



# MONO COUNTY

## CALIFORNIA

*invites applications for the position of*

# DIRECTOR OF HUMAN RESOURCES

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# The Community

Mono County, with a population of 14,000, and during peak visitation in the winter and summer months the population can exceed 35,000, located in an area of approximately 3,030 square miles, offers its residents and visitors a rural setting with some of the most spectacular scenery in California. The County, on the east side of the Sierra Nevada mountains near Yosemite National Park, comprises vibrant resort communities, wide-open spaces and wild places, rural hamlets, historic sites, museums, and even a ghost town. Much of Mono County is public land (the Inyo and Humboldt-Toiyabe National Forests), providing the ultimate in outdoor recreational and tourism opportunities. The communities of Bridgeport and Mammoth Lakes (the only incorporated town) both occupy important roles in the daily affairs of Mono County.

Bridgeport is the historic county seat, and the 1881 Courthouse anchors the town. The bucolic Bridgeport Valley is bordered by the rugged Sawtooth Range and offers premier trout fishing. Annual events, such as the Bridgeport Rodeo and the old-fashioned Fourth of July Parade, provide residents and tourists with small town living at its best.

Mammoth Lakes, home to one of the largest ski areas in the country, is a four-season destination resort and, with 8,000 full-time residents, the County's population center. In addition to winter snow sports, summer activities, and events such as hiking, mountain biking, golfing, tennis, concerts, and art festivals attract visitors from all over the world.



## The Community *continued*

Some of the County's workforce is based in Mammoth, and the town offers numerous services and amenities. Mammoth Hospital is designated by the federal government as a Critical Access Hospital. The facility prides itself on personalized care, along with a professional, full-time, and board certified, medical staff and highly qualified nursing staff. Cerro Coso Community College's Eastern Sierra College Center offers AA degrees, transfer programs, and professional training with in-seat and online classes. The Mammoth-Yosemite Airport (MMH) and the nearby Bishop Airport (KBIH) offer commercial air service to Los Angeles, San Francisco, San Diego, and other destinations.

Additionally, the County has a number of other sites that make the region quite unique and that demonstrate the incredible diversity of the landscape. In Northern Mono County, the communities of Topaz, Coleville, and Walker offer relaxed rural living and proximity to Nevada's Carson Valley. Bodie ghost town, California's most visited State Park (Is this true?), is a reminder of the gold and silver boom of the late nineteenth century. Iconic Mono Lake, in the center of the County, is one of the western hemisphere's oldest lakes, and a draw for bird watchers and sightseers. Lee Vining, on its shore, serves as the eastern gateway to Yosemite, which is just 10 miles from Highway 395. Tucked away at the base of 10,909-ft Carson Peak, the scenic 14-mile June Lake Loop is a mountain hideaway. The area has been attracting outdoor enthusiasts and nature lovers dating back to before Hollywood discovered June Lake in the 1920's. In Southern Mono County, Crowley Lake and Swall Meadows are residential communities with room to grow and big views, and the Tri-Valley in the eastern part of the County is an agricultural area at the base of the White Mountains.



ESTIMATED EXPENDITURES  
\$121 MILLION



POPULATION  
14,000



3,030  
SQUARE MILES

# County Governance Structure

Mono County is a general law county and is governed by a five-member Board of Supervisors elected by the voters of each of the five supervisorial districts. The Board of Supervisors sets policy and deals with legislative matters pertaining to the County. The Board of Supervisors appoints both the County Administrative Officer (CAO) and the County Counsel. Three other elected officials include the Sheriff-Coroner, Assessor, and District Attorney.

The County Administrative Officer is responsible for assisting the Board in conducting administrative affairs. The services that Mono County provides are typical of other counties in California and include law enforcement, health and human services, public works, community development, probation, and property tax administration. These services are provided to the citizens of Mono County through a system of departments, commissions, and boards. The Board of Supervisors meets in regularly scheduled meetings three times each month, the first two Tuesdays of each month in Bridgeport and the third Tuesday of each month in Mammoth Lakes.

Mono County provides services and programs that are funded from a number of revenue sources that include property taxes, permit fees, and state and federal monies. This year's estimated expenditures are \$125 million, which includes a FY 2021-2022 General Fund expenditure plan of \$41 million with an additional \$84 million from other funds, enterprise funds, and dependent special districts. The County has 328 authorized FTEs. Information about the County's union contracts and MOUs are available on the County's website (under Human Resources) and are also available through Ralph Andersen & Associates. A limited number of staff are covered by merit system in the Social Services Department.



Photo by Jeff Simon

## ***Our Mission...***

*To provide and retain a skilled and competent workforce for the County of Mono departments so that they may deliver excellent customer service to residents and visitors.*

## ***Mono County Human Resources is Committed to these Core Values***

- ◆ Customer Service - We commit to exceptional service by managing the resources entrusted to us with integrity, trust, respect, and accountability.
- ◆ Integrity - We demonstrate our integrity by ensuring our work is performed with consistency, credibility, and confidentiality.
- ◆ Excellence - We strive to achieve the highest standards of excellence; continuously learn, develop, and improve; and take pride in our work.
- ◆ Collaboration - We commit to responsible communication and respectful partnerships to achieve common goals.
- ◆ Innovation - We strive to foster innovation and creative thinking, embrace change and challenge the status quo, listen to all ideas and viewpoints, learn from our successes and mistakes.
- ◆ Results Orientation - We strive to set challenging goals, focus on output, assume responsibility, and constructively solve problems.

# Responsibilities of the Position

The Director of Human Resources independently plans, manages, and administers all functional areas of human resources for the County. This position is the lead on complex analytical tasks in support of all areas of recruitment, selection, employment, classification/compensation, labor relations, training, and staff development.

The Director of Human Resources reports to the County Administrative Officer, has frequent interaction in an advisory role to the Board of Supervisors, and additionally serves as a consultant to all operating departments including those under the direction of elected officials (Sheriff-Coroner, Assessor, and District Attorney). Importantly, the Director of Human Resources will be strategically involved in a broad range of issues on a county-wide basis that will require sensitivity, confidentiality, integrity, best management practices, and common sense. In setting the tone for this focus on a people-oriented organization and improved policies dealing with human capital needs, the responsibilities of the Director of Human Resources are expansive from the role of a hands-on senior analyst to a strategic facilitator. The Director has two full time analysts and shares administrative/clerical support with other managers.



# The Ideal Candidate

The ideal candidate will have a solid understanding of all functional areas of human resources and be self-directed, highly responsive, and customer-service oriented. An understanding of human resources issues unique to attracting, retaining, and operating a workforce in a remote, mountain environment will be an added plus for top candidates. Additionally, the ideal candidate will also have a high level of energy and initiative with the career maturity to work closely as a consultant to both elected and appointment department directors as well as the Board of Supervisors. Experience demonstrating sound judgment is critical to success. A hands-on approach and willingness to lead by example are required. This talented performer will be dynamic, self-reliant, and demonstrate their abilities with integrity and confidence. Being a good listener is equally important including knowing when to elevate concerns that require swift and immediate action.

Candidates for this position must be exceptional communicators capable of planning and directing the full range of human resource services that include:

## Administrative

- ◆ The capacity and ability to identify, address, and solve human resources related issues, demonstrating creativity, and collaboration;
- ◆ Formulate and oversee the development and implementation of improved efficiency and organizational effectiveness including eliminating excess paperwork, streamline flow of information, and promote and increase the use of internal technology and social media;
- ◆ A demonstrated strong track record of building relationships quickly and effectively;
- ◆ Highly adaptive, accessible, and approachable to all staff across the spectrum of the organization;
- ◆ Develop, revise, administer, and implement Personnel Rules and Regulations and related administrative guidelines;
- ◆ Attend and participate in Board of Supervisors' and Departmental meetings;



- ◆ Keep abreast of new legislation, regulations, and policies relevant to human resources and county-wide operations, and recommend and/or make adjustments to procedures to ensure compliance with prevailing laws;
- ◆ Produce and analyze reports in order to provide recommendations for organizational effectiveness and efficiencies; and
- ◆ Create and implement policies that align with the County's human resources goals, optimizing employee recruitment and retention.

### **Recruitment**

- ◆ Administer the County's recruitment process including final selection and background checks;
- ◆ Coordinate employee orientation and on-boarding including working closely with the Finance Department on benefit and payroll matters; and
- ◆ A keen understanding of the laws and the importance of confidentiality as it relates to maintaining employee personnel files, HIPPA requirements, and related employment matters.

### **Training and Staff Development**

- ◆ Conduct and promote the importance of organizational development and oversee the County's training needs in order to facilitate employee development;
- ◆ Coordinate and provide compliance and supervisory training, in coordination with the legal department, with compliance training programs, including EEO issues, sexual harassment, ADA, and FMLA; and
- ◆ Work with department heads to develop and execute strategic plans, establish and maintain workforce welfare, and administer performance management systems.

### **Labor Relations/Employee Relations**

- ◆ Assist department directors and managers on a wide range of issues dealing with employee performance, labor relations, and workforce development;
- ◆ Serve as organization's resource for any complaint or impropriety including directing and participate in fact-finding and complaint investigations to resolve employee discipline and grievance issues;



## The Ideal Candidate *continued*

- ◆ With a holistic approach, effectively recommend disciplinary actions and assist departments in implementing resulting personnel action; and
- ◆ Contribute and participate, under the direction of the County Administrative Officer, to interpret and administer provisions of Collective Bargaining Agreements and Memorandum of Understandings (MOU's).

### **Classification and Compensation**

- ◆ Oversee the County's classification and compensation plan; and
- ◆ Conduct research studies and analysis including preparation of comprehensive technical reports, correspondence, and documents.



Photo by Jeff Simpson

## Education and Experience

Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities might be:

**Education:** Bachelor's degree from an accredited college or university in human resource management or a related field or a demonstrated equivalent in formal education and experience.

**Experience:** Five or more years of progressively responsible experience in a human resources department, preferably in the public sector. Three years of which must have been in a supervisory capacity and performing labor relations. Demonstrated expertise in communications and interpersonal skills. There is a strong preference for California union-related experience although other comparable out-of-state experience will be considered for top contenders.

**Special Requirements:** Appropriate Professional Credentials: PHR/SPHR Certification preferred. Possession of a valid driver's license in California.

# The Compensation

The anticipated salary range for this position is **\$100,000 to \$130,000**. Candidates with a compensation near or exceeding the top of the salary range are encouraged to discuss specifics with Ralph Andersen & Associates. Placement in the range will be based on qualifications and experience.

In addition to limited assistance on moving and relocation, Mono County provides an excellent benefit package for this position that includes the following:

- ◆ CalPERS Retirement: 2.5%@55 for current members of CalPERS; new members in CalPERS will be enrolled at 2%@62. The employee pays their 7% CalPERS contribution. Mono County does not participate in Social Security except for the mandatory Medicare deduction.
- ◆ 457 and 401(a) Plan: A 3% contribution by employee to the County's 457 deferred compensation plan is matched by the County and contributed to a 401(a) Plan (graduated 6-year vesting period).
- ◆ Health Insurance: Eligibility is the first day of the month following the date of hire. County pays for the majority of the premium.
- ◆ Dental/Vision: Fully paid plans for both the employee and family.
- ◆ Vacation: 15 days per year, increasing after 10 years of service.
- ◆ Administrative Leave: 10 days per calendar year (80 hours).
- ◆ Holidays: 14 holidays per year plus 2 personal holidays.
- ◆ Sick Leave: 12 days per year.
- ◆ Life Insurance: \$50,000 policy paid by the County.
- ◆ Wellness Program: The County pays a portion for membership at specified local health clubs.





This is a confidential recruitment and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references will not be contacted until mutual interest has been established.

This recruitment is open until filled. For optimal consideration, interested candidates should **apply immediately** to Ralph Andersen & Associates by sending a compelling cover letter and a comprehensive resume to **[apply@ralphandersen.com](mailto:apply@ralphandersen.com)**

Confidential inquiries welcomed to Doug Johnson, Ralph Andersen & Associates, at (916) 630-4900.

***Mono County is an Equal Opportunity Employer***

***[monocounty.ca.gov](http://monocounty.ca.gov)***