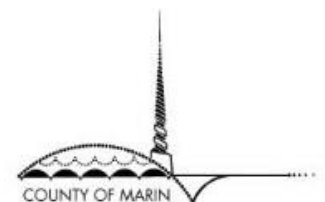




The County of Marin
Health and Human Services Department
is actively seeking
a Human Resources Manager

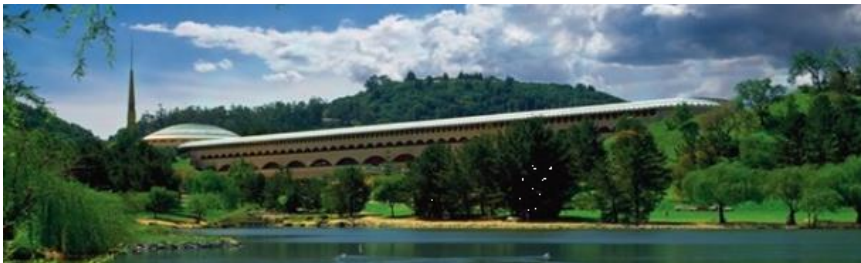


The Marin Community

Marin County is located in the hills northwest of San Francisco across the Golden Gate Bridge and is home to an engaged community of 260,000. The County enjoys a diversified economic base, including a mix of insurance, medical, pharmaceutical, technology, financial, and retail employers.

Marin is a desirable place to live and is known for its combination of rural and suburban lifestyles, excellent schools, entertainment and recreational activities, and mild, year-round climate.

Marin's location in the Bay Area offers next-door access to the vineyards of Napa and Sonoma Counties, the majestic coastline, and the enjoyment of all that San Francisco offers. Marin is abundant with natural habitat including oak-bay woodlands, redwood groves, savannas, grasslands, and salt marshes. Marin offers outdoor enthusiasts a variety of activities including hiking, mountain biking, camping, golf, horseback riding, sail boarding, surfing, fishing, boating, kayaking, canoeing, etc. The Marin County Civic Center is a renowned architectural gem and complete campus designed by Frank Lloyd Wright, "the greatest American Architect of all time."



The County Organization

The County of Marin is a General Law County governed by five members of the Board of Supervisors. The County has approximately 2,400 positions allocated between its 22 departments and agencies and has an operating budget of approximately \$783 million (FY 23/24). The Board's priorities include (1) increasing affordable housing and addressing homelessness, (2) building a racially equitable community, (3) reducing carbon emissions and adapting to climate change, (4) enhancing disaster preparedness, (5) capital infrastructure, (6) workforce recruitment and retention.



This diverse organization strives to uphold a set of core values: respect, trust, integrity, diversity, equality, excellence, accountability, innovation, and collaboration. These values help to maintain and enhance public trust and help achieve high quality service outcomes. The County is committed to being a well-managed organization that relies on the talents of its workforce to succeed.

For additional information, see the Marin County website at www.marincounty.org.

The Department

The mission of the Department of Health and Human Services (HHS) is to promote and protect the health, well-being, safety and self-sufficiency of all Marin County residents. Marin HHS is an innovative, integrated department of five divisions – Administration, Behavioral Health and Recovery Services, Public Health, Whole Person Care/Homelessness and Social Services – that administer a range of federal, state, and local programs addressing the health and welfare needs of Marin residents. The Department is the largest in the County with over 800 employees and an annual budget of approximately \$240 million. The Department is responsible for over 40 programs that are provided in 12 locations throughout the county.



The HHS vision, as outlined in the HHS Strategic Plan to Achieve Health and Wellness Equity is that ALL IN MARIN FLOURISH. That means:

- Becoming an anti-racist organization for services, programs, clients, staff, and partners
- Being one integrated, coordinated, collaborative, non-siloed organization for staff and clients
- All employees have the opportunity to influence the organization and thrive in their pursuits
- All residents can live their most happy, healthy, safe, and self-sufficient best lives.

To Learn More: <https://www.marinhhs.org/> ; [HHS STRATEGIC PLAN](#)



The Position and Ideal Candidate

Marin HHS seeks a team-oriented and self-motivated individual to work in a dynamic, professional atmosphere that values diversity, equity, inclusion and belonging. Reporting to the Chief Operating Officer, the Human Resources Manager (Principal Human Resources Analyst) manages a multi-functional, decentralized Human Resources and Payroll team dedicated to supporting this dynamic and ever-changing department's 800+ mission-focused employees. General responsibilities for this position include engaging, supervising, training, and evaluating professional and technical staff, providing consultation on the most sensitive and complex human resources and payroll matters, and coordinating major projects and initiatives for the successful delivery of Human Resources services.



Specific responsibilities include:

- Advising and assisting HHS leadership in human resources management including talent acquisition, onboarding, organization development, performance management, discipline, classification and compensation, equal employment opportunity, and labor and employee relations and payroll activities.
- Developing strategies, facilitating training and staff development to improve organizational performance.
- Planning, organizing, coordinating and directing department-wide personnel and employee relations activities.
- Serving as liaison with the County's Human Resources Department and coordinating with Central Human Resources on initiatives, policies and programs.

The ideal candidate is an experienced leader in human resources management and has a solid understanding of the full range of services provided. A commitment to, and understanding of, diversity, equity, inclusion, and belonging principles are a must.

In addition to the desired areas of knowledge and experience, our ideal candidate possesses the following competencies and will:

Leadership

- Be a strategic partner, solution-oriented, and possess a keen understanding of the effects of organizational decisions and goals.
- Effectively advise and provide consultative services to department executives, managers and employees.
- Successfully manage, lead and develop staff and take an active role in fostering a positive work environment, including promoting inclusive decision making across the department.

Technical Acumen

- Have a strong understanding of employee performance management and best practices and methods to guide supervisors to develop performance improvement strategies or through the disciplinary due process.
- Be able to properly interpret and make complex human resources decisions in accordance with County policies, and appropriate laws and regulations
- Be able to analyze systems and processes and implement changes to optimize services.

Interpersonal and Communication

- Be approachable and emotionally intelligent to communicate effectively and to handle interpersonal relationships thoughtfully and empathetically.
- Value customer service and be responsive to the needs of internal and external customers.
- Have excellent verbal and written communication skills.
- Navigate effectively in a political environment.
- Support and value the Department and County's strategic focus areas of Diversity, Equity, Inclusion, and Belonging, and Innovation and Change, and Growth and Development.

Education and Experience - Minimum Qualifications

Any combination of education and experience that would provide the necessary knowledge and abilities listed in the [Class Specification](#). Typically, equivalent to graduation from a four-year college or university with major coursework in business or public administration, personnel administration, industrial relations, public policy or a field related to the work and five years of professional level human resources experience, or five years of professional experience specifically related to the area of assignment. At least two years of the required professional experience must have included performing complex work in the area of assignment*. One of the years of experience must have included functioning in a lead capacity. Additional professional/technical human resources experience may be substituted for the education on a year for year basis.

*area of assignment for this position = multiple aspects of HR vs specialization in one area of HR

Compensation and Benefits

The salary for this position is \$129,002 - \$156,083 per year depending on qualifications. The County of Marin offers a full benefits package including Medical, Dental, Vision, Pension/ Retirement, deferred compensation, and flexible spending accounts. Retirement is offered through Marin County Employees' Retirement Association (MCERA) at www.mcera.org. County of Marin employees do not contribute to Social Security. For additional information about benefits, please visit: <http://www.marincounty.org/depts/hr/divisions/benefits>.

The Application and Selection Process

To be considered for this exceptional career opportunity, please apply on line at www.marincounty.org/jobs.

Application materials will be accepted through **Friday, October 27, 2023**. First round interviews are tentatively scheduled to be conducted the week of **November 6th** and will be conducted via Zoom. To be considered for this exceptional career opportunity, apply at www.marincounty.org/jobs to complete an application.

For questions regarding the position or the application process, email dooms@marincounty.org or call (415) 473-3045. Application materials will be screened in relation to the criteria outlined herein. Candidates deemed most qualified will move through the selection process.

The County of Marin is an Equal Employment Opportunity Employer and values diversity at all levels of the organization.

