



MONO COUNTY

Director of Human Resources

Recruitment Services Provided by Ralph Andersen & Associates



Experience California's Eastern Sierra

The Community

Mono County, with a population of just 14,000 in an area of approximately 3,030 square miles, offers its residents and visitors a rural setting with some of the most spectacular scenery in California. The County, on the east side of the Sierra Nevada mountains near Yosemite National Park, comprises vibrant resort communities, wide-open spaces and wild places, rural hamlets, historic sites, museums, and even a ghost town. Much of Mono County is public land (the Inyo and Humboldt-Toiyabe National Forests), which provides the ultimate in outdoor recreational and tourism opportunities. The communities of Bridgeport and Mammoth Lakes (the only incorporated town) both occupy important roles in the daily affairs of Mono County.

Bridgeport is the historic county seat, and the 1881 Courthouse anchors the town. The bucolic Bridgeport Valley is bordered by the rugged Sawtooth Range and offers premier trout fishing. Annual events, such as the Bridgeport Rodeo and the old-fashioned Fourth of July Parade, provide residents and tourists with small town living at its best.

Mammoth Lakes, home to one of the largest ski areas in the country, is a four-season destination resort and, with 8,000 full-time residents, the County's population center. In addition to winter snow sports, summer activities and events such as hiking, mountain biking, golfing, tennis, concerts, and art festivals attract visitors from all over the world.

Some of the County's workforce is based in Mammoth, and the town offers numerous services and amenities. Mammoth Hospital is designated by the federal government as a Critical Access Hospital. The facility prides itself on personalized care, along with a professional, full-time, and board certified medical staff and highly qualified nursing staff. Cerro Coso Community College's Eastern Sierra College Center offers AA degrees, transfer programs, and professional training with in-seat and online classes. The Mammoth-Yosemite Airport (MMH) offers daily commercial air service to Los Angeles year-round, and seasonal air service to San Francisco, San Diego, and other destinations.

Additionally, the County has a number of other sites that make the region quite unique, and that demonstrate the incredible diversity of the landscape. In Northern Mono County, the communities of Topaz, Coleville, and Walker offer relaxed rural living and proximity to Nevada's Carson Valley. Bodie ghost

town, California's most visited State Park, is a reminder of the gold and silver boom of the late nineteenth century. Iconic Mono Lake, in the center of the County, is one of the western hemisphere's oldest lakes, and a draw for bird watchers and sightseers. Lee Vining, on its shore, serves as the eastern gateway to Yosemite, just 10 miles from Highway 395. Tucked away at the base of 10,909-ft Carson Peak, the scenic 14 mile June Lake Loop is a mountain hideaway. The area has been attracting outdoor enthusiasts and nature lovers dating back to Hollywood's discovery of June Lake in the 1920's. In Southern Mono County, Crowley Lake and Swall Meadows are residential communities with room to grow and big views, and the Tri-Valley in the eastern part of the County is an agricultural area at the base of the White Mountains.

County Governance Structure

Mono County is a general law county, and is governed by a five-member Board of Supervisors elected by the voters of each of the five supervisorial districts. The Board of Supervisors sets policy and deals with legislative matters pertaining to the County. The Board of Supervisors appoints both the County Administrative Officer (CAO) and the County Counsel. Three other elected officials include the Sheriff-Coroner, Assessor, and District Attorney.

The County Administrative Officer is responsible for assisting the Board in conducting administrative affairs. The services that Mono County provides are typical of other counties in California and include law enforcement, health and human services, public works, community development, probation, and property tax administration. These services are provided to the citizens of Mono County through a system of departments, commissions, and boards. The Board of Supervisors meets in regularly scheduled meetings three times each month, the first two Tuesdays of each month in Bridgeport and the third Tuesday of each month in Mammoth Lakes.

Mono County provides services and programs that are funded from a number of revenue sources that include property taxes, permit fees, and state and federal monies. This year's estimated expenditures are \$66 million, which includes a FY 2014-2015 General Fund expenditure plan of \$35 million with an additional \$31 million from other funds, enterprise funds, and dependent special districts. The County has 265 authorized FTEs. Information about the County's union contracts and MOUs are available on the County's website (under Human Resources) and are also available through Ralph Andersen & Associates. A limited number of staff are covered by merit system in the Social Services Department.

Responsibilities of the Position

The Director of Human Resources independently plans, manages, and administers all functional areas of human resources for the County. This position is the lead on complex analytical tasks in support of all areas of recruitment, selection, employment, classification/compensation, training, and staff development.

Valuing Our Human Capital – Our Staff!

In restoring this much needed position into the County's organization structure and allocating the budgeted funds this fiscal year, the Board of Supervisors has made a strong commitment to the organization as a whole, to add this level of expertise and support.

The Director of Human Resources will report to the County Administrative Officer, have frequent interaction and an advisory role to the Board of Supervisors, and additionally serve as a consultant to all operating departments including those under the direction of elected officials (Sheriff-Coroner, Assessor, and District Attorney). Importantly, the Director of Human Resources will be strategically involved in a broad range of issues on a

county-wide basis that will require sensitivity, confidentiality, integrity, best management practices, and common sense. In setting the tone for this focus on a people-oriented organization and improved policies dealing with human capital needs, the responsibilities of the Director of Human Resources will be expansive from the role of a hands-on senior analyst to a strategic facilitator. Operating with no direct reports or staff, the Director shares the administrative/clerical support and works collaboratively to achieve outcomes -- from small tasks to specific projects.

The Ideal Candidate

The ideal candidate will have a solid understanding of all functional areas of human resources and be self-directed, highly responsive, and customer-service oriented. An understanding of human resources issues unique to attracting, retaining, and operating a workforce in a remote, mountain environment will be an added plus for top candidates. Additionally, the ideal candidate will also have a high level of energy and initiative with the career maturity to work closely as a consultant to both elected and appointment department directors as well as the Board of Supervisors. Experience demonstrating sound judgment is critical to success. A hands-on approach and willingness to lead by example are required. This talented performer will be dynamic, self-

reliant, and demonstrate their abilities with integrity and confidence. Being a good listener is equally important including knowing when to elevate concerns that require swift and immediate action.

Candidates for this position must be exceptional communicators capable of planning and directing the full range of human resource services that include:



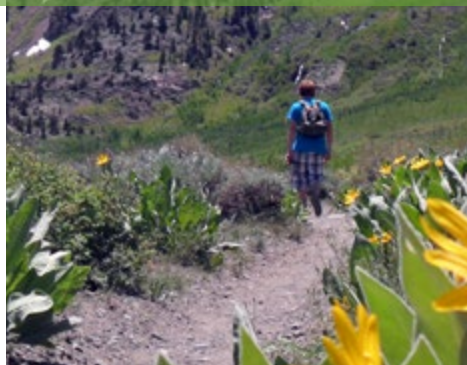
Administrative

- The capacity and ability to identify, address, and solve human resources related issues, demonstrating creativity, and collaboration;
- Formulate and oversee the development and implementation of improved efficiency and organizational effectiveness including eliminating excess paperwork, streamline flow of information, and promote and increase the use of internal technology and social media;
- A demonstrated strong track record of building relationships quickly and effectively;
- Highly adaptive, accessible, and approachable to all staff across the spectrum of the organization;
- Develop, revise, administer, and implement Personnel Rules and Regulations and related administrative guidelines;
- Attend and participate in Board of Supervisors' and Departmental meetings;
- Keep abreast of new legislation, regulations, and policies relevant to human resources and county-wide operations, and recommend and/or make adjustments to procedures to ensure compliance with prevailing laws; and
- Produce and analyze reports in order to provide recommendations for organizational effectiveness and efficiencies.

Recruitment

- Administer the County's recruitment process including final selection and background checks;

Mono County offers an opportunity to live, work, and recreate in a spectacular and breath-taking environment.





- Coordinate employee orientation and on-boarding including working closely with the Finance Department on benefit and payroll matters; and
- A keen understanding of the laws and the importance of confidentiality as it relates to maintaining employee personnel files, HIPPA requirements, and related employment matters.

Training and Staff Development

- Conduct and promote the importance of organizational development and oversee the County's training needs in order to facilitate employee development; and
- Coordinate and provide compliance and supervisory training, in coordination with the legal department, with compliance training programs, including EEO issues, sexual harassment, ADA, and FMLA.

Labor Relations/Employee Relations

- Assist department directors and managers on a wide range of issues dealing with employee performance, labor relations, and workforce development;
- Serve as organization's resource for any complaint or impropriety including directing and participate in fact-finding and complaint investigations to resolve employee discipline and grievance issues;
- With a holistic approach, effectively recommend disciplinary actions and assist departments in implementing resulting personnel action; and
- Contribute and participate, under the direction of the County Administrative Officer, to interpret and administer provisions of Collective Bargaining Agreements and Memorandum of Understandings (MOU's).

Classification and Compensation

- Oversee the County's classification and compensation plan; and
- Conduct research studies and analysis including preparation of comprehensive technical reports, correspondence, and documents.

Education & Experience

Education: Requires a Bachelor's degree with major coursework in public administration, human resources management, business administration, or a related field. A Master's degree is highly desirable.

Experience: A minimum of 8-10 years professional level human resources experience is required as a human resources generalist. Experience working with a county organization is strongly desired due to the broad range of services offered and the organizational structure of Mono County. Labor relations and negotiation experience is mandatory for further consideration. There is a strong preference for California union-related experience although other comparable out-of-state experience will be considered for top contenders. Although not required, candidates with experience working with a merit system will also be well received.

Appropriate Professional Credentials: PHR/SPHR Certification preferred.

The Compensation

The anticipated salary range for this position is \$ \$90,000 - \$115,000. Candidates with a compensation near or exceeding the top of the salary range are encouraged to discuss specifics with Ralph Andersen & Associates. Placement in the range will be based on qualifications and experience. In addition to limited assistance on moving and relocation, Mono County provides an excellent benefit package for this position that includes the following:

- **CalPERS Retirement** – 2.5%@55 for current members of CalPERS; new members in CalPERS will be enrolled at 2%@62. The employee pays their 7% CalPERS contribution. Mono County **does not** participate in Social Security except for the mandatory Medicare deduction.
- **457 and 401(a) Plan** – A 3% contribution by employee to the County's 457 deferred compensation plan is matched by the County and contributed to a 401(a) Plan (graduated 6-year vesting period).
- **Health Insurance** – Eligibility is the first day of the month following the date of hire. County pays for the majority of the premium with the following employee contribution: \$25 per month for individual coverage; \$50 per month for employee plus one dependent; and \$100 for family coverage.
- **Dental/Vision** – Fully paid plans for both the employee and family.
- **Vacation** – Fifteen (15) days per year, increasing after 10 years of service.
- **Administrative Leave** – Ten (10) days per calendar year (80 hours).
- **Holidays** – Fourteen (14) holidays per year plus two (2) personal holidays.
- **Sick Leave** – Twelve (12) days per year.
- **Life Insurance** – \$50,000 policy paid by the County.
- **Wellness Program** – The County pays a portion for membership at specified local health clubs.

To Be Considered

This is a **confidential recruitment** and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references **will not** be contacted until mutual interest has been established. Candidates are encouraged to **apply by September 18, 2015**. This recruitment is considered open until filled. First round of screening interviews are anticipated to take place in mid-to-late October and will culminate with final interviews in early November after the new County Administrative Officer is selected by the Board of Supervisors. **Electronic submittals are strongly preferred to Ralph Andersen & Associates via email at apply@ralphandersen.com** and should include a compelling cover letter, comprehensive resume, and current salary.

Confidential inquiries welcomed to Heather Renschler, Ralph Andersen & Associates, at (916) 630-4900.

Recruitment Schedule

- **Recruitment Opens: Monday, July 27**
- **Closing Date: Friday, September 18**
- **First Review and Evaluation of Candidates: On-going through Friday, September 18**
- **Update to Mono County and Selection of Applicants to Proceed: Late September / Early October**