies in the nation. South Coast AQMD is dedicated to addressing environmental justice impacts of air pollution and is committed to protecting and improving air quality in the many diverse communities and neighborhoods in the South Coast Air Basin. We serve a four-county region that includes all of Orange County, and parts of Los Angeles, Riverside and San Bernardino counties, home to more than 17 million people. South Coast AQMD's headquarters is located in Diamond Bar, 30 miles east of downtown Los Angeles, at the junction of the 57 and 60 freeways. With a highly diverse "Clean Air Team" of over 750 employees, and an annual budget of \$173 million, South Coast AQMD is an organization you can be proud to work for.

South Coast AQMD's mission requires diverse perspectives, talents, and life experiences to solve some of the most complex technical air quality issues. We are committed to creating and maintaining a work environment that appreciates the unique contributions of our employees and fosters professional development and growth. South Coast AQMD respects the distinct ideas and perspectives of our stakeholders and works to bring them together toward the common goal of clean air.

Click [here](#) to view a video about joining the Clean Air Team!

ABOUT THE JOB

South Coast AQMD is seeking a dynamic and culturally competent leader for its Human Resources Manager for Recruitment & Selection/Classification & Compensation position. The ideal candidate will be able to demonstrate innovative ideas to recruit and retain diverse and creative employees who support South Coast AQMD’s mission to improve air quality in the region, especially those in environmental justice communities. The HR Manager will lead a team of professionals in the Recruitment Unit; and, utilizing a collaborative approach, will develop new initiatives and best practices for the hiring and onboarding of South Coast AQMD employees. An ideal candidate displays ethical judgment, cross-cultural communication skills, awareness of fair and just human resources policies and practices, and skills in fostering equity and inclusion in the workplace.



The HR Manager for Recruitment and Classification helps design and implement recruitment processes and evaluation strategies to recruit and interview diverse and qualified applicant pools for our wide-ranging job classifications. This requires a manager with the ability to provide clear and concise information to all individuals involved throughout the entire selection process. Similarly, the Recruitment Unit provides agency-wide professional development opportunities, both individually and within teams. In this respect, the HR Manager for Recruitment and Classification will be responsible for managing the internal promotion processes and providing guidance on the agency’s succession planning program. The HR Manager also oversees the hiring of temporary and provisional employees, and South Coast AQMD’s mentorship program.

The HR Manager for Recruitment and Classification manages the classification and compensation functions. The ideal candidate will have extensive knowledge and experience creating and updating class specifications, as well as conducting salary surveys. This experience should include working in a union environment and dealing with labor representatives on classification studies and claims of working outside of job specifications.

The Recruitment Unit operates in a continuous process improvement mode, upgrading existing selection processes and communication mechanisms; streamlining processes to make most effective use of available resources and improve results; and creating more effective, targeted sourcing and marketing techniques to ensure South Coast AQMD’s position as an Employer of Choice in today’s highly competitive job market. The ideal candidate for this position will bring the technical skills and an open-minded approach to meet the challenge of always seeking to do better.

Additional essential duties of this position include supervision of a talented professional and administrative support team; acting as consultant and coach to supervisors, management and employees on HR practices, policies, law, Personnel Rules, and Memoranda of Understanding; participating in labor-management meetings and collective bargaining (two Teamsters units, plus a Professional Employees Association); preparing reports and other highly professional written materials; representing Human Resources or South Coast AQMD in various forums; assisting in the overall administration of Human Resource programs; and acting in the absence of the Deputy Executive Officer over Administrative and Human Resources (DEO/AHR) as required or assigned.

EXAMPLE OF DUTIES

Plans, organizes, and manages the activities of a technical section in Human Resources; supervises the work assigned professional, sub-professional, and clerical personnel; reviews, assigns, and monitors work.

Manages, directs, and conducts special projects, studies, surveys, and analyses in the field of human resource management and administrative policies, programs, and procedures, including, but not limited to, position classification, compensation, labor relations, employee relations, employee training and development, employee benefits, safety, workers’ compensation, general liability, employee placement, employee recruitment and selection, affirmative action, policy review and development, or other major human resource functions; prepares project and program status reports.

Develops and implements new or modified policies, programs, methods, and procedures for the resolution of human resource and related management problems; researches and presents findings and recommendations for changes in human resource policies and practices to management and employee groups.

Consults with and provides advice and guidance to South Coast AQMD management and employees on human resource matters, such as recruitments, classification studies, employee performance and discipline, grievances, workers’ compensation, safety, general liability, benefits, MOUs, training, affirmative action, policy review and development; interprets South Coast AQMD *Personnel Rules*, *Salary Resolution*, *Employee Relations Resolution*, MOUs, and policies and procedures of South AQMD.

Participates in conferences with South Coast AQMD employee bargaining unit representatives and union officials to exchange information and review and explain human resources and administrative policies, procedures, and studies; represents South Coast AQMD as a member of the negotiating team with employee bargaining units.

Represents Human Resources and South Coast AQMD in meetings, conferences, workshops, and other forums; confers with representatives of other governmental jurisdictions and private firms to exchange human resource-related information.

Assists in the formulation of Human Resources policy, goals, and objectives and in the performance of a variety of administrative tasks, including budget preparation, personnel selection and training, and acquisition of necessary equipment and supplies; may act for the Deputy Executive Officer over Administrative and Human Resources, as needed.





DESIRABLE QUALIFICATIONS

The most highly desirable candidates will possess:

- ❖ At least **five years** of directly related, progressively responsible and professional Human Resources experience which includes recruitment, testing, selection classification, and compensation assignments
- ❖ A **bachelor's** or higher degree in Human Resources, Public Administration, Business Administration, or a related field
- ❖ Extensive experience managing and implementing recruitment and examination principles and best practices, including remote testing development and administration
- ❖ Demonstrated ability to use business data, metrics and external market insights to create an effective recruitment and selection program
- ❖ Extensive experience managing and implementing classification and compensation principles and best practices
- ❖ Skills and knowledge to develop and implement strategies for workforce management by assessing organizational performance, defining talent gaps and proposing solutions
- ❖ Extensive experience in developing thoughtful, integrated approaches to promote diversity and inclusion in recruitment, professional growth and long-term retention
- ❖ Demonstrated ability to interact professionally, effectively, and diplomatically with a wide variety of stakeholders and establish a credible presence when representing the agency and the office of Administrative & Human Resources
- ❖ Extensive knowledge and hands-on experience using NEOGOV or other software to expediate processes
- ❖ Evidence of exhibiting good judgment throughout their professional career
- ❖ Exceptional leadership, presentation, analytical, and communication skills

MINIMUM QUALIFICATIONS

Training and progressively responsible experience at the professional journey level or higher level, including project or program management, and administrative or supervisory experience, which would demonstrate knowledge of the principles and practices of public human resources administration, recruitment and selection, labor relations, employee benefits, safety, workers' compensation, general liability, employee relations, and affirmative action; automated human resources information systems; organizational and administrative analysis and research methodology; project planning, administrative, and management techniques; principles of employee supervision and training; functions, operations, and objectives of South Coast AQMD; computers and computer applications; basic statistical methods and techniques; and report writing methods and practices.

The ability to perform a wide variety of professional work in position classification, wage, and salary administration, recruitment and selection, labor relations, employee benefits, safety, workers' compensation, general liability, employee relations or affirmative action; plan, organize, and coordinate the work of assigned subordinate professional, sub-professional, and clerical personnel; manage, direct, and participate in major programs involving significant administration and delegation of work; manage, direct, and participate in the most major complex, sensitive, and technical projects assigned the division; assist in the overall administration and management of Human Resources; coordinate projects and programs involving South Coast AQMD units, outside agencies, and contracted services; research and analyze situations and adopt an effective course of action; understand, interpret, explain, and apply human resource rules, regulations, standards and procedures; communicate effectively, orally and in writing; evaluate and recommend improvements in operations, systems, procedures, policies, and methods; establish and maintain effective working relationships with South Coast AQMD personnel and other agencies; maintain required confidentiality in carrying out assignments, studies, and projects.

Evidence of the required knowledge, skills, and abilities may be demonstrated, in part, by the graduation from an accredited college or university with a major emphasis in public, business, or personnel administration or a related field. A master's degree in one of the above or related field may substitute for some of the professional level experience.



APPLICATION & SELECTION PROCESS

The initial review of resumes will occur on Friday, March 12, 2021. To be considered for this opportunity, please submit a cover letter, a resume, and a list of six professional references (will **not** be contacted until conditional offer made) via:
<https://www.cpshr.us/recruitment/1757>

CPS HR CONSULTING

Josh Jones
CPS HR CONSULTING
916-471-3301
jjones@cpshr.us
www.cpshr.us/search

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to possess the most relevant qualifications will be invited to participate in an interview with the consultant. Subsequently, the most qualified candidates will be invited to participate in a selection process with South Coast AQMD. An appointment is expected following the completion of in-depth reference and background checks to be coordinated with the successful candidate.



**South Coast
AQMD**