

COSUMNES COMMUNITY SERVICES DISTRICT

Human Resources Manager



THE COSUMNES COMMUNITY SERVICES DISTRICT

The Cosumnes Community Services District (CSD) provides Fire & Emergency Medical services to the communities of Elk Grove and Galt, CA, along with Parks and Recreation Services to Elk Grove and its surrounding rural areas. Established in 2006 through the reorganization of the Elk Grove Community Services District and the Galt Fire Protection District, the Cosumnes CSD provides services to a diverse population in excess of 185,000, with two incorporated cities, a large area of unincorporated southern Sacramento County, and varied suburban, rural, industrial, and agricultural areas. As an independent California Special District, the CSD is a separate local government with a five member elected governing board.

To learn more about the District, go to: www.yourcsd.com.

THE AREA

Elk Grove, California (population 161,000+) is a progressive community in southern Sacramento County diverse in ethnicity, age, and income levels. Elk Grove was established in 1850 as a hotel and stage stop. Home to an entrepreneurial spirit and superior quality of life, Elk Grove is a community where opportunity can be found in every corner. Our location provides easy access to two major freeways, the Sacramento International Airport, rail lines and two ports. The City of Elk Grove is known for a variety of outstanding restaurants, a historic downtown district, first-rate parks, sports centers, recreational venues, and much more.

Old Town Elk Grove is home to a number of antique shops, specialty boutiques, and some of the best restaurants in the region. In addition, the Old Town area also hosts the annual Dicken's Street Faire in December, a Chili cook-off and festival in June, and a monthly "First Saturday" event featuring entertainment, shopping, art displays, and more.

From biking to bowling, Elk Grove provides recreational, sports, health, fitness, educational activities, and special events for all ages. We offer 93 parks, 18 miles of trails, and soon to come, an aquatic trainer center and sports complex boasting state-of-the-art facilities--inspiring the next generation of Olympians.

Elk Grove had its start in agriculture and it is still a big part of the economy today with vineyards, dairy, and cattle. Home to an entrepreneurial spirit and superior quality of life, Elk Grove is a family-oriented community where opportunity is around every corner.

About the Elk Grove Unified School District

Elk Grove Unified operates 39 elementary schools, nine middle schools, nine high schools, three continuation schools, one K-12 independent study program, one charter school, one virtual online K-8 program and one special education school within the Elk Grove area. In addition, the District offers preschool programs at 12 school sites, an adult education program and a career training center for adults.

A top performing district, Elk Grove Unified is recognized throughout California and the nation as a leader in progressive education. Academic achievement takes place through classes that are rigorous, relevant and build strong relationships. Elk Grove Unified schools focus on meeting the needs of each child. This focus includes college and career preparation, wellness and safety.



Galt, California (population 24,400+) is a growing community located approximately 20 miles south of Sacramento along Highway 99. It was incorporated in 1946. Galt offers affordable housing with a small town atmosphere, perfect for raising young families as well as a great opportunity for new businesses. The city is known for its annual spring Strawberry Festival, summer Galt Festival and winter Bird Festival.

THE ORGANIZATION

The Cosumnes CSD serves an estimated 183,000 south Sacramento County residents in a 157-square mile area. Its award-winning parks and recreation services - including the operation of more than 93 parks - operate exclusively within the Elk Grove community. Fire protection and emergency medical services are provided for the cities of Elk Grove and Galt and unincorporated areas of south Sacramento County.

Departments

The three departments within the CSD are:

- Administrative Services Department
- Fire Department
- Parks and Recreation Department

Core Services

- Award-winning parks and facilities
- Disaster preparedness programs
- Emergency Medical Services
- Fire and life safety education
- Fire and rescue response
- Preschools, after-school programs and year-round camps
- School and business safety inspections
- Specialty classes for children, teens and adults
- Sports leagues, classes, camps
- Swim lessons and aquatics programs

District Goals

- Ensure its financial stability and accountability
- Ensure transparency in all District operations
- Make safety a priority in all operations
- Provide exceptional service to customers
- Provide quality facilities, parks, and apparatus
- Provide services, programs, and facilities based on the distinct needs of the community

THE POSITION

The Human Resources (HR) Manager administers the operations of the district wide HR Division, providing technical and supervisory direction to staff and serves as key advisor to the executive team and board of directors for planning, organization, development and administration of uniform human resource policies, procedures, and programs. Requires knowledge and ability to provide technical advice and decision-making in all areas of human resource administration including Labor and Employee Relations, Classification and Compensation, Recruiting, Training and Development, EEO, Benefits Administration and Risk Management as well as relevant local, state and federal regulations. This position also provides technical and confidential assistance to department heads and District management in department specific issues regarding disciplinary actions and other projects supporting the goals and objectives of individual departments.

THE IDEAL CANDIDATE

The Human Resources (HR) Manager must be a highly skilled individual with extensive management and administrative skills and a strong understanding of human resources practices and principles, including employee relations, the budget process, contract negotiations and administration. The ideal candidate is a strategic thinker, capable of implementation through teamwork and collaboration and able to communicate effectively with people from all walks of life, including community representatives, elected officials, Board members, executive team members, and internal staff. The HR Manager must be willing and able to manage people and the creative process with inspiration, show capacity to multi-task and manage diversity of activity, programs and staff, while leading with diplomacy, inclusive communication, and positive motivational leadership.

The ideal candidate will have a proven track record in labor relations, team building, and organizational development. It is expected that the HR Manager will act with the highest moral character and integrity in all that she/he does.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Specific tasks and responsibilities include but may not be limited to the following:

- Plans, coordinates and directs a District-wide HR Division including benefits, recruitment, hiring, discipline, equal employment opportunity and general training.
- Oversees and coordinates classification reviews and maintains/updates job descriptions.
- Ensures the District is up-to-date on "Special District" related employment laws and regulations, including the F.L.S.A. and applicable State laws.
- Assist the General Manager and Department Heads with the management of labor relations, administering four collective bargaining agreements; work with department heads to investigate and resolve grievances or arrange mediation/arbitration; formulate management strategy for collective bargaining; analyze union demands; recommend District responses and ensure that Board direction is implemented.
- Prepare labor relations materials, and participate in labor negotiation including acting as Chief Negotiator or primary District representative with contracted Chief Negotiator.

- Develop and recommend comprehensive proposals for new programs or major revisions of existing programs to enhance efficiency, effectiveness and quality of the District's work force and work environment; implement or oversee implementation of proposals.
- Conducts special projects such as preparing reports, conducting job analysis/audits, coordinating installation/upgrades of HR-related software packages, and conducting studies; and manages significant and long-term human resources projects.
- Works in partnership with District management and the Unions to identify strategic, organizational, and development objectives and align Human Resources initiatives and solutions in support of those objectives.
- Ensures effective recruitment, promotional examinations, employee development, and succession planning.
- Ensures District compliance with all applicable Federal, State, and Special District laws and regulations.
- Establish and maintain close communication and liaison with other District Departments and/or employee committees on departmental concerns and other related human resource activities.

KEY COMPETENCIES

The successful candidate will be:

- 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.
- An active problem solver who anticipates and responds to problems in a timely manner, develops alternative solutions, and is able to bring resolution to issues quickly, involving others as needed.
- A relationship builder who cultivates productive partnerships with staff, management, organized labor, external agencies and stakeholders.
- Able to wisely, effectively, and sensitively address personnel issues including performance evaluations, discipline, grievances, interpretation of personnel policies and procedures, labor contracts, and related matters.
- 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.
- Excellent at writing clear, concise staff and other reports for presentation in oral or written format to the Board or other elected bodies.
- Service-oriented with a track record of providing outstanding service to internal and external customers.
- A leader who is collaborative and supportive in working with executive leadership, ensuring the organization works toward a common goal.
- 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 excellent communicator willing to listen and able to build trust.

MINIMUM QUALIFICATIONS

- Bachelor's degree in human resources management, public or business administration, or a closely related field. If Bachelor's degree is in an unrelated field, a Certificate in Human Resources Management is required.
- Eight (8) years of experience in human resources plus four (4) years in a management/supervisory capacity.
- Experience with a Special District or other public sector agency is desirable.
- Knowledge of personnel law applicable to District employment.
- Knowledge of departmental organization programs, policies and procedures.
- Principles of budgeting, supervision, purchasing and personnel transactions.
- Knowledge of Fair Labor Standards Act and California State Law.

COMPENSATION AND BENEFITS

The salary range for this position is \$77,136 - \$103,380.

Benefits include:

- Medical
- Dental
- Life
- Vision
- Vacation
- Sick Pay
- Administrative Leave Allowances
- Employee Assistance

The District participates in the California Public Employees' Retirement System (CalPERS). New members in CalPERS will receive a retirement formula of 2% @ 62. Applicants who meet the requirements for a "classic member" will receive a retirement formula of 2% @ 55.

Employees participate in the Medicare portion of Social Security.



APPLICATION PROCESS & RECRUITMENT SCHEDULE

The final filing date for this position is **Monday, April 4, 2016**. To be considered, please submit your cover letter with current salary, resumé, list of six professional references (who will not be contacted in the early stages of the recruitment) to: resumes@cpsr.us. Résumés should reflect years and months of positions held.

CPS HR  CONSULTING

Frank Rojas

CPS HR CONSULTING

Tel: 916 471-3111 • Fax: 916 561-8478

E-mail: resumes@cpsr.us

Website: www.cpsr.us/search

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 District. The District will then select candidates to be invited to participate in panel interviews. A final interview process may be scheduled for selected candidates along with extensive reference and background checks. For additional information about this position please contact Frank Rojas.

