



County of Riverside



invites your interest in the position of

Assistant County Executive Officer Human Resources

Recruitment Services Provided by Ralph Andersen & Associates



The Opportunity

The County of Riverside is conducting a national search for a highly energetic and seasoned Assistant County Executive Officer Human Resources Officer who is comfortable in a large, full-service organization with more than 21,000 employees. This is a rewarding opportunity for an experienced and self-directed human resource professional who exemplifies the highest standards and implements best practices. Reporting directly to the County Executive Officer, the Human Resources Officer will be an experienced leader prepared to engage quickly, thoughtfully, and effectively to assess and evaluate current processes and structure to determine the best course of action for the Human Resource Services Department. The ideal candidate will be approachable, confident in themselves and others, and demonstrate the ability to collaborate while anticipating and resolving issues proactively.

Riverside County

Whether it is a stroll through the quaint boutiques of historic downtown Riverside, an afternoon in Temecula's wine country, or a round of golf on a world-class course in Palm Springs, Riverside County has something for everyone. Even the weather is wonderful, with rainy days few and far between. All in all, Riverside County is a great place to live, work, and play.

With more than two million residents, Riverside County is the tenth most populous county in the U.S. and the fourth most populous county in California. The County spans 7,208 square miles and contains 28 cities. Combined with a reasonable cost of living, Riverside County's multi-faceted environment of rolling hills, lakes, rivers, deserts, and forests have made it one of the nation's fastest-growing counties for more than a decade. Riverside County is conveniently located within a short drive to Southern California's many cultural events, theme parks, and tourist attractions, which makes it an excellent alternative to the costlier and congested neighboring counties. The County's housing market continues to be among the most affordable in Southern California. Higher education institutions abound throughout the area, providing continuous educational opportunities for professional development.

Guided by a strategic vision created to provide and enhance needed services over the next two decades, the County is progressive and proactive. Riverside County government recognizes the value of a qualified and diverse workforce, making it a priority to build an organization that reflects the progressive community it serves. The County's leadership consists of five members of the Board of Supervisors who serve as both the legislative and executive branches of the County government. They are elected by district, on a non-partisan basis, to four-year staggered terms. The Board Appointed County Executive Officer oversees the day-to-day

activities of the County's agencies and departments. The County's core business includes law enforcement, prosecution, probation, parks, community development, public works, public health, public social services, the County hospital, fire, housing, and employment and administrative services. Riverside County has over 21,000 employees across over 40 departments and agencies. The 2017/18 adopted budget is \$5.5 billion in appropriations for the County.

Human Resources Department

The Human Resource Department strives to be a "Center of Excellence" providing services that are consistent, efficient, and effective. The mission of the HR Department is to attract, retain, and develop a highly skilled and competent workforce for County agencies and departments to provide outstanding services to their customers. Human Resources Department activities value both the importance of clearly defined policies and procedures and execution of best practices in a continuous learning environment. The HR team consists of approximately 375 full-time staff providing support for all County of Riverside departments and agencies.

The Human Resources Department operates with a \$260 million budget comprised of 20 divisions and special units including an award-winning, self-insured, self-administered Workers' Compensation Division; an innovative healthcare plan-Exclusive Care; Benefits and Retirement Division; and Recruitment and Selection.

The Position

Under the direction of the County Executive Officer, the Assistant County Executive Officer/ HR Director will be an experienced leader prepared to engage quickly and effectively. The Assistant CEO will be confident, collaborative and demonstrate the ability to anticipate and resolve issues proactively. The ideal candidate



will apply thoughtful change management skills and understand the impact human resources related decisions have on overall operational effectiveness. This position has 5 direct reports and a Department team of 375 employees, who support a \$5.5 billion municipal organization including 21,000 employees, of which 90% are in unions represented by 10 separate bargaining units.

Specifically, responsibilities of the position require the Assistant County Executive Officer/HR Director to:

- Formulate and oversee the development and implementation of Departmental goals, objectives, guidelines, policies, and procedures that provide the framework for efficiency, and organizational effectiveness;
- Administer a fair and balanced employee discipline and appeals process;
- Develop and maintain an ethical organizational culture that serves as the platform for employee engagement, innovation, and productivity;
- Administer and maintain an effective labor negotiations program that provides an adequate and sustainable total compensation package for employees;
- Provide strong Servant Leadership and advisory and consulting services to the CEO and the Board of Supervisors on complex HR matters and strategic organizational issues;
- Serve as a member of the CEO's executive team, who work together to ensure high standards, efficiency, and excellence in service;
- Understand and promote the importance of organizational development and set the tone to encourage and facilitate employee development;
- Be aware of new legislation, regulations, and policies relevant to Department operations; maintain integrity of legal mandates while demonstrating flexibility in implementing appropriate recommendations and best practices;
- Adapt and modify current systems to establish clear standards that best complement the County's culture;
- Identify, recommend, and execute new or modified policies and procedures based on evolving business plans and services provided to the community; and
- In a timely manner, communicate anticipated or pending issues and a course of action to the County Executive Officer.

Opportunities and Challenges

The new Assistant County Executive Officer/HR Director will have ample opportunity to be challenged with a variety of ongoing projects, highly complex labor negotiations, business plan targets, and strategic goals that include the following:

Summary of Workday Project

The Human Resources Department has begun its transformation of the County's human capital management program in its June 2017 selection of Workday the new Human Resources Management System. Implementation work is underway with a planned launch of September 2018, which will transform service delivery in the areas of Recruiting, Onboarding, Benefits, Compensation, Performance, Talent, Succession Planning, Absence Management, Time Tracking, and Payroll. The goal of this important project is to bring greater efficiency and automation to a wide variety of human resources areas, and to promote the use of workflow and elimination of paper forms, while implementing a data-driven approach to decision making around managing employees.

Summary of HR Transformation

The opportunity to transform the Department's service delivery model also accompanies the Human Resources Department's implementation of Workday. A significant redesign of the operating model is underway starting in 2017 with implementation by fall of 2018, which will transform the organization towards operating in the contemporary model of Human Resources including Centers of Expertise, Human Resources Business Partners, and a Shared Services Operations Center. The Centers of Expertise develop forward-thinking policies and programs that meet the needs of county departments. The Business Partners provide high-level advisory services to senior executives throughout the county's operating departments. The Operations Center provides direct-access human resources services via a call center and HR Portal to employees and managers. Each of these new teams will contribute substantially to the overall department goal of achieving cost-effective services that empower departments through the provision of people and services.

The Ideal Candidate

Candidates for this position must be confident, exceptional leaders, capable of planning and directing the full range of human resource services within a very large, complex sophisticated municipal organization. Expertise in the practice and impact of organizational



development is highly desirable. The ideal candidate will be an architect of human resources and passionate about leadership and organizational development and a catalyst for continuous process improvement including leveraging various technologies. The ideal candidate will have the ability to contribute at the executive level; provide highly collaborative and ethical leadership; inspire and lead staff; and also, be recognized by the organization as being strategic, passionate, and committed. The ideal candidate will focus on reliable consistent service and the importance of education and communication of HR programs and decisions.

Minimum Qualifications

Education: Graduation from an accredited college or university with a Bachelor's degree preferably with major study in public, business, or human resources administration, industrial relations, psychology or a related field. A graduate degree is preferred.

Experience: Five years of professional human resources experience plus at least three years of senior management experience in a unionized environment for a large full-service public agency (county, city, or state agency).

Candidates should be aware that although California experience is highly valued, top-tier professionals throughout the United States with a solid track record in local government are being aggressively sought out and strongly encouraged to submit credentials and career history for consideration.

Certifications: Although not required, certifications that demonstrate a high degree of expertise and proficiency, including SPHR certification, are preferred.

Compensation and Benefits

The annual salary range for the Assistant County Executive Officer/HR Director is from \$157,695 to \$283,427 annually. Placement within the stated range will be based upon the selected candidate's experience. In addition to a competitive salary, the County offers an excellent benefits package including:

- **Car Allowance:** \$550 per month.
- **Medical/Dental Insurance:** A flex benefit is provided in the amount of \$823 monthly. Vision coverage is provided through Vision Service Plan at no cost to employee or eligible dependents.
- **Post-Retirement Medical Contribution:** \$256 per month is available for retirees' health insurance through the County.
- **Retirement:** The County offers CalPERS Retirement for.
 - Tier I - Applicable to employees hired prior to 08/23/2012. Formula is 3% @ 60. Employee contribution is 8%.

- Tier II - Applicable to employees hired on or after 08/23/2012 through 12/31/2012. Formula is 2% @ 60. Employee contribution is 7%.
- Tier III - Applicable to new CalPERS membership hired on or after 01/01/2013 as a result of Public Employees' Pension Reform Act of 2013 (PEPRA). Formula is 2% @ 62. Employee contribution is 6.5%.
- *Note: Reciprocity may exist with other public retirement systems in California, please see the CalPERS website or [Changing Retirement Systems Brochure](#) for additional information.

- **Deferred Compensation:** Two voluntary deferred compensation 457(b) plans are available.
- **Supplemental Retirement:** County contribution of \$50 per pay period towards 401(a) plan.
- **Annual Leave**
- **Holidays:** 12 paid holidays per year.
- **Bereavement Leave**
- **Long-Term Disability and Life Insurance**

To Be Considered

This is a confidential process and will be handled accordingly throughout the various stages of the process. References will not be contacted until mutual interest has been established. The first review of resumes will take place on **April 30, 2018**. This position is open until filled; however, candidates are encouraged to apply early in the process for optimal consideration. Resumes will be reviewed and evaluated throughout the recruitment process.

To be considered, candidates must submit a compelling cover letter, comprehensive resume, and six professional references via email to apply@ralphandersen.com.

Ralph Andersen & Associates will conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile. The evaluation and selection process may consist of a supplemental questionnaire and/or written exercise(s) to further evaluate relative experience and overall suitability for this position. Ideally, the Assistant County Executive Officer/HR will join the County of Riverside in early June 2018, or sooner. Finalist candidates will be required to sign a release form to authorize preliminary reference calls and verifications to be conducted. Employment history, degrees obtained, and other certifications/accomplishments will also be verified. Should you have any questions regarding this position or the recruitment process, please call Mr. Robert Burg at (916) 630-4900. Confidential inquiries are welcomed.

The County of Riverside is an Equal Opportunity Employer