

COUNTY OF CONTRA COSTA
Department of Human Resources



invites applications for the position of:

Departmental Human Resources Supervisor

Bargaining Unit: Management - Mgmt Classes, Classified &
Exempt

An Equal Opportunity Employer

SALARY: \$51.03 - \$62.03 Hourly
\$4,082.31 - \$4,962.46 Biweekly
\$8,845.00 - \$10,752.00 Monthly
\$106,140.00 - \$129,024.00 Annually

DEPARTMENT: County-Wide

OPENING DATE: 04/21/21

CLOSING DATE: 05/10/21 11:59 PM

THE POSITION:

Contra Costa County is a large organization with 27 Departments and over 10,700 employees! Responsibility for Human Resources functions are divided between the Department of Human Resources, the Labor Relations Division of the County Administrator's Office, and Human Resources or Administrative professionals assigned within each of the County's departments.

Our two largest departments in the County are the Employment and Human Services Department (EHSD) and the Health Services Department (HSD). Within each of these, there is a Departmental Human Resources Officer, and various professional, technical, and clerical staff supporting Human Resources and Payroll needs.

The Departmental Human Resources Supervisor is a newly created job designed to help support the HR needs of these two departments. This role will collaborate closely with the Human Resources Department and the Labor Relations Division of the County Administrator's Office in ensuring that HR service delivery in both departments is appropriately supported.

The Departmental HR Supervisors in both departments will have the responsibility to coordinate and guide the activities of a team of professional, paraprofessional and administrative support personnel staff. They will play a vital role in the day-to-day oversight, as well as perform comprehensive personnel work, and handle highly complex and sensitive projects and assignments to efficiently accomplish the organization's human resources goals and objectives.

Employment and Human Services Department

Employment and Human Services Department (EHSD) partners with the community to deliver

quality services to ensure access to resources that support, protect, and empower individuals and families to achieve self-sufficiency. Personnel Services is a Division of the Administrative Bureau of EHSD, with a staff of 31, supporting 2000+ regular, WEX, temporary and contract employees.

EHSD is seeking a dynamic and seasoned generalist with a knack for HR Analytics. The ideal candidate will be a creative leader that can promote innovation to enhance our services in the areas of employee relations, payroll, leave administration, labor and employee relations, investigations, and supporting supervisors and managers with personnel related matters.

Health Services Department

Contra Costa Health Services (CCHS) mission is to care for and improve the health of all people in Contra Costa County with special attention to those who are most vulnerable to health problems. Contra Costa Health Services is the largest department of County government, employing more than 4,250 individuals. CCHS provides high quality services with respect to responsiveness to all. CCHS is an integrated system of health care services, community health improvement and environmental protection. Health Services encourages creative, ethical and tenacious leadership to implement effective health policies and programs.

CCHS is looking for a seasoned, dynamic, and results driven individual to serve in the capacity of Departmental Human Resources Supervisor. This is a newly created role where the ideal candidate will have the ability to shape, provide guidance, and leadership to a team of Departmental Human Resources Analysts and Technicians focused on recruitment and classification assignments.

We are looking for someone who is:

- **A role model that personifies integrity and excellence!** You will be an important part in creating a culture of transparency and accountability, with a focus on continuous improvement.
- **A strong relationship builder with excellent communication skills.** You will be expected to create an environment where your team will strive and thrive, establish relationships across various departments and divisions, at all levels of the organization, and ensure that a consistent message is communicated to a variety of audiences.
- **Analytical and data driven.** You will be responsible for collecting and analyzing various HR metrics, and making recommendations to improve and optimize human resources activities for your department.
- **Interested in learning and developing their career.** In this hands-on working supervisor role, you will work side-by-side with your team to identify opportunities to improve business processes and identify solutions to various organizational challenges.
- **Customer focused.** Your role will require you to understand your customer's operational needs and to be responsive and proactive when addressing those needs.
- **Creative!** You will need to be able to understand the challenges faced in a variety of HR disciplines, and proactively partner with various stakeholders to identify innovative solutions.
- **Organized and results-driven.** You will need to balance your own work and multiple assignments and priorities for your assigned team in a fast-paced environment.

What you will typically be responsible for:

- Providing training, coaching, and mentoring to both new and existing departmental HR and payroll team members, and holding them accountable to meeting performance standards.
- Assisting the Departmental Human Resources Officer with creating and maintaining policies, goals, and other metrics to measure the effectiveness of the team.
- Acting as an internal consultant working across all divisions and teams within your department to solve a broad array of personnel problems and issues; formulating courses of action and recommending solutions to the executive management team.

- Supervising the collection and analysis of departmental Human Resources data and metrics, and translating it into meaningful and actionable recommendations.
- If selected for the Health Services Department role, you will be responsible for leading the recruitment, assessment, classification, and compensation functions in collaboration with the County Human Resources Department, according to the Merit System Rules and the Recruitment Delegation Agreement.

A few reasons you might love this job:

- You are ready to take on supervisory and leadership responsibility.
- Every day brings a variety of work and opportunities to make a difference with the potential to impact the delivery of important public services.
- You will work with people who are passionate about their work, and focused on continuous improvement and innovation.
- You will have the ability to be innovative and creative in designing and implementing new programs, processes, and tools

A few challenges you might face in this job:

- You will be joining an organization that is in the early stages of updating and modernizing several business practices and technologies. This will require persistence and tenacity to help keep change moving forward in an environment where some are already experiencing change fatigue.
- Your team will have varying levels of expertise, and some may require more support and guidance to be successful.
- You will need to learn to navigate through complex, sometimes outdated and conflicting rules, policies and labor agreements to assist others in reaching operational objectives.
- You will need to balance conflicting demands from various levels in the department and the County.

Competencies Required:

- **Attention to Detail:** *Focusing on the details of work content, work steps, and final work products*
- **Building & Maintaining Relationships:** *Establishing rapport and maintaining mutually productive relationships*
- **Coaching & Developing Others:** *Supporting others in stretching and expanding their capabilities*
- **Delivering Results:** *Meeting organizational goals and customer expectations and making decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks*
- **Handling & Resolving Conflict:** *Managing interpersonally strained situations*
- **Involving Others (Engaging Teams):** *Engaging others for input, contribution, and shared responsibility for outcomes*
- **Leveraging Technology:** *Applying technology for improvements in organizational efficiency and effectiveness*
- **Managing & Facilitating Change:** *Addressing key factors that influence successful organizational change*
- **Managing Performance:** *Ensuring superior individual and group performance*
- **Political & Organizational Savvy:** *Working skillfully with politics, procedures, and protocols across organizational levels and boundaries*
- **Professional & Technical Expertise:** *Applying technical subject matter to the job*
- **Professional Integrity & Ethics:** *Displaying honesty, adherence to principles, and personal accountability*
- **Valuing Diversity:** *Appreciating the benefits of varied backgrounds and cultures in the workplace*

You can read the complete job description at: www.cccounty/hr . The eligible list established from this recruitment may be used to fill future openings for up to 6 months.

TYPICAL TASKS:

MINIMUM QUALIFICATIONS:

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education: Possession of a bachelor's degree from an accredited college or university in public administration, business administration, human resources management or a closely related field.

and

Experience: Four (4) years of full-time, or its equivalent, professional human resources experience. Qualifying experience should include **two (2)** or more of the following areas of responsibility:

- conducting classification studies, and compensation analysis
- conducting job analyses, and developing and administering employment assessments
- employee and/or labor relations in a unionized environment
- tracking and administering leaves for a large organization with over 500 employees

At least one (1) year of experience as a lead or supervisor of other HR staff **AND** at least one (1) year of professional HR experience working for a public sector agency are required.

Depending on the position(s) to be filled, qualifying experience may be limited to experience directly related to the assignment as specified on the job announcement.

Note: Professional Human Resources experience is defined as performing duties that require interpretation, independence of judgment and application of defined principles, practices and regulations.

Desirable Qualifications:

- Possession of a IPMA-HR Certification
- Possession of a SHRM Certification
- Possession of a CLRM Certification
- FMLA/CFRA Leave experience/expertise
- Classification and Compensation experience
- Possession of a Data/HR Analytics Certification
- Labor/Employee Relations experience

SELECTION PROCESS:

1. **Application Filing and Evaluation:** Applicants will be required to complete a supplemental questionnaire at the time of application, applications will be evaluated to determine which candidates will move forward in the next phase of the recruitment process.
2. **Multiple Choice Test:** Candidates will be evaluated on necessary knowledge and skills that may include: the ability to collect and analyze data, draw logical

conclusions, and make sound recommendations; the ability to interpret and apply rules and regulations; and the ability to communicate effectively in writing. Candidates must achieve a passing score on the multiple choice test to be advanced to the performance assessment. **(Weighted 35%) This test will be conducted remotely.**

3. **Performance Assessment:** The performance assessment will consist of exercises designed to evaluate if candidates possess the necessary core competencies of: Delivering Results, Professional Integrity & Ethics, Handling & Resolving Conflict, Valuing Diversity, and Political & Organizational Savvy. Candidates must achieve a passing score on each of the competencies to pass the overall assessment and be placed on the eligible list. **(Weighted 65%) This test will be conducted remotely.**

TENTATIVE DATES

Remote Multiple Choice Test: week of May 17, 2021

Remote Performance Assessment: week of June 1, 2021

Meeting the minimum qualifications does not guarantee an invitation to participate in the selection process.

The Human Resources Department may change the examination steps noted above in accordance with the Personnel Management Regulations and accepted selection practices.

CONVICTION HISTORY

After you receive a conditional job offer, you will be fingerprinted, and your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history (if any) will be used to determine whether the nature of your conviction conflicts with the specific duties and responsibilities of the job for which you have received a conditional job offer. If a conflict exists, you will be asked to present any evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances. Having a conviction history does not automatically preclude you from a job with Contra Costa County. If you accept a conditional job offer, the Human Resources department will contact you to schedule a fingerprinting appointment.

DISASTER SERVICE WORKER

All Contra Costa County employees are designated Disaster Service Workers through state and local law. Employment with the County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Contra Costa County to consider all applicants for employment without regard to race, color, religion, sex, national origin, ethnicity, age, disability, sexual orientation, gender, gender identify, gender expression, marital status, ancestry, medical condition, genetic information, military or veteran status, or other protected category under the law.

Position #APFB-2021B
DEPARTMENTAL HUMAN RESOURCES SUPERVISOR
AL

jobs@hrd.cccounty.us

Departmental Human Resources Supervisor Supplemental Questionnaire

- * 1. The purpose of the questionnaire is to provide applicants the opportunity to elaborate on their experience, education, and training for the Departmental Human Resources Supervisor position and to assist the HR staff in assessing each applicant's qualifications. Your responses to the questionnaire will be used to better understand your relevant experience, education, and training to determine which applicants will be invited to participate in the next step of the recruitment process. Do not answer any of the questions by indicating "see attached application or see resume."
- I understand
- * 2. Please select the option that best matches your HIGHEST educational attainment.
- High School Diploma / G.E.D.
- Attended some college and possess 0-29 semester / 0-44 quarter units of coursework from an accredited college/university
- Attended some college and possess 30-59 semester / 45-89 quarter units of coursework from an accredited college/university
- Attended some college and possess 60+ semester / 90+ quarter units of coursework from an accredited college/university
- Completion of an Associate Degree from an accredited college/university
- Completion of a Bachelor's Degree from an accredited college/university
- Completion of a Master's Degree from an accredited college/university
- Completion of a Juris Doctorate Degree from an accredited college/university
- Completion of a Ph.D. from an accredited college/university
- None of the above
- * 3. If you indicated that you possess a Bachelor's Degree, Master's Degree or PhD, please indicate your major. If you do not possess a degree please select N/A below.
- Public Administration
- Business Administration
- Human Resources Management
- Other Closely Related Field
- N/A
- * 4. How many years of full-time, or its equivalent, professional human resources experience do you possess **conducting classification studies and compensation analysis**? *Note: Professional Human Resources experience is defined as performing duties that require interpretation, independence of judgment and application of defined principles, practices and regulations.*
- 5 years or more of experience as described
- 4 years or more, but less than 5 years, of experience as described
- 3 years or more, but less than 4 years, of experience as described
- 2 years or more, but less than 3 years, of experience as described
- 1 year or more, but less than 2 years, of experience as described
- Less than 1 year of experience as described
- I do not have any experience as described
- * 5. How many years of full-time, or its equivalent, professional human resources experience do you possess **conducting job analyses and developing and administering employment assessments**? *Note: Professional Human Resources experience is defined as performing duties that require interpretation, independence of judgment and application of defined principles, practices and regulations.*

- 5 years or more of experience as described
 - 4 years or more, but less than 5 years, of experience as described
 - 3 years or more, but less than 4 years, of experience as described
 - 2 years or more, but less than 3 years, of experience as described
 - 1 year or more, but less than 2 years, of experience as described
 - Less than 1 year of experience as described
 - I do not have any experience as described
- * 6. How many years of full-time, or its equivalent, professional human resources experience do you possess **performing employee and/or labor relations in a unionized environment**? *Note: Professional Human Resources experience is defined as performing duties that require interpretation, independence of judgment and application of defined principles, practices and regulations.*
- 5 years or more of experience as described
 - 4 years or more, but less than 5 years, of experience as described
 - 3 years or more, but less than 4 years, of experience as described
 - 2 years or more, but less than 3 years, of experience as described
 - 1 year or more, but less than 2 years, of experience as described
 - Less than 1 year of experience as described
 - I do not have any experience as described
- * 7. How many years of full-time, or its equivalent, professional human resources experience do you possess **tracking and administering leaves for a large organization with over 500 employees**? *Note: Professional Human Resources experience is defined as performing duties that require interpretation, independence of judgment and application of defined principles, practices and regulations.*
- 5 years or more of experience as described
 - 4 years or more, but less than 5 years, of experience as described
 - 3 years or more, but less than 4 years, of experience as described
 - 2 years or more, but less than 3 years, of experience as described
 - 1 year or more, but less than 2 years, of experience as described
 - Less than 1 year of experience as described
 - I do not have any experience as described
- * 8. How many years of professional HR experience do you possess as a **lead or supervisor of other HR Staff**? *Note: Professional Human Resources experience is defined as performing duties that require interpretation, independence of judgment and application of defined principles, practices and regulations.*
- 3 years or more of experience as described
 - 2 years or more, but less than 3 years, of experience as described
 - 1 year or more, but less than 2 years, of experience as described
 - Less than 1 year of experience as described
 - I do not have any experience as described
- * 9. How many years of professional HR experience do you possess **working for a a local, state, or federal public sector agency**? *Note: Professional Human Resources experience is defined as performing duties that require interpretation, independence of judgment and application of defined principles, practices and regulations.*
- 3 years or more of experience as described
 - 2 years or more, but less than 3 years, of experience as described
 - 1 year or more, but less than 2 years, of experience as described
 - Less than 1 year of experience as described
 - I do not have any experience as described

10. If you indicated that you possess professional HR experience with a local, state, or federal public sector agency, please list the name of the agency(s) and dates of employment.

* 11. Which of the following certifications do you possess? (Check all that apply)

- IPMA-HR Certification
- SHRM Certification
- CLRM Certification
- Data/HR Analytics Certification
- Other related certification
- None of the above

* 12. Do you possess experience/expertise working with FMLA/CFRA?

- Yes No

* 13. I certify that I meet the announced minimum requirements for this examination and understand that I will be eliminated at any stage in such examination if it develops that, in fact I do not meet them. I further certify that all statements made in this supplemental questionnaire and the application are true and I agree and understand that misstatements or omissions of material facts will cause forfeiture of my rights to employment with Contra Costa County.

- Yes

* Required Question