



COUNTY OF TULARE

Director of Human Resources and Development

THE COUNTY OF TULARE

The County of Tulare is a General Law County created by the State Legislature in 1852. It's 5,000 employees are dedicated to providing services to over 471,000 residents. The County is governed by a five-member Board of Supervisors elected by districts for four-year terms. There are no term limits. The Chair and Vice-Chair are elected annually by the Board from among its members.

To learn more about the County of Tulare, go to:
<https://tularecounty.ca.gov/county/>

THE COMMUNITY

Centrally located within the State of California, Tulare County is situated in a delightful and geographically diverse region. The County includes an area of 4,863 square miles. Mountain peaks of the Sierra Nevada range rise to more than 14,000 feet in its Eastern half. Meanwhile, the extensively cultivated and very fertile valley floor in the Western half, has allowed Tulare County to become the top producer of agricultural commodities in the United States. In addition to substantial packing/ shipping operations, light and medium manufacturing plants are increasing in number and are becoming an important factor in the County's total economic picture. The County has a growing population of 479,112. The Eastern half of the County is comprised primarily of public lands within the Sequoia National Park, National Forest, and the Mineral King, Golden Trout, and Dome land Wilderness areas. Opportunities for all-season outdoor recreation include hiking, water and snow skiing, fishing, and boating.

Visalia, the County seat, is the gateway to Sequoia National Park and a variety of recreational activities. The City, with a population of 127,08, is within a four-hour drive of either San Francisco or Los Angeles, and approximately a two-hour drive to California's central coastline. Its family-oriented lifestyle, affordable housing, minimal traffic, and low stress lifestyle have proven attractive to people from all areas of the state and country. The County also features many cultural and entertainment venues from great museums to theaters and a magnificent symphony orchestra, as well as excellent shopping outlets and downtown shops with convenient curbside parking.

For more information, visit: <http://co.tulare.ca.us/hrd>



THE POSITION

Reporting to the County Administrative Officer, the Director serves as head of the Human Resources and Development Department, overseeing and directing the County's human resource programs which include Personnel, Payroll, Staff Development and Employee Benefits. This position administers and enforces the provisions of the County Personnel Rules and related Administrative Regulations. With indirect administrative direction from the Board of Supervisors, the Director provides supervision to division heads and overall technical supervision to a staff of up to 25 employees.

This includes but is not limited to the following:

- Creating strategies for mentoring, training, employee development, and retention.
- Leveraging technology to improve and enhance recruiting processes and efficiencies.
- Building strong communication and relations with organizational department heads, staff, and key stakeholders.
- Creating positive and respectful working relationships with labor groups and labor representatives.
- Developing, implementing, monitoring, and revising as necessary County-wide personnel policies, procedures, and rules. Make recommendations to the CAO's office and Board of Supervisors as needed.
- Preparing, presenting, and administering the Department budget.
- Manage the various employee benefit programs including such areas as plan design, bid process, open enrollment, data collection, payroll implementation, employee and retiree servicing, and meet and confer.
- Oversee, plan and implement training for management, supervisors and employees in areas such as discipline, performance evaluation, supervision, sexual harassment avoidance, violence in the workplace, new employee orientation, and drug-free workplace.
- Coordinate internally, with the County Administrative Officer and the Board, and with the other departments, major projects such as classification and organization studies, salary survey's (local, State-wide, internal), disability accommodation and accessibility studies, minority representation studies, medical standards studies, and the annual health plan review.

THE DEPARTMENT

The mission of Tulare County Human Resources and Development is to attract, retain, and develop a highly skilled workforce. The department provides a wide array of services to 20+ county departments and over 5,000 employees in more than 800 job classifications. Core services include training, payroll processing, employee and labor relations, personnel recordkeeping, wellness programs, and benefits administration.

THE IDEAL CANDIDATE

The ideal candidate will be an inspirational, high integrity, team-builder with excellent interpersonal and organizational skills and have the ability to adapt to changing and competing priorities within a diverse, fast paced environment. A positive presence with a commitment to excellence, valuing diversity and a focus on customer service will be key to success. This position requires an extensive and broad range of public sector human resources experience at an executive level.

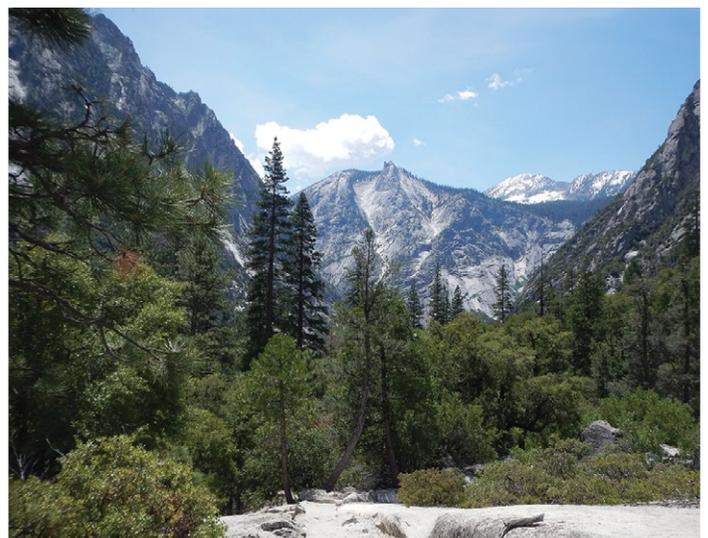
Experience implementing innovative and effective recruiting programs, creative organizational development initiatives and a successful history in employee relations are critical. Being forward-thinking in implementing technology-based solutions to improve efficiencies and stay current and competitive is essential. The successful candidate will take the time to assess and understand existing policies, procedures and organizational needs, and collaborate with departmental staff and key department heads to develop and implement best practices and process improvements.

Key attributes and characteristics:

- A solid leader and role model with a positive presence, demonstrates initiative, is action-oriented, exercises good judgment, treats others with respect, and is open and approachable.
- Excellent verbal and written communication and interpersonal skills; someone who is willing to listen and able to build trust through honest, respectful dialogue.
- Intelligent and analytical with an eye for process improvement; and a track record of successful and effective change management.
- Enjoys collaboration and being an involved leader and supportive team-player.
- A strategic partner with colleagues and other department heads.
- A person with the highest ethical standards who is willing to make difficult decisions based on what is right, enforces not just the letter of the law, but the spirit of the law.
- An outstanding manager of people who provides guidance and professional support to staff, offers regular feedback to employees, and serves as a mentor in providing training and growth opportunities.
- A relationship builder who cultivates productive relationships with the Board, Executive Team, elected officials, employees, organized labor, and external partners.
- Customer Service focused, i.e., "Let us know how we can help."

QUALIFICATIONS

- Equivalent to graduation from an accredited college or university with major coursework in public, business, or human resource administration, or related field.
- Master's degree preferred.
- Six (6) years of experience in responsible human resources administration or closely related fields.
- Three (3) years of experience in a supervisory capacity.
- Principles and practices of public personnel administration, organization, management and supervision; staff development and safety programs.
- Knowledge of municipal organizational departments, programs, administration and related legal requirement, regulations, and policies.





TULARE COUNTY HUMAN RESOURCES AND DEVELOPMENT

COMPENSATION AND BENEFITS

The salary range for this position is **\$120,000 – \$145,000** plus Flexible Benefit Allowance* (see below).

In addition, the County provides the following generous benefits package:

- Choice of medical plans with dental and vision benefits
- Two weeks' vacation leave initially, with credit for prior public service
- One week of management leave
- Twelve days sick leave annually
- Eleven paid holidays annually
- One personal holiday annually
- 1937 Act Retirement Plan, with PERS reciprocity
- Life insurance-200% of earnings up to \$250,000
- Car Allowance
- Long term disability insurance
- Deferred compensation plan with County match of \$1.00 for every \$4.00 employee contributes up to a maximum of \$1,750 County dollars per fiscal year. *May be appointed within this salary range; appointment is At-Will.

**Flexible benefit covers most benefit costs; \$1,000 Annual Benefit Allowance if County Insurance is waived*

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing date for this position is Monday, March 15, 2021.

To be considered, please submit your cover letter with résumé, and a list of six professional references (who will **not** be contacted in the early stages of the recruitment). Résumés should reflect years **and** months of positions held, as well as the size of the previous department you have managed or administered.

Submit your materials to: <https://executivesearch.cpshr.us/JobDetail?ID=1748>



Frank Rojas
CPS HR CONSULTING
916.471.3111
E-mail: resumes@cpshr.us

Résumés will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. CPS HR Consulting will report the results to the County. The most qualified candidates, as determined by the screening process, will be invited to participate in interviews with the County. Extensive reference and background checks will be completed on the selected candidate. For additional information about this position please contact Frank Rojas.