



DIRECTOR OF HUMAN RESOURCES

Cosumnes Community Services District

Recruitment Services Provided By



The Opportunity

The Cosumnes Community Services District offers a career-defining 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 in working collaboratively with a dedicated team. The next Director will assist in elevating the internal service delivery for the District as it desires to continue to be a stellar employer and service provider.



Cosumnes Community Services District

The Cosumnes Community Services District is a regional leader dedicated to providing superior emergency medical, fire protection, parks, and recreation services to approximately 200,000 residents in a 157-square-mile area of south Sacramento County. The District, which dates to 1985, is located 4 miles south of the Sacramento City limits and 92 miles east of San Francisco, with its administrative offices conveniently located in the city of Elk Grove. The Cosumnes CSD is the largest community services district in California in terms of its service area. The District is dedicated to enhancing the quality of life of the residents, businesses, visitors, and employees within its diverse community by protecting lives, property, and the environment through superior fire suppression, emergency medical services, fire prevention, and special operations response; and by providing parks and recreation services through well-maintained parks and recreational opportunities for health, wellness, and social interactions.

The five-member District Board of Directors are elected by geographic District and serve 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 vision of the Cosumnes CSD is to be an innovative, inclusive, intentional, and a 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
- Financial Responsibility
- High-Quality Workforce
- Service to the Community
- Diversity, Equity, and Access

The Cosumnes CSD employs 318 full-time staff and nearly 500 part-time and seasonal employees. The four departments within the District are the Administrative Services Department, Facility and Development Department, Fire Department, and the Parks and Recreation Department, as well as the Office of the General Manager. The District's 22/23 fiscal year general fund budget is \$160 million.

\$160M
Operating Budget

805 FTE
Employees



The Department and Division

The Human Resources Division is located in the Office of the General Manager. 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 five full-time employees.



The Position

Under administrative direction, the Director of Human Resources plans, organizes, administers, directs, and reviews the activities of the Human Resources Division; provides policy direction and oversight, including benefits administration, classification and pay programs, employee and labor relations, organizational and employee development, recruitment and selection, training, and workers compensation; ensures decisions are evaluated through an equity lens to create fair access to opportunity and consistency in decision-making and serves as a member of the District Senior Leadership Team. The Director of Human Resources reports directly to the General Manager.

Principal duties of the Director of Human Resources include:

- Develop and implement goals, objectives, policies, and procedures for the effective operation of the Human Resources Division.
- Provide policy direction and general oversight in functional areas assigned to Human Resources, including, but not limited to, labor relations, recruitment and selection, classification and compensation, DEI, workers' compensation, organizational development, training, benefits, and employee records.
- Ensure compliance with all applicable federal, state, and local employment laws relating to the legal administration of a comprehensive personnel program.

- Educate and advise managers and executive leaders on Human Resources-related legal and regulatory matters and ensure Human Resources programs, practices, and policies are aligned.
- Serve as the District's Labor Relations Officer and as Chief Negotiator during collective bargaining and meet and confer sessions.
- Enforcement of collective bargaining agreements and administration of the grievance process.
- Direct and maintain the District's discipline process, review and coordinate processes for appeals of formal discipline.
- Develop programs and recommendations concerning classifications, compensation, benefits, staff development, and employee programs for review and adoption.
- Provide Senior Leadership with long-range vacancy planning, recruitment strategies, and recommend 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.





The Position (cont.)

Required abilities include:

- Plan, direct and control the administration and operations of the Human Resources Department.
- Operationalize an equity lens into policy, programs, and decisions to advance and support equitable service delivery.
- Interpret, analyze, and advise District staff on laws, rules, regulations, ordinances, and policies.
- Present ideas effectively, verbally and in writing; prepare and make public presentations.
- Negotiate effectively, work effectively with groups and individuals.
- Resolve disputes and grievances.
- Collect, analyze, and present data measuring equity program efforts and progress for monthly reporting to the General Manager.
- Design, develop, and manage a customer-oriented approach to human resources services and effectively interact in a team environment.
- Act as a visionary and strategic thinker to identify and define complex equity disparities; develop sound conclusions and recommendations; and represent recommendations in a way that is compelling to various institutional and community audiences.
- Effectively integrate equity and inclusion best practices into personnel management, policy, and procedures.

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 will have the opportunity to strengthen relationships with other District departments and bring a strong internal customer service focus to District operations.
- The Cosumnes CSD is piloting an “Employer of Choice” program that strongly emphasizes investing in people and creating a productive, balanced, and inclusive workplace. The next Director will play a key role in advancing the District’s already stellar reputation as a premier employer through advancing this program’s ideals.
- As the District and its service delivery continue to grow, the next Director of Human Resources will work collaboratively with the General Manager and 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.





Ideal Candidate

The ideal candidate for the position of Director of Human Resources at the Cosumnes Community Services District will possess certain traits and experiences that will likely lead to success:

- Team-oriented, problem-solving, collaborative leadership orientation.
- People-centric focus and the ability to approach issues with compassion and a positive intent. Likewise, the Director of Human Resources must possess the courage to make difficult recommendations once sufficient collaboration has occurred.
- Ability to serve as an advisor and confidant to the General Manager and Senior Leadership Team members on human resources matters.
- 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.
- Progressive mindset with an ability to harness the unique contributions of staff from different generations and backgrounds.
- The ability to reconcile conflict with a commonsense approach will serve the next Director and District well.

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.

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





Compensation & Benefits

The salary range for the Director of Human Resources is **up to \$190,000** 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 PEPRAs members are 2% @ 62.
- **Deferred Compensation:** Voluntary participation with matching funds from District.
- **Health and Welfare Benefits:**
 - Health - \$2,067 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
 - 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 possible.
- **Relocation Assistance:** The District will negotiate a relocation allowance with the selected candidate if needed.

The Recruitment Process

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 or Greg Nelson at (916) 550-4100.

Interested candidates may apply online at www.mosaicpublic.com/careers.

Interested candidates are encouraged to apply immediately, as this recruitment will close once a sufficiently strong candidate pool has been established. This will go fast, so act quickly.

The Cosumnes Community Services District is an equal opportunity employer.

