

*Invites Applications for
the position of*

Departmental Human Resources Manager



Opening Date: 01/15/2015

Closing Date: 01/30/2015

Salary: \$73,821—\$110,742 Annually

Starting wage of a highly qualified candidate will likely be a maximum of \$89,500.

New Hire Incentive:

Santa Barbara County may offer a hiring incentive for candidates outside the County.

General Information:

The Department of Social Services of Santa Barbara County is recruiting a full time position for a Departmental Human Resources Manager. This position will report to the Department Deputy Director over Administration and will be located in Santa Maria.

The Department:

The Department of Social Services is the County's largest Department and serves a geographically, ethnically and economically diverse county, dedicated to supporting the dignity of social, ethnic and cultural values through integrated and collaborative assessment and delivery of services to meet economic and human service needs in our community. The Department FY 2014/15 budget is approximately \$165 million.

Mission Statement:

The mission of the Department of Social Services is to provide protective services, employment services, and financial assistance that support the residents of Santa Barbara County in being productive and self-sufficient members of the community. We do this by identifying their needs and administering federal, state and county programs to meet those needs, while establishing partnerships with individuals and community groups to ensure collaborative solutions. The Department aligns its activities around the goals set forth by the Santa Barbara County Board of Supervisors for county government: Accountability, Customer Service and Efficiency.

The County:

Santa Barbara County government is a service-oriented organization with an approximate \$903 million budget, 20 departments, and a workforce of approximately 4,000 employees dedicated to providing quality services to a diverse population of 425,000. The region is one of the most beautiful areas in California. The County is well-known for its mild climate, picturesque coastline, scenic mountains, numerous parks and beaches. It has four distinct areas: Santa Barbara Coast, Santa Ynez Valley, Santa Maria Valley, and Lompoc Valley. Together these areas contribute to the unique profile of the County, blending the characteristics of each area into one world-class county and a great place to work, live and play.

About the Position:

Do you want to play a vital role in developing the human capital of a large public service organization? If so, don't miss this career opportunity!

The Santa Barbara County Department of Social Services is recruiting a full time position for Human Resources Manager. This position will report to the Department Deputy Director over Administration and will be located in Santa Maria.

The Department is seeking a practiced human resources manager who brings a high level of professional knowledge, enthusiasm, energy, diplomacy, and value of customer service to our management team. In addition, we seek a proven hands-on leader adept at delivering best-in-class human resource programs that are strategically aligned with the organization's business objectives.

This position will oversee a division of 9 people and will support approximately 31 executives/managers and approximately 894 staff members, located in seven different locations. The Departmental salary and benefits budget for FY 2014/15 is approximately \$80 million.

Ideal Candidate:

We are looking for someone who is solution-oriented, innovative, and influential who also brings a strong background in Human Resources Generalist with experience and knowledge in the following:

- Posses excellent written and verbal communication skills
- Experienced in laws, rules, responsibilities, and restrictions while demonstrating the ability to provide answers in layman's terms.
- Experienced in operating in a public sector and merit systems Human Resources environment.
- Experienced conducting various types of personnel investigations and information gathering.
- Ability to assist others in effective preparation of written discipline and performance evaluations
- Be comfortable with discipline and promote the concept that the majority of discipline is meant to help the employee become a better employee rather than just to punish.
- Strong customer service orientation. Ability to advocate for the Department needs as well as "help" managers and supervisors come to the correct decision when they are not heading down the correct path.
- Experienced in educating and coaching Department supervisors and managers in order for them to fulfill their role in employee relations and employee progressive discipline.
- Ability to establish a professional working relationship with labor and recognize and respect requirements in that relationship.
- Ability to talk to workers in a way that they can understand and feel they have been heard.
- Demonstrated ability to develop and maintain sound working relationships with diverse people and personalities
- Experienced in supervising and/or managing staff.
- Experienced in leading and creating employee training on HR topics
- Ability to effectively manage multiple situations occurring simultaneously and be responsive to Department Executives and Managers as quickly as possible.

Ideal Candidate Continued:

- Ability to streamline personnel systems to remove redundancies and obsolete processes and design systems that enable managers to do their jobs effectively and efficiently.
- Have knowledge of the operations of a Human Services agency and the programs they administer.

In addition to the above attributes, the Ideal Candidate will possess or be eligible to test for:

- Certification as a Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR).

Note: Expectation is that one of the above certificates will be obtained within 2 years of hire.



Examples of Duties:

- Managing a department's human resources needs offers an exciting opportunity to demonstrate your talent leading HR initiatives. Your efforts will improve business strategies, structures, culture, and processes, achieve business objectives, and grow a customer-service culture within the organization.
- As the Department Human Resources Manager, you will act as the primary liaison and work collaboratively with various County Departments, such as; the County Human Resources Department, County Counsel and County Risk Management.
- You will partner with the Department of Social Services' executives and managers to align the workforce with the department's operations and business needs. Your responsibilities will include building partnerships with department members, assisting and consulting with staff on a full spectrum of human resource activities (i.e. recruitment, promotion, selection, training on HR policies and procedures, workers compensation, physicals, discipline, leave of absence, on boarding new staff, benefits, etc.), and advising and consulting on workforce strategies to support performance management, organization and leadership development.
- You will be working within the a merit system environment administering compliance with the County's Civil Service Commission and the State of California Merit System Services (MSS) practices, procedures and employment testing, in addition to County and Department Human Resources programs, policies and procedures.
- You will oversee a staff of 9, comprised of Human Resources professional and paraprofessional class levels and administrative support. You will be responsible to plan and organize, manage, supervise and evaluate the work of Department Human Resources staff

Employment Standards:

1. HR Professional with at least two (2) years of experience delivering a broad range of Human Resources services*; and Possession of a Bachelor's degree or higher or
2. HR Professional with at least four (4) years of experience delivering a broad range of Human Resources services*; or
3. A combination of education, experience and training that equals the qualifications mentioned above; and
4. Demonstration of the following leadership competencies:
 - **Intensity** by successfully creating and leading changes that will develop a customer focused workforce now and into the future.
 - **Influential** leadership by effectively engaging others in undertaking and completing challenging projects, aligning your activities and priorities with those of the organization, and creating a modern and responsible environment for the organization's workforce.
 - **Ethical** leadership by treating others fairly and with respect and applying best human resources practices, legal and policy requirements, and excellent customer service to every aspect of the job.
 - **Commitment** to deliver exceptional customer service to a variety of departments and striving to consistently deliver the best services possible.
 - **Interpersonal** leadership using a variety of styles tailored to fit each situation and applying a collaborative and consultative approach that builds rapport and supports the goals of the organization.
 - **Resiliency** achieved through exercising appropriate flexibility and confidence to overcome challenges and obstacles that impact the organization's workforce development programs and the achievement of business objectives.
 - **Craftsmanship** by consistently demonstrating pride of ownership and producing excellent results.

***QUALIFYING and NONQUALIFYING EXPERIENCE:** Qualifying experience must have been for the purpose of overseeing, managing, or controlling HR activities for an organization or client, and requires the individual to regularly share the expertise in the HR field as part of their job duties; and regularly requires work at a professional level. Professional level means the ability to use independent judgment and discretion in performing work duties; some authority for decision-making; in depth work requirements, such as data gathering, analysis and interpretation; and individual accountability for results. Most work experience in a supervisory or managerial position includes responsibility for human resources management functions. However, if the primary responsibility of the position is not concerned with professional human resources management work, such experience is not considered qualifying. Entry level clerical or technical experience in a personnel program involving work which is limited to the processing of personnel rules, regulations and procedures in support of personnel functions is not qualifying.

Application and Selection Procedures:

The County of Santa Barbara respects and values a diverse workforce and strongly promotes strategies and activities to recruit, develop, and retain qualified men and women of varied backgrounds, lifestyles, experiences, and races. All qualified applicants are encouraged to submit online applications for open position(s):

SELECTION PROCESS:

1. **Applications will be screened for qualifications:** To determine those applicants who meet the employment standards.
2. **Conviction Questionnaire:** Candidates that have passed the above step will be emailed the instructions on how to complete the conviction questionnaire. All candidates must complete the conviction questionnaire in order to advance to the next step in the selection process.
3. **Supplemental Questionnaire Ranking:** Responses to the required supplemental questionnaire will be evaluated and scored. Candidates final score and rank on the eligibility list will be determined by their responses to the supplemental questionnaire. This step may be eliminated if there are fewer than 10 candidates.

Note: Supplemental Questionnaire will be provided to the final hiring panel as additional information to be used during the final selection process. Candidates must receive a percentage score of at least 70 on the supplemental questionnaire to be placed on an employment list. An adjustment may be made to raw scores based on factors listed in Civil Service Rule VI. Candidates who are successful in the selection process will have their names placed on the employment list for a minimum of three months. At the time employment list is established, all candidates will receive an email notice of their score on the exam(s), rank on the employment list, and exact duration of the employment list. Human Resources will notify you by mail if your name is removed. Applicants are encouraged to provide their email address on their application to enable the Human Resources Department to communicate more quickly with them via email regarding the status of their application and the recruitment process. The County of Santa Barbara will not release any applicant's email to a third party.

Candidates must complete a comprehensive background investigation. Appointee will be subject to post-offer medical evaluation or examination. The appointee must satisfactorily complete a probationary period.

HOW TO APPLY: Applications can be obtained 24 hours a day at: sbcountyjobs.com

APPLICATION AND SUPPLEMENTAL QUESTIONNAIRE DEADLINE:

Application and supplemental questionnaire must be received by the County of Santa Barbara no later than **5:00pm, January 30, 2015**
Postmarks not accepted.

BENEFITS: The County of Santa Barbara offers generous benefits, please visit our website: countyofsb.org/hr/default.aspx?id=11064

QUESTIONS REGARDING RECRUITMENT: Questions regarding this recruitment please contact: CEO HR Assistant Director and Recruiter: Melissa Grisales at m.grisales@co.santa-barbara.ca.us