



# Human Resources Director

## PLACER COUNTY, CALIFORNIA

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EXECUTIVE SEARCH

## VIBRANT COMMUNITIES WITH EXTRAORDINARY POTENTIAL

Placer County is a prosperous community characterized by a healthy and diverse economy, attractive business environment, and residents who benefit from high quality educational, safety, and healthcare infrastructure, in addition to a wide variety of outstanding recreational opportunities. The government center of Placer County (located in Auburn) is 30 miles northeast of Sacramento, the State capital.

Stretching over one hundred miles, from the breathtaking vistas of the truly one-of-a-kind Lake Tahoe down through the verdant foothills of the Sierra Nevada Mountains to the lush Sacramento Valley, Placer County encompasses some of the most beautiful and diverse scenery in Northern California. The County has three distinct geographic regions: the Valley, the Gold Country, and the High Country. The Valley is the most urbanized of the three regions in terms of population and overall commercial development. The Gold Country's picturesque farm land Gold-Rush era towns dot oak-covered foothills, while the Sierra Nevada Mountains feature majestic forests, craggy peaks and pristine alpine lakes.

The total population is approximately 370,000 in both the unincorporated and incorporated (Auburn, Colfax, Lincoln, Loomis, Rocklin, and Roseville) areas of the County. Encompassing 1,506 square miles, Placer County is part of the greater Sacramento region, which also includes the counties of El Dorado, Sacramento, Sutter, Yolo, Nevada and Yuba. Lake Tahoe, to the east, is a short 90-minute drive from the western-most points of the County.

Placer County is consistently ranked first for its quality of life and in the top healthiest counties in California. Home to Sierra College and William Jessup University, with plans for two additional universities to develop in the western part of the County, Placer County also offers exceptional outdoor recreation opportunities and scenic open spaces. A wide range of housing options exist in the County including multi-family, small lot suburban and urban residential projects, ranchettes, larger rural residential properties and extensive farmlands with a mix of farming and ranching opportunities.

Outdoor recreation activities in Placer County are abundant all year long from hiking and biking, to horseback riding, river rafting, snowshoeing and skiing/riding. Placer County has a strong heritage as part of California's Gold Country and is considered the Gateway to the Sierra.

## COUNTY GOVERNANCE AND ORGANIZATION STRUCTURE

The County is governed by a five-member Board of Supervisors elected to four-year terms by voters within their respective districts. Six County officials

are elected at-large (Assessor, Auditor-Controller, County Clerk-Recorder-Registrar of Voters, District Attorney, Treasurer-Tax Collector, and Sheriff-Coroner-Marshall).

Placer County provides a wide range of services to its residents through approximately 20 departments and 3,000 employees. These services include public protection services, medical and health services, public assistance programs, sanitation services, the construction and maintenance of roads and infrastructure, environmental services, parks, libraries, and a variety of other general governmental services. The County also offers many services that cities do not provide and makes them available to everyone in the County, including those who live in cities. Many criminal justice and health services fall into this category, as do restaurant inspections, aid to needy families, support for veterans, child-support services, child protective services, child abuse prevention, and adult protective services.

For more information about Placer County, please visit <http://www.placer.ca.gov>.

## THE POSITION

In October of 2015 the Board of Supervisors approved moving forward to combine the previous Personnel Department (under the auspices of the Civil Service Commission) with programs that had traditionally resided in the County Executive's Office resulting in the Human Resources Department and the position of Human Resources Director.

The Human Resources Department was created with the understanding that the ultimate departmental structure would be predicated on strategic plan priorities, best business practices and core functional improvements identified through the strategic plan process and integrated into departmental administration and operations.

As a full-service, integrated Human Resources Department, program responsibilities include:

- Benefit administration and payroll transactions
- Learning and Development
- Classification and Compensation
- Leave management and worker's compensation administration
- Performance management
- Recruitment
- Equal employment opportunity including policy compliance
- Employee and labor relations
- Employee engagement/Wellness Program

Also, the role and independent authority of the Civil Service Commission consistent with the Civil Service Enabling Ordinance and the tenets of a merit-based system are integral to the Human Resource Department's responsibility.

The new Director will be responsible for planning, organizing and directing a comprehensive human resources department for Placer County, serves at-will to the County Executive Officer, and will provide highly responsible and complex administrative support. The position receives direction from the Civil Service Commission in those areas of human resource administration set forth in the Civil Service Enabling Ordinance or Placer County Code.

In addition to a minimum of five years of increasingly responsible professional managerial experience, including at least three years of public sector experience, this position requires a Bachelor's degree from an accredited college or university with major course work in business, public, or personnel administration or a related field (a Masters degree is preferred) and professional certification in Human Resources is desirable.

## IDEAL CANDIDATE

Created by the retirement of the incumbent after 18 years of service to the County, the ideal candidate will have exceptional interpersonal, communication and collaboration skills coupled with an ability to provide leadership and direction to a department that continues to evolve.

It will be important for the selected candidate to have knowledge of:

- All aspects of human resource administration including appropriate methods, procedures and technical expertise.
- Contemporary and emerging human resource practices, particularly related to talent acquisition and benefit administration.
- Public sector collective bargaining and negotiations.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations regarding human resource management, EEO/Affirmative Action and the collective bargaining process.
- Principles and practices of organization, administration, talent acquisition and personnel management including principles and management of a civil service system.

And the ability to:

- Demonstrate a high level of personal integrity and ethics.
- Manage relationships with elected officials and navigate political sensitivities.
- Be courageous and consistent in policy implementation.
- Be successful and thoughtful in managing significant change, both to process and culture.
- Be creative and collaborative in approaches to problem solving.
- Demonstrate the ability to calculate and manage risk coupled with a curiosity and a willingness to fail.
- Be a proactive team builder who empowers staff.

The candidate of choice will be a visionary leader, respecting the abilities of the management team, and valuing professional input from staff. The Human Resources Director will quickly gain credibility within the organization through strong interpersonal skills, an ethical and honest approach, mutual respect, effective communication and listening skills, and a desire to promote a culture of employee engagement.

## COMPENSATION AND BENEFITS

The annual salary for this outstanding opportunity is from \$157,394 to \$191,256 dependent upon qualifications and

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experience. In addition, the County offers an attractive benefits package including:

**AUTO ALLOWANCE:** \$550/mo.

**BEREAVEMENT LEAVE:** May use up to five days of sick leave.

**CAFETERIA PLAN:** Management employees receive \$4,000 per year, which can be used for a contribution into a 401(k), dependent care, medical co-insurance or cash.

**DEFERRED COMPENSATION:** Voluntary 457 and 401(k) are available through payroll deduction, with the County matching employee contributions to a 401(k) \$1 for every \$4, to a maximum of \$750/yr.

**EDUCATION ALLOWANCE:** Tuition reimbursement available for approved classes up to a maximum of \$1,200 per year.

**HEALTH INSURANCE:** The County of Placer provides Medical, Dental and Vision insurance for its employees and their dependents. **MEDICAL:** Several medical plans are offered through CalPERS, including HMO and PPO plans. The County pays 80% of the selected plan's total premium. **DENTAL AND VISION:** The County pays the full premium for the employee; the employee pays the premium for dependents.

**HOLIDAYS:** 13 days a year

**LIFE INSURANCE:** \$50,000 coverage, employer paid.

**MANAGEMENT/ADMIN. LEAVE:** Hired or promoted prior to December 14, 2013, 80 hours per year plus a 4% adjustment per formula. Hired or promoted on or after December 14, 2013, 100 hours per year.

**RETIREE MEDICAL:** Hired prior to 01/01/05 with 5 years of PERS service credit same as active

employee. Hired after 01/01/05, must have 10 years PERS service credit with 5 years with Placer County to receive 50% of the County contribution paid medical with an additional 5% for each additional year.

**RETIREMENT:** Placer County pension plans are administered by the California Public Employees Retirement System (CalPERS). Placer County has three pension tiers for Miscellaneous members; 2.5% @ 55, 2.0% @ 55, and 2.0% @ 62. The tier an employee is placed in is dependent upon hire date and CalPERS membership date. Beginning January 1, 2013 all new hires to Placer County who have not been members of CalPERS within the last six months will generally be placed in a 2.0% @ 62 formula. Both the employer and the employee contribute 6.2% into Social Security and 1.45% into Medicare. Pensionable compensation limits are set each calendar year by CalPERS. Please see [www.calpers.ca.gov](http://www.calpers.ca.gov) for questions regarding compensation limits.

**SICK LEAVE:** 12 days per year with unlimited accrual.

**SPECIAL ASSIGN/ADDITIONAL PAY:** Longevity pay of an additional 5% after 5 years at step 5.

**VACATION:** Vacation time: 0-2 years = 10 days, 3-4 years = 12 days, 5-9 = 15 days, 10-19 years = 20 days and 20 or more years = 25 days. Maximum accrual 520 hours.



## SEARCH SCHEDULE

Filing Deadline.....November 12, 2018

Preliminary Interviews.....  
.....November 14 through 21, 2018

Recommendation of Candidates.....November 27, 2018

Finalist Interview Process .....December 10, 2018

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

## THE RECRUITMENT PROCESS

To apply for this exciting opportunity, please visit our website at:

Peckham & McKenney  
[www.peckhamandmckenney.com](http://www.peckhamandmckenney.com)

Resumes are acknowledged within two business days. Please do not hesitate to contact Phil McKenney toll-free at (866) 912-1919 if you have any questions regarding this opportunity or recruitment process.



[www.peckhamandmckenney.com](http://www.peckhamandmckenney.com)