



Contra Costa County

**Contra Costa County**

*invites your interest for the position of*

**EMPLOYMENT & HUMAN  
SERVICES -  
DEPARTMENTAL HUMAN  
RESOURCES OFFICER II**



## The County of Contra Costa

Located in northern California, Contra Costa County covers approximately 733 square miles extending from the northeastern shore of San Francisco Bay east to San Joaquin County. With a population of just over 1 million residents, the County is among the ten most populous counties in California and home to one of the State's most ethnically, culturally, and socioeconomically diverse populations. It has one of the fastest growing work forces among Bay Area counties, with growth in its employment base being driven by the need to provide services to an increasing population and the presence of relatively high-wage skilled jobs.



The County contains 19 incorporated cities and includes a variety of urban, suburban, industrial, agricultural, and port areas. Substantial portions of the County are served by the San Francisco Bay Area Rapid Transit (BART), which has contributed to significant residential and commercial development. Contra Costa is home to numerous attractions, including wildlife refuges, state parks, historic sites, and a variety of museums. Mount Diablo, a 3,849-foot peak at the north end of the Diablo Hills, is popular with outdoor enthusiasts, as are hiking, biking, horseback riding, boating, and other activities. The wine country of Napa and Sonoma Counties, picturesque seaside communities such as Carmel and Monterey, and the Sierra Lake Tahoe region are all within driving distance of Contra Costa.

Several prestigious public and private academic institutions are also located nearby, including Stanford University, University of California at Berkeley, University of San Francisco, University of the Pacific, San Jose State University, and California State University, East Bay. One of California's best community college systems is also located in Contra Costa County.

## County Government and the Employment & Human Services Department

Contra Costa County was created in 1850 as one of the 27 counties formed at the time of California's statehood. The County Seat and County's Administrative Offices are located in the City of Martinez. Contra Costa County is governed by an elected five-member Board of Supervisors and includes a variety of citizen commissions, committees, and other entities that advise the Board and County staff in issues and policy. The County Administrator is responsible for the day-to-day operations of

the County, including overseeing implementation of Board directives; planning, monitoring, and overseeing County operations; supervising appointed Department Heads; and preparing the annual budget, among other tasks.



The County provides a full range of services through 30 County departments divided into the service areas of Public Protection, General Government/Municipal Services, Health and Human Services, and Special Districts and Authorities. It has more than 11,100 employees and a total FY2023/24 budget of over \$5.5 billion with a General Fund of \$2.24 billion. Contra Costa County is committed to Racial Equity, Inclusion and Social Justice within all county operations and is dedicated to the advancement of key initiatives and efforts in support of this essential mission.

The Employment & Human Services Department (EHSD) is committed to promoting the social and economic self-reliance of individuals and families through personal responsibility and self-sufficiency by providing a variety of services and programs aimed at improving the lives of children, adults, families, and the elderly. EHSD is the second largest department in Contra Costa County with programs and services offered throughout the County by 1937 staff members. Its Bureaus include Children & Family Services, Aging & Adult Services, Workforce Services, Community Services, the Workforce Development Board and Administrative Services.

## **The Position and Ideal Candidate**

The Departmental Human Resources Officer (HRO) that's dedicated to the EHSD, serves as a generalist overseeing all transactional human resources activities for the department. The HRO reports to the Director of the Internal Operations and leads a staff of nine. The EHSD's HR unit coordinates activities with the County HR department primarily around recruitment and labor relations issues.

The structure of EHSD's HR support provides a series of dedicated HR teams to support each operational bureau within the overall department. The priority areas for the HRO include a greater focus on recruitment and retention as the department has a targeted goal of reaching a 5% vacancy rate, strengthening leave and return to work programs/administration, proactively addressing structural HR systems, processes, and workflows, and the need to establish and implement training and development opportunities for the workforce. In today's competitive market, recruitment efforts must be enhanced with aggressive and creative outreach efforts to address the difficult challenges of the current labor market. The need to address foundational HR work systems and processes is also critical as the departmental HRIS must expand usage of electronic reporting and tracking systems, standard operating procedures and consistent business processes and departmental documentation needs to be improved and refined. In providing these critical services, the new HRO will be a solid business partner that facilitates and delivers exceptional and essential services to department operations.



The ideal candidate will have a strong and extensive HR generalist background with demonstrated expertise in various areas of HR including employee/labor relations, recruitment, and leave administration. The HRO will be a collaborative, team-oriented leader; an excellent administrator, and positive role model who introduces innovative and analytical approaches, is responsive to organizational needs, and fosters a culture of excellence and customer service throughout the organization. Exceptional interpersonal and communication skills, a result-focused and data-based orientation, an ability to influence a complex, diverse organization, a keen sense of diplomacy with a high level of emotional intelligence, and the ability to work cooperatively and inclusively with all participants are necessary attributes for this role. The HRO will also reflect a demonstrated commitment to the values of equity, diversity, and inclusion, and will have an awareness of and respect for cultural diversity, be effective and responsive in politically and ethnically

diverse environments and accomplished at maintaining cooperative relations with diverse communities.

The required background for this role includes any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge skills, and abilities would be four years of full-time or its equivalent personnel management experience which includes responsibility for conducting or participating in negotiations with labor organizations on issues pertaining to employer/employee relations, and the performance departmental personnel functions, at least two years of which must have been in a public agency supervisory capacity. A Bachelor's degree from an accredited college or university with a major in Business or Public Administration, Social or Behavioral Science, Human Resources Management, Organizational Development, or a related field is typical.

## Compensation and Benefits

The salary range for this position is \$133,151 - \$161,847 annually, DOQ. Additionally, this position will receive an annual 5% COLA adjustment in July 2024 and in July 2025. The County offers a competitive benefits program that includes the following:

- ◆ Retirement - The County pays the employer contribution to CCCERA, a 1937 Act defined benefit retirement plan, which has reciprocity with other 1937 Act County retirement systems, CalPERS, and systems with CalPERS reciprocity. Employee contributions are based on a percentage of pensionable compensation. The County also participates in Social Security and Medicare.
- ◆ Health Insurance - A variety of subsidized medical, dental, and vision plans are offered.
- ◆ Long Term Disability - County paid program.
- ◆ Vacation Leave - Initial monthly accrual rate is 10 hours, up to maximum accumulation of 240 hours.
- ◆ Sick Leave - Monthly accrual is 8 hours.
- ◆ Annual Management Administrative Leave - 94 non-accruable leave hours are credited each January 1st (prorated for those hired after January 1st).
- ◆ Personal Holiday Credit
- ◆ Holidays - 11 paid holidays per year.
- ◆ Executive Professional Development Reimbursement - Eligible for reimbursement of \$625 each 2-year period for qualifying expenses, including the purchase of job-related technology devices or software. An additional \$750 per fiscal year is available through Career Development Training, which requires some cost sharing.
- ◆ Deferred Compensation Plan - County contributes \$85, plus an additional \$150 per month upon qualifying employee contributions to a 457 plan.
- ◆ Executive Life Insurance Program.
- ◆ Management Longevity Pay.



## The Process

If you are interested in pursuing this desirable 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 position is December 18, 2023.

If you have any questions regarding this position, please feel free to contact Paul Kimura at 408.399.4424 or by email: [paulk@averyassoc.net](mailto:paulk@averyassoc.net) or Kristi Ward at 408.507.9378 or by email: [kristiw@averyassoc.net](mailto:kristiw@averyassoc.net). For more information on the County of Contra Costa, visit its website at [www.contracosta.ca.gov](http://www.contracosta.ca.gov).