



# The County of Mendocino

is accepting applications for the position of

## Human Resources Director

Final Filing Date: December 9, 2021

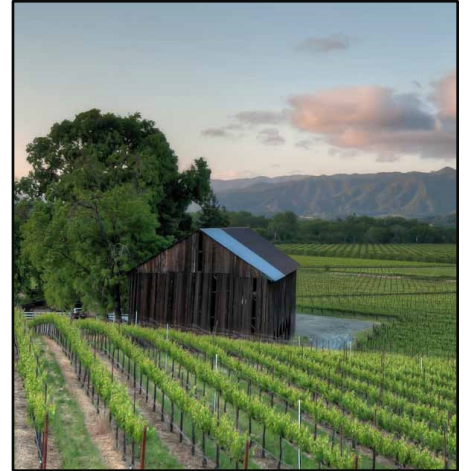


*The Human Resources team is committed to fostering a culture where fairness, dignity and respect for our fellow employees combine to ensure quality services to our community. Our vision is to be the employer of choice in Mendocino County by providing a workplace that attracts and retains talented and passionate employees to serve our community.*

## The County

Mendocino County is a picturesque rural county along California's north coast, two hours north of the Golden Gate. The County boasts beautiful fertile inland valleys, Pacific coastline, and rugged mountain peaks.

The County's 90,000 residents enjoy small town life, local art organizations, theatre companies, and abundant outdoor recreational activities. Quaint historic villages are found along the scenic coastline, home to many inns, art galleries, boutiques and restaurants. The northern part of the County draws outdoor enthusiasts eager for adventure in hiking, canoeing, fishing and more. The inland area is best known as wine country, producing some of the finest vintage California wines.



Mendocino County's economy is based on agriculture, timber, tourism and a growing retail and service center. Weather in the county is generally mild. Fog and sea breezes usually keep the coastal areas cool, while inland temperatures can reach the high 90's during the summer months. Ukiah is the county seat with a population of approximately 16,000 residents.

For more information about Mendocino County visit [www.visitmendocino.com](http://www.visitmendocino.com)

## The Organization

Mendocino County is a general law County with a Board-Executive Officer form of government in which the five-member Board of Supervisors appoints the Chief Executive Officer.

Each Board Member is elected by districts to serve a four-year term. Twenty-one departments and fifteen special districts provide county services. The county has an operation budget of \$300 million and employs approximately 1,200 people.

The Human Resources Department consists of five primary functional areas: recruitment, classification & compensation, workforce development, employee relations, and administrative services.

## The Position

Under direction of the Chief Executive Officer and the Civil Service Commission is responsible to administer human resources functions (recruitment & selection, classification & compensation, employee & labor relations, and workforce development) for the County's centralized Human Resources Department. This position advises the Chief Executive Officer, Board of Supervisors and the Civil Service Commission on technical matters, executes their decisions, and serve as their representative in personnel matters. Serves as Secretary to the Civil Service Commission, ADA/FEHA, HIPAA and EEOC Compliance Officer.

This position requires a high level of initiative, judgment, discretion, and the ability to make independent decisions in recommending, implementing, and administering the County's Human Resources policies and procedures leading to implementation of an efficient operation of the division.

## The Ideal Candidate

The ideal candidate for this position will have a strong Human Resources background and is skilled in strategic leadership and innovative thinking who leads by cultivating relationships, inspiring, and motivating.

General requirements are a Bachelor's degree from an accredited college or university with the equivalent of a major in human resources management, public administration or business administration; and six (6) years of full-time management-level experience in public personnel work, with at least two (2) years performing significant administrative responsibilities as the head of a major personnel function such as recruitment, classification, labor management relations, etc.; or an equivalent combination of education, training and experience directly related to the administration of centralized human resources functions in a public agency which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

## Salary & Benefits

The salary range for this position is \$136,094 - \$165,422 annually, with appointment at a step in the range dependent upon qualifications. The County provides a department head benefits package, which includes:

- ◆ Retirement benefits provided under the 1937 Act and enrollment in Social Security. For more information, contact the Retirement Administrator at 707-463-4328.
- ◆ Participation in a 457 deferred compensation plan with up to 4% of salary contribution matched by the County.
- ◆ Longevity increase after five (5) years at Step 5 (or a flat rate salary) and upon each five (5) year anniversary thereafter. The increase shall be 2½% for each five-year period.
- ◆ \$1,500 annually for education, training, and wellness expenses.
- ◆ County pays 75% of Medical, Dental and Vision Insurance coverage for employees and their dependents.
- ◆ \$50,000 group life insurance policy and \$50,000 A D & D.
- ◆ 11 paid holidays.
- ◆ 48 hours of paid management leave.
- ◆ Paid vacation beginning with two weeks, increasing periodically to five weeks after 15 years of service.
- ◆ Sick leave accrual at 15 days per year.
- ◆ County-funded extended disability.
- ◆ Voluntary election of an automobile allowance of \$250 per month.





## The Process

This recruitment has a final filing date of December 9, 2021.

To be considered for the Human Resources Director position, please submit a County application and resume by December 9, 2021 using the County's website at [www.mendocinocounty.org/hr](http://www.mendocinocounty.org/hr) .  
EOE

Depending upon the number of qualified candidates, a Qualifications Appraisal may be administered.

Human Resources Department

County of Mendocino

501 Low Gap Road, Room 1326

Ukiah, CA 95482

Phone: 707.234.6600

Website: [www.mendocinocounty.org/hr](http://www.mendocinocounty.org/hr)

E-mail questions to: [hr@mendocinocounty.org](mailto:hr@mendocinocounty.org)

