



HUMAN RESOURCES MANAGER I





THE COMMUNITY

Sacramento County covers 984 square miles and is home to the California state capital, 1.5 million residents and seven incorporated cities: Citrus Heights, Elk Grove, Folsom, Galt, Isleton, Rancho Cordova and Sacramento. The population of Sacramento County's unincorporated area is approximately 564,000.

Residents in Sacramento County have a variety of recreational, dining and entertainment options to choose from. The County is home to more than 15,000 acres of park, plus the 23-mile American River Parkway, where more than five million visitors enjoy the unique wildlife and recreation area annually. Fishing, boating and rafting opportunities are available to water enthusiasts, and picnic sites, golfing, guided natural and historic tours are steps away from the multi-use trail. With its close vicinity to local agriculture, County residents also have an extraordinary selection of local food, wines and beers.

Sacramento County is one of the most affordable home-buying metropolitan areas in the state, and has a skilled workforce, high graduation rates and college-educated residents. The County is a leader in the 21st century economy with growing advanced manufacturing, agriculture and food, clean energy technology, information and communications technology and life sciences.

COUNTY GOVERNMENT

The County of Sacramento was incorporated in 1850 in response to the needs of a growing population and was one of the original 27 counties of California. In 1933, the Sacramento County Charter was established, along with the County Executive position.

The County is governed by five members of the Sacramento County Board of Supervisors, elected on a non-partisan basis to serve staggered four-year terms, each representing one of the five districts. The County Executive is responsible to the Board for planning, organizing and directing County activities. Other elected officials include the Assessor, District Attorney and the Sheriff.

In 1972, an amendment to the County Charter was implemented to organize the County on an agency basis for more effective administration of functions for which the County Executive is responsible to the Board of Supervisors. Approved by the electorate, the amendment established agency heads to groups of County Departments. The four agencies within the County, which report to the County Executive, are Administrative Services, Community Services, Public Safety & Justice, and Social Services. Sacramento County has more than 30 departments and offices that provide services to County residents.

The County is responsible, pursuant to the County Charter or ordinances, or by state or federal mandate, to provide health and welfare, criminal justice and municipal services (including law enforcement), as well as other services to County residents. Major services include the Airport System, Animal Care Services, Clerk Recorder, Criminal Justice, Health and Welfare, Property Tax System, Regional Parks, Transportation, Waste Management and Recycling, Voter Registration and Water Resources.

The County's Approved Fiscal Year (FY) 2024-25 Budget is approximately \$8.8 billion, and there are more than 13,600 full-time employees.

THE DEPARTMENT

The 225 staff members in the Department of Personnel Services provide human resources support to over 13,600 employees in more than 700 job classes across more than 30 departments and offices. The Department of Personnel Services supports this significant workforce by administering benefits, employee relations, training and development, classification and compensation, selection and recruitment, risk management, workers' compensation, safety, payroll, equal employment opportunity and disability compliance.

THE POSITION

The Human Resources Manager I manages a human resources program that includes responsibility for most or all of the following areas: recruitment, selection, classification, compensation, safety, training, organizational development, equal employment opportunity programs, and labor relations, including disciplinary advice and complaint investigations. Many functional areas, including recruitment, selection, classification and labor relations are performed by or are administered in close coordination with and/or under the authority of the Director of Personnel Services and Chief Labor Negotiator.

The current vacancy is the Human Resources Manager I for Classification and Pay. This position plans, organizes, and directs the Classification and Pay program. This responsibility is performed by and administered in close coordination with and/or under the authority of the Director of Personnel Services.

The program is responsible for performing classification studies, including presentation to the Civil Service Commission; planning, conducting and overseeing salary and total compensation surveys; conducting position reviews and communicating findings to requesting party and necessary stakeholders; reviewing Salary Resolution Amendment requests and communicating findings to necessary stakeholders.

A flexible schedule including hybrid/telework may be available after an initial training period.



MINIMUM QUALIFICATIONS

Either: 1. Two years of experience in Sacramento County service in the class of Senior Personnel Analyst or Employee Relations Representative.

Or: 2. Experience Four years of experience in a human resources or labor relations office performing professional analytical or managerial human resources or employee relations duties, including a minimum of one year experience in discipline, grievance investigation, arbitration, or labor negotiations (public sector experience is highly desirable).

And

Education - A Bachelor's degree in Public or Business Administration, Human Resources Management, Organizational Development, Industrial Psychology from an accredited college or university or completion of a certificate program in Labor Relations from an accredited institution may be substituted for one year of the general experience.

Substitution - A master's degree in business or public administration, personnel administration, personnel management, psychology, or a closely related field from an accredited college or university may substitute for one year of experience

THE IDEAL CANDIDATE

Will be able to successfully:

- Manage and lead County-wide classification and compensation activities.
- Serve as the point of contact for employees and stakeholders, working closely with County officials, management and department staff.
- Provide expertise and consultation to executive staff, recommending and establishing classification and compensation strategies and best practices. Communicate effectively with internal and external customers.
- Work with a high degree of independence and develop sound, well-supported recommendations. Foster cooperation and collaboration with others through trust-building and relationships.
- Identify and assess customer needs, and develop strategies to address issues and bring them to resolution.
- Demonstrate technical competence, job knowledge and the ability to add value beyond the core job function.
- Present data clearly and concisely, orally and in writing, to convey concepts, conclusions, and recommendations.
- Work effectively as a team member with a positive attitude and a willingness to learn.
- Be innovative and solution-focused with a vision toward the future.
- Navigate stressful and complex workplace issues.

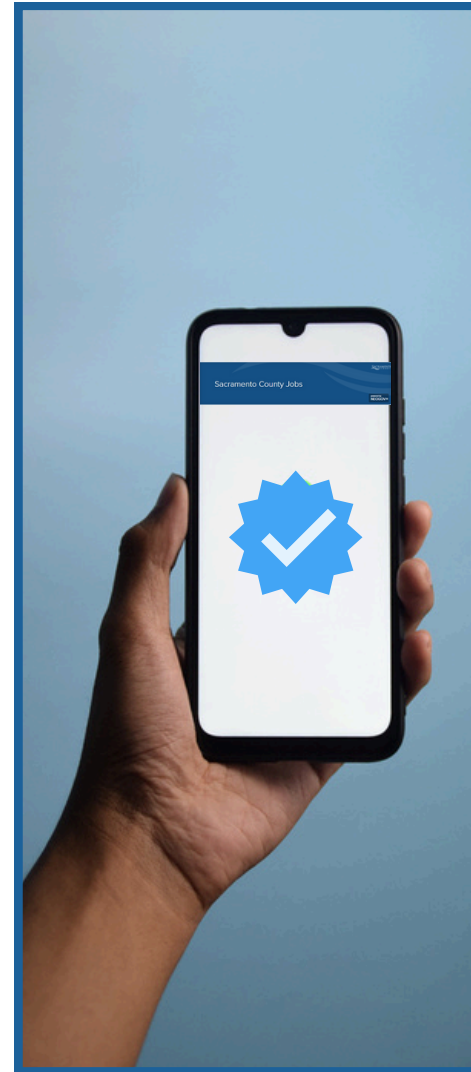


COMPENSATION

The County of Sacramento offers an excellent compensation and benefits program. The salary range for this position is \$137,265.12 - \$151,338.24 annually plus an additional 3.35% management incentive for a combined total of \$141,863.50 - \$156,408.07.

The attractive benefits program includes:

- **Retirement** – The County’s defined-benefit pension plan is provided by the County Employees’ Retirement Law of 1937 and is managed by the Sacramento County Employees’ Retirement System (SCERS) Board of Retirement.
- **Medical Insurance** – Choice of HMO and High Deductible Health Plans (HDHP), to include Kaiser, Sutter, and Western Health Advantage.
- **Deferred Compensation** – A deferred compensation program is available through the County 457(b) Deferred Compensation Plan. The County will match contributions to the 457(b) Deferred Compensation Plan up to 3% of the monthly gross salary into a 401(a) plan as long as the employee contributions to the 457(b) are at least 1% of gross salary for the pay period or at least 1% of the compensation earned year-to-date.
- **Life Insurance** – \$50,000 in life insurance coverage for the employee and \$2,000 for all eligible dependents. Employees have the option to purchase up to \$1,000,000 in additional life insurance coverage.
- **Holidays** – 14.5 paid holidays per year.
- **Vacation** – Two to five weeks (based upon length of service) of paid vacation.
- **Sick Leave** – 15 days per year.
- **Flexible Spending Accounts** – Employees may set aside funds on a pre-tax basis to pay for eligible medical and/or dependent care expenses.
- **Other Benefits** – The County contributes into a Retiree Health Savings Plan. After 10 years of County service, employees are eligible for 2.5% longevity pay.



HOW TO APPLY

To be considered for this incredible opportunity, applicants must complete and submit an online County of Sacramento employment application and supplemental questionnaire via the County’s jobsite, at www.saccountyjobs.net.

For consideration for this excellent opportunity, please submit your application by 5:00 p.m. on 10/18/2024. Refer to the job posting for additional filing dates.

Following the establishment of the eligible list, as vacancies become available the most qualified candidates will be invited to participate in the interview and selection process. If you have questions and for additional information about this position, please contact Rebecca Stuckert, Human Resources Manager II, via email at StuckertR@saccounty.gov.

Sacramento County is about enriching communities to thrive. We strive to create inclusive workplaces that reflect the communities we serve. We value and celebrate the unique perspectives, backgrounds, abilities, and diverse dimensions of our employees and residents. Through transparency, courage, innovation, and trust we are committed to advance equity and transformational change.

We are a proud equal opportunity employer. If you need assistance or an accommodation due to a disability for any phase of the hiring process, please contact our Disability Compliance Office at dco@saccounty.gov or 916-874-7642, CA Relay 711.