



DIRECTOR OF HUMAN RESOURCES

Cosumnes Community Services District, Elk Grove, CA

Recruitment Services Provided By





The Opportunity

The Cosumnes Community Services District offers an exciting opportunity for a human resources leader to serve as its next Director of Human Resources. As the District grows to serve rapidly evolving, diverse communities, the next Director of Human Resources will enjoy a leading role while working collaboratively with a dedicated team. The next Director will assist in elevating the internal service delivery as the District desires to be a stellar employer and service provider.

Cosumnes Community Services District

Cosumnes CSD is a prominent regional agency dedicated to providing superior service to approximately 215,000 residents across a 157-square-mile area in south Sacramento County. Established in 1985, the District is located just 4 miles south of the City of Sacramento and 92 miles east of San Francisco, with its administrative offices situated in the City of Elk Grove.

As the largest community services district in California by service area, Cosumnes CSD plays a critical role in enhancing the quality of life for the diverse communities it serves. The District provides two essential service lines:

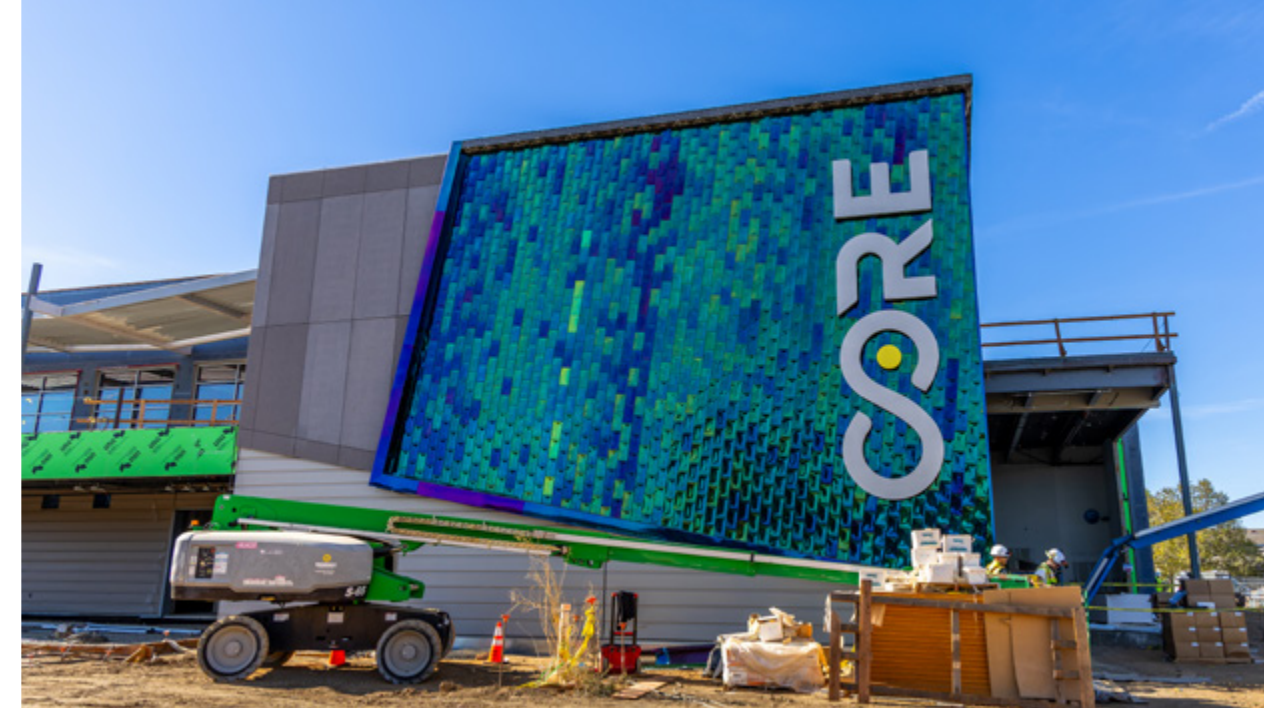
- **Emergency Medical Services (EMS) and Fire Protection:** Ensuring the safety and well-being of residents through fire suppression, emergency medical services, fire prevention, and special operations response.
- **Parks and Recreation:** Managing over 100 parks, as well as golf and aquatic facilities, community centers, and offering a wide array of recreational programs focused on health, wellness, and social interactions.

The vision of the Cosumnes CSD is to be an innovative, inclusive, intentional, and regional leader committed to providing exceptional services that exceed expectations and enhance the quality of life of those they serve. The District embraces the following values as it works toward its vision:

- Safety and Mitigating Risk
- High-Quality Workforce
- Diversity, Equity, and Access
- Financial Responsibility
- Service to the Community

The Cosumnes CSD employs 390 full-time staff and up to 700 part-time and seasonal employees during the peak season. The three departments within the District are Administrative Services, Fire, and Parks and Recreation, as well as the Office of the General Manager. The District's 24/25 fiscal year budget is \$160 million.

The five-member District Board of Directors is elected by geographic District and serves in a policy-making capacity, determining policies necessary for governing the District. The Board appoints two executive management positions: District Legal Counsel and the General Manager. The General Manager serves as the Chief Executive Officer and is responsible for all property of the District and the District's Departments.





The Division

The Human Resources Division is organizationally assigned to the Administrative Services Department. It is responsible for managing the recruitment needs of the District, maintaining personnel and salary records, coordinating training and development programs, coordinating occupational health and safety programs, creating, implementing, overseeing, and interpreting collective bargaining agreements, policies, procedures, and legal compliance with state and federal laws, benefit administration, and conducting employee appreciation and recognition programs. The Division has a total staff of seven full-time employees.



The Position

With administrative direction from the Administrator of General Services, the Director of Human Resources administers, plans, develops, directs, and evaluates activities of the Human Resources Division. The Director provides oversight of all human resources-related activities and programs, including, but not limited to, employee benefit programs, talent management, classification and compensation, and employee and labor relations. The Director develops policy and programs, formulates operational objectives, and ensures compliance with local ordinances, state and federal legal requirements, policies, and procedural guidelines. This position serves as a member of the District Senior Leadership Team.

Principal duties of the Director of Human Resources include:

- Develops and evaluates goals, objectives, policies, and procedures for the effective operation of the Human Resources Division; provides policy direction and general oversight in functional areas assigned to Human Resources, including, but not limited to, labor relations, recruitment and selection, retention, classification and compensation, DEI, workers' compensation, organizational development, training, benefits, and employee records.
- Oversees, supervises, and participates in the preparation and administration of the Division's budget.
- Plans, develops, and evaluates Human Resources programs and policy guidelines for the District and the division.

- Selects, assigns, supervises, coordinates, reviews, and evaluates the work of assigned personnel.
- Ensures compliance with all applicable federal, state, and local employment laws relating to the legal administration of a comprehensive personnel program. This includes, but is not limited to, educating and advising managers and executive leaders on Human Resources-related legal and regulatory matters and ensuring Human Resources programs, practices, and policies are aligned.
- Serves as part of the negotiations team during collective bargaining and meet and confer sessions. Identifies issues, develops strategies, conducts research and analysis of alternative solutions, and provides advice and counsel to the General Manager and Board of Directors regarding positions to take on issues and recent developments in the field.
- Responsible for compliance of collective bargaining agreements and administration of the grievance process. Coordinates the District's discipline process and reviews and coordinates processes for appeals of formal discipline.
- Develops programs and recommendations concerning classifications, compensation, benefits, staff development, and employee programs for review and adoption. Educates on matters involving candidate certification, job classification, and test administration; resolves disputes between operating departments and staff



The Position

assigned to human resources concerning the application or interpretation of policies and procedures.

- Coordinates human resource activities with other District Departments and/or Divisions to evaluate and address changing human resource needs. Explains or provides interpretations of rules, procedures, and policies; advises and consults with elected and appointed officials, department heads, and employees on matters involving personnel policy, litigation, past practices, organizational design, succession planning, and administrative procedures.
- Develops and creates awareness and understanding in the use of an equity lens to develop and implement programs and practices. Drives a positive culture within the division and District through leadership, guidance, training, and support to internal and external partners in developing and delivering equity programs and tools.
- Monitors laws, regulations, and technology changes related to human resources that may affect District or divisional operations; and implements policy and procedural changes as required.
- Represents the interests of the District in meetings with representatives of governmental agencies, professional and business organizations, employee organizations, and the public.
- Monitors developments and legislation related to human resource matters, evaluates the impact on District operations, and recommends and implements policy and procedural improvements.
- Provides senior leadership with long-range vacancy planning, recruitment strategies, and recommends employee salary and benefits improvements necessary to keep the District competitive in the attraction and retention of the diversely skilled employees necessary for effective District operations.





Challenges & Opportunities

The next Director of Human Resources at the Cosumnes CSD will have the opportunity to foster a people-centric approach which will enhance the existing strong organizational culture and assist the District as it grows and aspires to be a preeminent employer and service provider. Some noteworthy challenges/opportunities for the next Director include:

- The next Director of Human Resources must prioritize establishing and building relationships with the various departments while assisting in meeting the Human Resources needs of the departments. This will include organizational and workplace initiatives focusing on employee growth and talent development, recruitment, and retention.
- As the District and its service delivery continue to grow, the next Director of Human Resources will work collaboratively with the Senior Leadership Team to create systems to support additional staff.
- The next Director will have the opportunity to bring stability and consistency to the Human Resources Team and serve as a mentor and trainer to heighten the Department's technical expertise that will be needed to serve a growing organization.
- An exciting opportunity exists for the next Director to examine, enhance, and elevate existing hiring and onboarding processes in an agile manner that recognizes the differing needs of the various departments within the District.
- Diversity, equity, and inclusion are critically important foundational elements of all District activities, processes, and services. The next Director of Human Resources will be a leader in this regard.
- The Director will have the ability to implement processes and Standard Operating Procedures that align with the District's mission and values to ensure personnel is receiving timely and appropriate resources.

Ideal Candidate

The ideal candidate for the position of Director of Human Resources at the Cosumnes Community Services District will be a transformational leader and change agent possessing certain traits and experiences that will lead to success:

- The next Director of Human Resources should be an experienced human resource professional with a comprehensive understanding of public sector personnel management, labor relations, and organizational development.
- A team-focused, problem-solving, and collaborative leadership orientation is essential.
- The ability to serve as an advisor and confidant to the General Manager, the Strategic Management Team, and Senior Leadership Team on human resources matters is a crucial skillset.
- A leader who listens first and is a strong collaborator will likely succeed in the CSD environment.
- Focus on mentoring, training, and encouraging Human Resources staff will assist in cementing a team environment and culture that will allow the Division to keep up with its heavy workload.
- A proven track record in negotiating labor agreements, especially within a unionized environment, is essential for success.
- A progressive mindset with an ability to harness the unique contributions of staff from different generations and backgrounds is desirable.
- The successful candidate must exhibit exceptional leadership, problem solving, relationship building, and communication skills. These attributes will assist the next Director in building a cohesive, highly efficient team in the Human Resources Division.





Qualifications

Any equivalent combination of training and experience that provides the required skills, knowledge, and abilities may qualify at the District's sole discretion. The education or experience requirements may be modified or waived at the discretion of the General Manager. At least one of the education or experience requirements must be met; however, it is highly desirable that a candidate have a combination of both.

Education: Bachelor's degree in Human Resources, Public Administration, Business Administration, Public Policy, Organizational Development, or a closely related field. A Master's degree is highly desirable.

Experience: A minimum of seven years of highly responsible experience in public sector human resources with a minimum of at least five years in a management or supervisory capacity of one or more human resource functions.

Salary & Benefits

The salary range for the Director of Human Resources is **\$139,356 to \$196,080**, with placement in the salary range dependent on qualifications. In addition, an excellent executive benefits package is provided, as outlined below. Key benefits include:

- **Retirement:** Retirement is provided through CalPERS. Classic CalPERS members are eligible for 2% @ 55 formula, while new or PEPRA members are 2% @ 62.
- **Deferred Compensation:** Voluntary participation with matching funds from District.
- **Health and Welfare Benefits:**
 - Health - \$2,400.18 per month
 - Dental - \$133 per month
 - Vision - \$17 per month
- **Health Stipend:** The District offers \$200 per month for the employee only or \$300 per month for the employee +1 cash in lieu of a medical insurance benefit for those employees who have medical insurance from another source.
- **Vacation and Leave:**
 - Vacation – Accrual based on tenure
 - Sick Leave - 8 hours per month
 - Holidays - 13 days plus one floating holiday and one employee choice holiday
 - Administrative Leave - 40 hours annually
- **Life Insurance:** \$50,000 District-paid term life insurance.
- **Long-Term Disability Insurance**
- **Automobile Allowance:** \$250 per month
- **Technology Allowance:** \$75 per month
- **Social Security:** District employees do not contribute to Social Security.
- **Work Schedule:** A flexible work schedule with some telework is possible.
- **Relocation Assistance:** The District will negotiate a relocation allowance with the selected candidate if needed.





Application & Selection Process

To be considered for this position, interested candidates must submit a cover letter and résumé online. Candidates are encouraged to **apply immediately**, as this recruitment will close once a sufficiently strong pool of stellar candidates has been established. Apply at:

www.mosaicpublic.com/careers

This recruitment will be handled with strict confidentiality. References will not be contacted until mutual interest has been established.

CONFIDENTIAL INQUIRIES ARE WELCOMED TO:

Bryan Noblett | bryan@mosaicpublic.com | (916) 550-4100

Greg Nelson | greg@mosaicpublic.com | (916) 550-4100

The Cosumnes Community Services District is an equal opportunity employer.

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