

THE POSITION

The Personnel Director reports directly to a five member elected County Board of Supervisors. The duties of the Personnel Director include, but are not limited to, the following:

- ❖ Administers and directs a comprehensive personnel program.
- ❖ Formulates and recommends policies, regulations and practices for carrying out the program; administers personnel rules; coordinates the various phases of implementation for policies, practices, ordinances and resolutions.
- ❖ Consult with and advise county staff in personnel matters.
- ❖ Select, train, motivate and evaluate the work of department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures as required.
- ❖ Direct, oversee and participate in the development of the department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and practices.
- ❖ Negotiates with representatives of labor organizations; develop cost data and research material, and analyze and prepare county response; consult with Board of Supervisors during negotiations; prepare Memoranda of Understanding.
- ❖ Meet with and interview employees, employee representatives and department management staff on grievance matters; administer grievance and appeal provisions of the personnel rules; develop related forms and procedures; schedule hearings before arbitrators, implement arbitrators' findings and orders.
- ❖ Direct and participate in the administration of the classification and compensation plan, employee benefits, recruitment and selection, training, affirmative action, and employee performance rating programs.
- ❖ Ensure the maintenance of accurate and up-to-date employee service records and other personnel records.
- ❖ Assist departments in developing light duty and rehabilitation procedures.
- ❖ Provide staff assistance to the Board of Supervisors.
- ❖ Prepare staff reports and necessary correspondence.
- ❖ Act as County Safety Officer.

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THE REQUIREMENTS

EXPERIENCE & TRAINING GUIDELINES

Five years of increasingly responsible experience in personnel/labor relations administration including two years of administrative and supervisory responsibility.

Bachelor's degree from an accredited college or university with major course work in business, public or personnel administration, or related field.

MEDICAL REQUIREMENTS

Applicants may be required to pass a medical examination as a condition of employment or promotion. Medical exams may include a fitness exam and a drug & alcohol screen.

SALARY AND BENEFITS

- ◇ \$70,241.60 - \$85,363.20 annually
- ◇ The County pays ½ of the employee contribution to the Public Employee's Retirement System (PERS). 2.5% @ 55 Formula Retirement Plan.
- ◇ County group health, dental and vision plans for employees and dependents are available; with the county paying a portion of the employee premium. The County pays the premium for a group term life insurance policy, 50k and also a short-term disability insurance policy.
- ◇ 12 paid holidays per year. 12 Sick leave per year with unlimited maximum accrual.
- ◇ 80 hours of annual leave.
- ◇ 11 vacation days, 0-2 full years; 16 days, 3-12 full years; 21 days 13-20 full years; 26 days after 20 full years.
- ◇ Deferred Compensation plans are available to all employees.
- ◇ Credit union is available offering low interest loans and systematic savings through payroll deduction.
- ◇ 6% - 7% longevity depending on the total years of eligible service.

THE IDEAL CANDIDATE

- ◆ Is flexible, creative, challenged by diversity, and able to handle a variety of projects.
- ◆ Possesses effective oral and written communication skills.
- ◆ Will be skilled and knowledgeable in the principles and practices of public law, methods of public agency administration, principles of personnel administration, supervision and training.
- ◆ Is able to work in a team environment as a team builder.
- ◆ Has developed the interpersonal skills required to work with individuals of diverse backgrounds, of varying levels of education and of widely divergent experience.
- ◆ Is able to inspire and motivate people and can develop enthusiasm and responsiveness through persuasion.
- ◆ Is able to anticipate problems, set priorities, and effectively establish an appropriate course of action.
- ◆ Has good decision making and judgment capabilities and shows good sense and fairness.
- ◆ Is able to work well with a five member Board of Supervisors through effective communications, completed staff work and a broad management prospective.

SELECTION PROCESS

The selection process will consist of Glenn County application, resume evaluation, an oral selection panel, and an interview. The most qualified applicants will be invited to appear before an oral panel in **June 2012**. The Board of Supervisors will invite the top rated candidates selected by the panel to an interview in **June 2012**. Candidates selected for appearance before the oral panel will be notified by June 2012. Applicants must submit a Glenn County Application and résumé detailing their training and experience.

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ABOUT THE COUNTY OF GLENN

The small town of Willows (population 6,505) is the county seat of Glenn County. Orland (population 7,501) is located approximately 16 miles north of Willows. This recruitment offers the successful candidate the opportunity to live in an area of moderately priced housing without the crowding, traffic and air pollution impacts of the more metropolitan areas.

Glenn County has a population of approximately 29,430, and is located in the heart of the Sacramento Valley in Northern California, midway between Sacramento and Redding. The west side of the county is the gateway to the scenic beauties of the rugged Mendocino coastline. The towering Sierra Nevada Mountains loom to the east of the county. The varied recreational facilities of Black Butte Lake, Stony Gorge, East Park Reservoir, and the Sacramento River are readily available to county residents. The climate is predominantly Mediterranean, with hot, dry summers and moderate to cool, wet winters. The eastern two-thirds of the county is very flat while the western one-third is very mountainous. Rich farmlands produce a wide diversification of crops.

The county seat at the City of Willows commands a striking view of the scenic mountainous Mendocino wilderness area. The city is a growing community and serves as a regional shopping center for the rapidly developing economy of this diversified agricultural area. Modern hospital and school facilities are available to residents of the county, as well as access to two colleges, California State University at Chico and Butte Community, located in nearby Butte County. Some college courses are also available in Orland and Willows. Parks in the county provide swimming, golfing, picnicking and a variety of other recreational opportunities. Residents have ready access to the sailing, camping, hiking, fishing, hunting, and other wildlife recreation activities offered by the Mendocino wilderness areas, and by numerous surrounding State and Federal water reservoirs.

The information in this announcement is general in nature and does not constitute an expressed or implied contract.

Glenn County does *not* reimburse applicants for any travel or related expenses incurred in connection with applying for employment.

GLENN COUNTY



*IS RECRUITING FOR THE
POSITION OF*

PERSONNEL DIRECTOR

(REVISED)

GLENN COUNTY PERSONNEL DEPARTMENT
525 W. SYCAMORE STREET, SUITE A1
WILLOWS CA 95988

(530) 934-6451 FAX (530) 934-6452
TDD – No VOICE : (530) 934-6444

**APPLICATION DEADLINE: A GLENN COUNTY APPLICATION & RESUME MUST
BE RECEIVED IN THE PERSONNEL OFFICE BY 12:00 P.M., NOON, MAY 25,
2012.**