



Gold Coast Transit District

invites your interest in the position of

Director of Human Resources



Recruitment Services Provided By Ralph Andersen & Associates

The Opportunity

The Gold Coast Transit District (GCTD) which is based in Oxnard, California is conducting a national search for a Director of Human Resources. The ideal candidate will assume management responsibility for all the District's human resource services and activities. They must have a proven track record of being a proactive, hands-on, customer service driven leader with excellent problem solving, interpersonal, and communication skills.

Working directly for the General Manager, this skilled professional will be involved in a wide variety of areas and serve as a key member of the Executive Team. The District is seeking an energetic and experienced human resources professional who will support a broad range of robust activities for a full-service transit organization. GCTD employs nearly 200 individuals, the majority of whom operate or maintain buses. Service Employees International Union Local 721 (SEIU) represents all bus operators and most maintenance employees. International Brotherhood of Teamsters Local 186 (Teamsters) represents supervisors.

The District

Gold Coast Transit District provides public fixed-route and paratransit service in the cities of Ojai, Oxnard, Port Hueneme, Ventura, and the unincorporated areas of Ventura County. GCTD has been serving the community since 1973 (formerly known as South Coast Area Transit) and is the largest public transportation provider in Ventura County. GCTD's fleet includes 61 buses and 26 paratransit vehicles – majority of which are powered by natural gas supplied by an on-site CNG fueling station. GCTD has 205 employees, most of whom operate or maintain buses. GCTD contracts with MV Transportation for the operation of GO ACCESS (Paratransit).

GCTD is governed by a Board of Directors made up of one elected official representing each of the five member jurisdictions.

GCTD's Management Team is comprised of a General Manager, Assistant General Manager, Director of Operations and Maintenance, Director of Finance, Director of Planning and Marketing, and Director of Human Resources.

The District has a budget with revenues sources of \$30.4 million. The \$30.4 million in total operating revenue will provide \$28.8 million for GCTD operating activities, and \$1.6 million for members' transit requirements.



FIXED-ROUTE:

Fleet size: 61 full size buses

Routes and Bus Stops: 20 routes / 700+ bus stops

Service Area: 91 square miles

Hours of Operation: 4am-10pm (varies by route)

Days of Operation: 7 days a week (359 days a year)

Annual Ridership: Approximately 3 million (FY 19/20)

Annual Revenue Miles: 2 million (FY 19/20)

Fare: \$1.50 (\$0.75 for Disabled/Seniors/Vets/MediCal)
Seniors 75+ and Children under 45" are FREE



GO ACCESS (PARATRANSIT):

GCTC's GO ACCESS provides reservations-based curb-curb (dial-a-ride) public transportation for ADA disabled persons whose disabilities prevent them from successfully using the fixed-route bus. GO ACCESS services are also available to Seniors 65+.

Fleet Size: 26 (mix of cutaway buses & vans)

Service Area / Hours: same as fixed route

Annual Ridership: Approximately 100k (FY 19/20)

Fare: \$3.00 (one-way)



MISSION:

"GCTD's mission is to provide safe, responsive, convenient, efficient, and environmentally responsible public transportation that serves the diverse needs of our community."

The Position

This at-will position is a direct report to the General Manager and is a key member of the Executive Team. The Director of Human Resources plans, directs, and reviews all activities and operations of the District's Human Resources & Risk Management Department including classification, compensation, recruitment/selection, group benefits, labor relations, equity, and employee development. The Department also handles coordination with other divisions, departments, and outside agencies.

The Director of Human Resources is actively involved in the day-to-day work of the Human Resources & Risk Management Department, and also provides management of a staff of three, including Human Resources & Risk Manager, Human Resources Generalist, and Human Resources Coordinator.

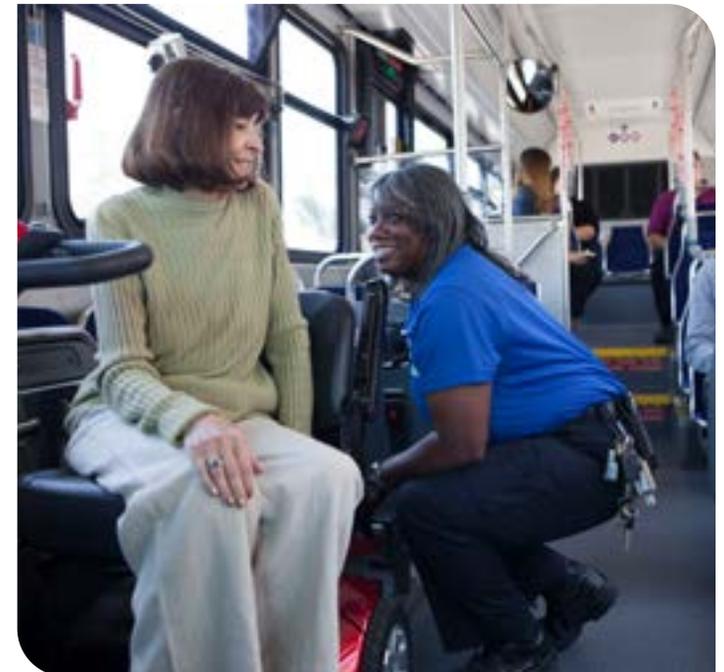
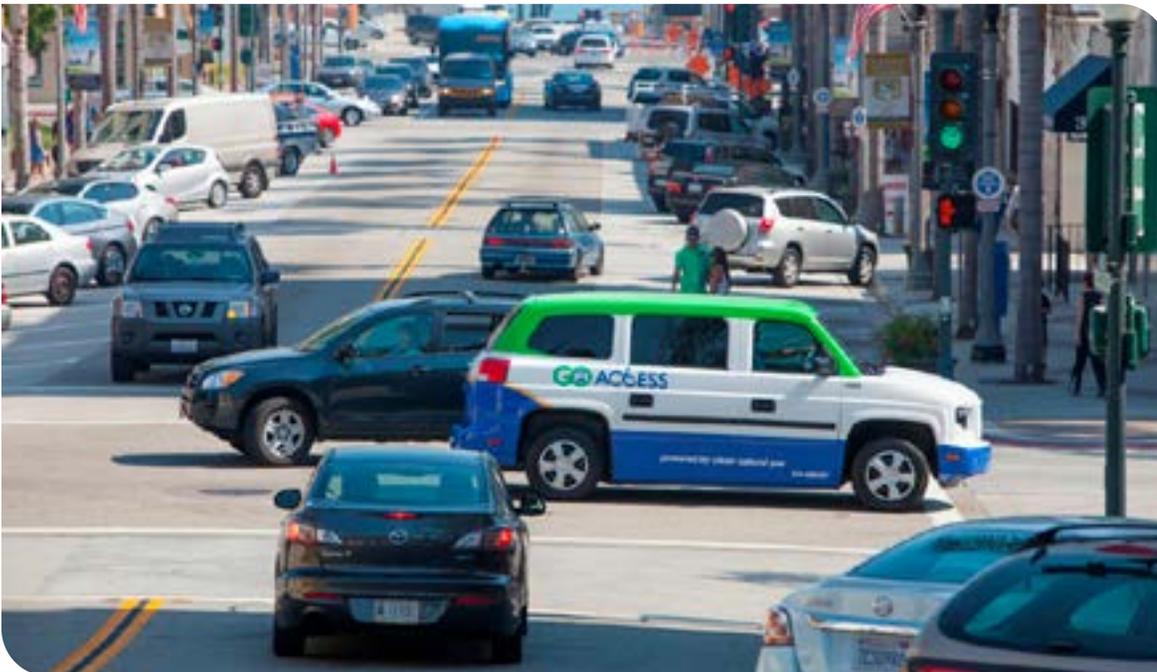
Assignments undertaken by the Director of HR will be broad in scope and allow for a high degree of administrative discretion to include:

- ◆ Assume responsibility for all human resources related services and activities;
- ◆ Establish and maintain a strong working relationship with labor groups;
- ◆ Continue to improve customer service and create a more service oriented and customer focused Human Resources Department;
- ◆ Promote a District-wide philosophy that enhances morale, promotes productivity, and generally encourages a culture of professionalism, responsiveness, and excellence;
- ◆ Provide leadership to staff to ensure a high-performance, service-oriented work environment that supports achieving the Department's and District's mission, objectives, and values;
- ◆ Direct recruitment and selection across all departments and support and encourage best practices and diversity, equity, and inclusion;
- ◆ Ensure the District's compliance with policies and contracts as well as Federal, State, and other regulatory agencies including mandatory training; interact with the District's legal counsel as needed;
- ◆ Provide guidance and support to employees, supervisors, and Department Directors on a variety of personnel related issues including personal development targets, performance evaluation, and disciplinary actions up to and including termination;
- ◆ Direct an effective risk management program for the District, including assessment of risk exposure and development of policies/coverages to ameliorate risk; and
- ◆ Act as the liaison with legal counsel and represent the District in litigation of claims and employee related issues.

The Position *continued*

Key Functions

- ◆ Plan, organize, manage, and implement all aspects of human resources activities, including labor relations, recruitment, onboarding, benefits, employee terminations, training & professional development, health & wellness programs, recognition programs, Equal Opportunity programs, drug and alcohol programs (including FTA-compliant random testing program), claims administration, and regulatory compliance monitoring.
- ◆ Implement innovative organizational strategies, programs, and systems to attract, develop, engage, and retain a highly competent workforce.
- ◆ Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and apply this knowledge to communicate changes to management.
- ◆ Lead internal and external employee engagement activities, supporting managers in continuously improving employee recruitment and retention.
- ◆ Oversee, conduct, and/or coordinate personnel recruitment and selection processes; develop onboarding program for new employees.
- ◆ Serve as a mentor who will continue to professionally grow and train a talented staff.



The Ideal Candidate

The top candidate for this position should be an exceptional leader who is capable of planning and directing the services of all Human Resources Department activities in the District. The successful candidate must have a proven record of ensuring all Human Resources related organizational needs are being met and providing support and technical advice to the leadership team and managers in a timely, responsible manner.

Desired Skills:

- ◆ Excellent leadership skills with a calm demeanor; a leader who reassures staff while inspiring confidence.
- ◆ Be a skilled communicator, produce clear and professionally written letters, reports, and memos, make presentations to employees and the Board, and coach and train others in these skills.
- ◆ Possess integrity and be genuinely committed to the development of a strong customer service ethic.
- ◆ Be responsive to organizational needs and be open and honest in all internal and external relationships.
- ◆ Possess an open, approachable style with the ability to tactfully and empathetically address personnel needs.
- ◆ Detail-oriented and accurate with the ability to articulate concepts and ideas clearly and directly.
- ◆ Ability to work with a wide variety of personalities and communicate effectively with different personality types.
- ◆ Excel in developing interpersonal relationships including being an excellent communicator and collaborator; be able to achieve consensus and guide policy decisions.
- ◆ Display an engaging personal style and be a good listener with a results-oriented approach to problem-solving.
- ◆ Be an analytical yet strategic thinker; a pragmatic and forward-thinking individual with the ability to understand technical issues and offer sound, objective decision-making to management staff.
- ◆ Present facts and information clearly and concisely while analyzing and responding to issues and questions; identify clear courses of action; convey confidence and be decisive.
- ◆ Coach, inspire, and mentor staff and District-wide employees to reach and achieve goals, setting an example of the highest level of professionalism.

The Qualifications

Any combination equivalent to graduation from an accredited four-year college or university and six years of progressively responsible management experience, at least three years of which must have been directly responsible for human resources or a related field. A Master's Degree and/or specialized training or experience in human resources, public administration, labor relations, or employee engagement shall be especially desirable.

Compensation and Benefits

The annual salary range for the GM position is \$100,223 to \$140,597 and will be based on qualifications and experience. Longevity pay of 1% additional each 5 years of service. GCTD offers a competitive benefits program, which will include:

- ◆ CalPERS Retirement Plan, Classic 2.7% @ 55, or PEPR 2% @ 62, employer and employee contributions
- ◆ 457 Retirement Plan Deferred Compensation
- ◆ Paid Vacations
- ◆ 12 Paid Holidays
- ◆ 5 Days Executive Leave
- ◆ Paid Executive Life Insurance equal to annual salary.
- ◆ Cumulative Paid Sick Leave
- ◆ Group Health Insurance, Health, Dental, Vision
- ◆ Longevity Pay
- ◆ EAP (Employee Assistance Program)
- ◆ Reimbursement on Annual Medical Physicals Exams
- ◆ Reimbursement for travel and local business expenses
- ◆ Cell phone allowance
- ◆ Tuition Reimbursement



To Apply

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. Interested candidates are encouraged to **apply immediately**. Electronic submittals are required to Ralph Andersen & Associates at apply@ralphandersen.com and should include a compelling cover letter and comprehensive resume. Ralph Andersen & Associates will conduct preliminary interviews as applications are received. Only the most highly qualified candidates will be invited for an on-site panel interview. Contact Mr. Fred Wilson at (916) 630-4900 for additional information. Confidential inquiries are welcomed.



Gold Coast Transit District is an equal opportunity employer.

www.gctd.org