



# *Housing Authority of the County of Alameda*



*invites your interest  
for the position of*

**Human  
Resources  
Manager**

## The Community

Alameda County sits at the geographic center of the San Francisco Bay Area, across the bay from the San Francisco Peninsula, with Contra Costa County to the north and Santa Clara County to the south. With a population approaching 1.7 million residents, Alameda is the second largest county in the Bay Area and the seventh largest in the State. The county encompasses 14 incorporated cities and six unincorporated areas that span a total of 738 square miles.

Commonly referred to as the “East Bay,” the region has been the fastest growing in the San Francisco Bay area for more than two decades. The East Bay is popular because of its desirable location, incredible diversity, ideal climate, broad economic base, and its range of available housing and business opportunities. The county itself is one of the most diverse regions in the entire country.



Alameda County offers a rich array of cultural activities, including the Oakland Museum and the Oakland East Bay Symphony. The wine country of the inland Tri-Valley area and the Chabot Space and Science Center bring additional opportunities for recreation, relaxation, and education. The University of California, Berkeley and California State University, East Bay are just two of the numerous distinguished academic institutions serving Northern California. Urban transportation options are extremely accessible in Alameda County including the Oakland International Airport, the Bay Area Rapid Transit (BART) system, and the San Francisco Bay ferry system. The Housing Authority’s office is three blocks from a BART station.

## The Housing Authority

The Housing Authority of the County of Alameda (HACA) has been recognized as a high performer and an innovative leader among housing authorities nationally. HACA’s mission is to improve the stability and quality of life for low-income families, individuals with disabilities and seniors by providing affordable housing. HACA’s office is in the city of Hayward and serves the nine cities of Albany, Dublin, Emeryville, Fremont, Hayward, Newark, Pleasanton, San Leandro, and Union City. HACA also serves several unincorporated communities, including Castro Valley and San Lorenzo.

HACA is an independent governmental entity separate from the County of Alameda and is governed by a 12-member Housing Commission appointed by the Alameda County Board of Supervisors. The Housing Commission is comprised of one appointee from each city (who are usually city council members), one representative from the unincorporated area and two HACA residents. The HACA staffing level consists of 70 FTEs.



HACA’s contract with the U.S. Department of Housing and Urban Development (HUD) provides for approximately 7,000 Housing Choice Vouchers (HCV), including 395 VASH vouchers, 289 Mainstream vouchers, and 252 Emergency Housing Vouchers (EHV). Over 700 vouchers are project-based. HACA has an active Family Self-Sufficiency (FSS) program with approximately 200 participants.

HACA created a non-profit instrumentality, Preserving Alameda County Housing, Inc. (PACH), to develop and manage affordable housing. PACH has no staff and is managed by HACA. Its five-member board of directors is comprised of members of HACA’s Housing Commission and HACA staff, including the Executive Director. PACH

assumed ownership of all 230 units of HACA's former public housing units. All units have project-based vouchers, including 72 Rental Assistance Demonstration (RAD) units. In addition, it owns 15 non-HUD units. PACH also owns HACA's former administrative offices, currently leased to a social service organization.

HACA enjoys excellent relationships with the Alameda County Housing and Community Development Department (HCD) and the county's Behavioral Health Care Services Agency (BHCS). It administers approximately 100 Shelter Plus Care units for HCD along with another 20 under an HCD-funded program. For BHCS, HACA manages rental subsidies for approximately 115 units under a locally designed and funded program.



### **The Position and Ideal Candidate**

The Human Resources Manager is a key member of the HACA senior leadership team and reports to the Executive Director. HACA's organizational culture is rooted in an environment of mutual respect, progressive ideas, and an appreciation for the legacy of the agency's accomplishments of expanding housing opportunities for county residents. The HR Manager is expected to continually foster and enhance this rich culture through the development, implementation, and administration of creative, adaptive, and responsive HR programs, solutions, and services.

Providing adequate housing for the broader community continually presents significant support requirements from human resources and administration. This includes a focus on the entire life cycle of recruitment & retention including onboarding, staff training/staff development, benefits administration, and in helping create an environment that enhances employee growth and satisfaction. Employee and labor relations is another priority area as the HR Manager manages and administers HACA's labor relations program and provides guidance and counsel to management and employees to maintain a healthy and productive work environment. Evaluating and improving internal work systems and processes, utilizing available technology, software systems and Microsoft's suite of business tools, are additional priority areas as the desire is to continually improve administrative systems and efficiency to support overall operations. Oversight for the health and safety of the workplace is a critical area of emphasis, in addition to ensuring compliance with HACA's policies, state and federal employment law, and other regulations.

The ideal candidate for this role will be a strong, proactive HR generalist that combines an active, hands-on, and results focused style with a strategic orientation that allows him/her to operate as a true business partner and service provider. A responsive professional with exceptional communication skills, both written and verbal, and a great team player that operates with high levels of collaboration and engagement are essential attributes for this position. It's expected the successful candidate will bring a passion and energy for affordable housing and will be an adaptable, flexible, and creative problem solver. Strong administration and personnel management skills are expected along with a mentor/coach orientation that provides mentorship and staff development opportunities.



This position requires a minimum of four years of increasingly responsible human resources experience and possession of a bachelor's degree from an accredited college or university with major course work in business or public administration or a related field. A Master's degree and public sector experience is preferred. The equivalent of four additional years of full-time professional level human resources experience may be substituted for a Bachelor's degree on a year for year basis.

## Compensation and Benefits

HACA offers a competitive salary and benefits package for its employees. The salary range for this position is \$104,856 - \$155,712 annually, depending on qualifications. HACA offers a generous benefits package that includes:

- ◆ Retirement: Participation in the Alameda County Employees' Retirement Association (ACERA), a 1937 Act defined benefit plan, which has reciprocity with other 1937 Act country retirement systems, and CalPERS. New members participate in Tier IV with a benefit of 2.5% @ 67 with the employee paying a member share of approximately 8.25%. HACA participates in Social Security.
- ◆ Medical: Choice of two HMO plans: Kaiser or United Healthcare for employee and dependents. HACA will pay 90% of the Kaiser premium for employee/employee plus one/employee plus family coverage. Employees who have medical coverage through another source may choose to opt-out of HACA's medical group coverage.
- ◆ Dental: Choice of Delta Dental (PPO) or Delta Care (HMO). HACA pays 100% of the premium for employee coverage.
- ◆ Flexible Spending Accounts (FSA): Employees can elect an annual amount up to \$2,700 on a pre-tax basis for eligible medical expenses and up to \$5,000 for eligible dependent care expenses.
- ◆ Holidays: 13 paid holidays per calendar year. In addition, HACA provides 6 floating holidays annually per fiscal year.
- ◆ Vacation: 120 hours of vacation time is accrued annually during the first three years of service. Employees may also sell accrued vacation each fiscal year and purchase vacation if eligibility requirements are met.
- ◆ Sick Leave: Accrued at the rate of 104 hours per year.
- ◆ Kin Care Leave: Up to 60 hours of accrued sick leave may be used for the care of eligible family members per calendar year.
- ◆ Life Insurance: Group term life insurance with premium paid by HACA. Employees are eligible after 6 months of employment.
- ◆ Management Flexible Benefit: Up to \$2,300 per calendar year in taxable or non-taxable reimbursements for eligible purchases.
- ◆ Credit Union: Membership in a credit union is available based upon government employment.
- ◆ 9/80 Work Schedule and Flexible Working Hours: HACA offices are closed every other Friday. To work 80 hours in each pay period, management employees are scheduled for 8.9 hours per day. Management employees have some ability to flexibly schedule their 8.9 hours.
- ◆ Deferred Compensation: Voluntary participation through employee pre-tax contributions into a 457 plan.
- ◆ Additional Benefits Include: Employee Assistance Program, State Disability Insurance (SDI), Paid Family Leave (PFL) and Long-Term Disability Insurance.



## The Process

To be considered for this exceptional career opportunity, please visit the Avery Associates Career Portal on our website at [www.averyassoc.net/current-searches/](http://www.averyassoc.net/current-searches/) to upload your letter of interest, resume, and contact information, including email addresses for five work-related references (who will not be contacted until after an interview takes place).

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The final filing date for this recruitment is Friday, April 29, 2022.



If you have any questions or wish to further explore this opportunity, please contact Paul Kimura at [paulk@averyassoc.net](mailto:paulk@averyassoc.net) or 408.399.4424 or Bill Lopez at [williaml@averyassoc.net](mailto:williaml@averyassoc.net) or 408.888.4099.