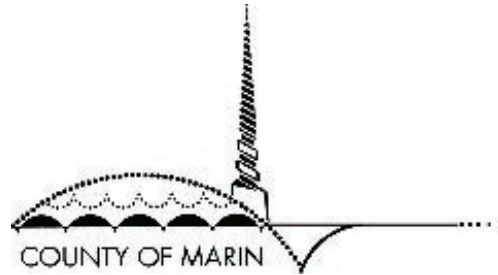


Compensation and Benefits

The annual salary range for the Assistant Director of Human Resources is \$132,184 - \$145,725. Placement within the range will depend on the selected candidate's experience and salary history. In addition, the salary is supplemented by a very generous benefit program, which includes the following:

- ◆ **Retirement:** The County retirement system is authorized by the County Employees Retirement Law of 1937 with a formula of 2% @ 62. This plan has a reciprocity relationship with CalPERS.
- ◆ **Insurance:** The County has a cafeteria-style benefits plan that allows employees to choose from a variety of health, dental, vision, life, and long-term disability insurance plans.
- ◆ **Vacation:** Vacation accrual at the rate of 15 days per year for new employees.
- ◆ **Holidays:** 11 paid holidays annually.
- ◆ **Leave Allowances:** The County offers a generous leave package that includes management and sick leave benefits.
- ◆ **Deferred Compensation:** The County does not participate in Social Security except for a mandatory Medicare contribution. The County does offer a choice of tax deferred 457k plans to which employees may contribute in order to enhance their retirement.



For additional information about Marin County benefits, please visit www.marincounty.org/depts/hr/benefits.

The Process

If you are interested in pursuing this unique and exceptional career opportunity, please forward a letter of interest, your resume, including your current salary, and five work-related references (who will not be contacted until mutual interest is established) to:

Paul Kimura
Avery Associates
3½ N. Santa Cruz Ave, Suite A
Los Gatos, CA 95030
E-mail: jobs@averyassoc.net




This recruitment will remain open until filled. We anticipate a first review of resumes no later than February 6, 2015. If you have any questions regarding this position, please feel free to contact Paul Kimura at 408.399.4424.

*Please note that this position is anticipated to be converted to an at will position on or before February 3, 2015.

Marin County is an Equal Employment Opportunity Employer. Women, minorities and persons with disabilities are encouraged to apply.



County of Marin

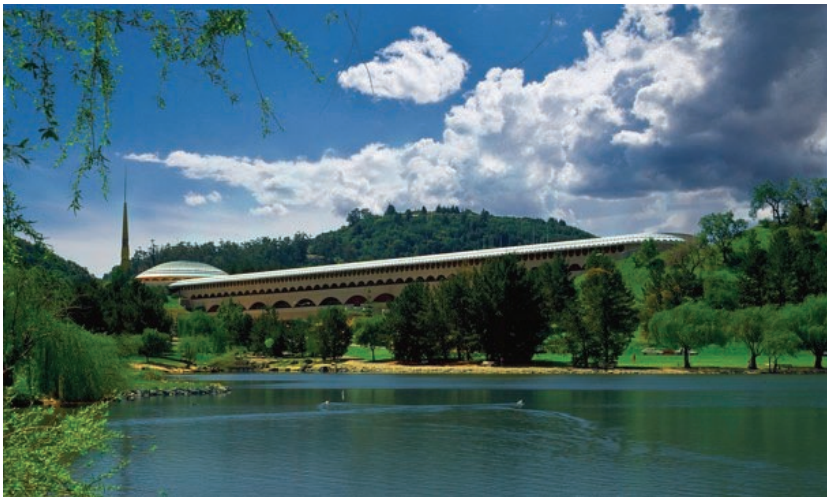


*invites your interest
for the position of*

**Assistant
Director of
Human
Resources**

The Community

Located in the North Bay Area across the Golden Gate Bridge from San Francisco, Marin County is a dynamic community of 261,000 well-educated and involved residents. From its tidelands to the top of Mt. Tamalpais, Marin enjoys a high quality of life marked by beautiful beaches, groves of redwoods and oaks, rolling foothills, and scenic valleys. The mild year-round Mediterranean climate is highlighted by cool, coastal fog tempering the warm inland temperatures of summer. Incorporated communities include Belvedere, Corte Madera, Fairfax, Larkspur, Mill Valley, Novato, Ross, San Anselmo, San Rafael (the County seat), Sausalito and Tiburon.



Marin County is known for its combination of rural and suburban lifestyles. A recreation destination for the entire Bay Area -- the Golden Gate National Recreation Area and Point Reyes National Seashore are just two destinations out of more than 140,000 acres of public lands within Marin. Music, art and film festivals and historical and cultural venues like the Frank Lloyd Wright designed Civic Center continue to attract people from all over the world. Many California grown organic fruits and vegetables, artisan cheeses, fresh seafood and some of the world's best wines are available at the source and also appear on the menus of Marin's diverse restaurants. Wine tasting, antique shopping and exploring Marin County's scenic countryside are all part of this California paradise.

Marin County children excel in school with test scores well above the average. There are 19 school districts that include 74 public schools. The Marin Community College has two campuses: Kentfield and Novato. There are several private educational institutions for all age levels, including Dominican University in San Rafael.

County Government and the Human Resources Department

The County of Marin is comprised of 23 agencies and departments with approximately 2,400 employees and an operating budget of approximately \$450 million. The County's full array of public safety, community development, public works, health and human services, library, parks and open space, housing, employment, and administrative services is governed by the Board of Supervisors, which is made up of an elected representative from each of the five voting districts in this general law county.

This diverse organization strives to uphold a set of core values at work: respect, trust, integrity, diversity, equality, excellence, accountability, innovation, and collaboration. These values help to maintain and enhance public trust and helps 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. This commitment is reflected in our Strategic Workforce Plan, which provides a blueprint for the County to continue building a thriving organization.

The Human Resources Department operates with the support of a 34 person staff and a Fiscal Year 2014-2015 budget of approximately \$5.9M. The department is charged with recruitment, benefits administration, classification/compensation, training/development and employee and labor relations. Consistent with the culture of the County, Human Resources is committed to a "customer first" philosophy and is highly responsive to both internal and external customers.

Human Resources
Mission
Statement:

The mission of the Human Resources Department is to create a thriving organization, providing meaningful careers in public service.

The Position and Ideal Candidate

The Human Resources Department is part of the County Administrator's Office. In reporting directly to the CAO, the Director of HR is a principal advisor to the Board of Supervisors and County department heads regarding strategies related to organizational development, operational efficiency initiatives and other programs leading to positive impacts on the County's workforce and its ability to achieve the County's mission and strategic goals.

The Assistant Director of Human Resources assists the Director of Human Resources by providing day-to-day operational administrative oversight to, and integration and coordination among, the various divisions and organizational units of the department. These divisions and organizational units include staffing, classification and compensation, organization development and training, labor and employee relations, leave administration, benefits and employee master records, equal employment, personnel policy and administration, workforce planning, volunteers and employee services, integrated human resources information system, wellness, and Personnel, Human Rights and Women's Commissions. A leadership role in providing service and productivity enhancements is an essential aspect of the position. This position requires a high level of skill, knowledge and ability in administration and management and requires initiative, judgment, discretion, confidentiality, and the ability to make independent decisions within established legal and policy frameworks.

The new Assistant Director will have a proven track record in Human Resources operations. He/she will have led teams in business process redesign efforts and in the development and implementation of systems policies and procedures that best met the needs of organizations. He/she will introduce creative strategies and innovative approaches to challenges faced by the department and its stakeholders. A decisive, yet collaborative and inclusive management style will be critical towards facilitating various change initiatives and in developing and maintaining productive working relationships with the wide range of county stakeholders. Style and organizational fit will be essential considerations in selecting a new Assistant Director. The ideal candidate will be approachable, an open communicator and a credible advisor who is committed to mentorship and the professional growth of the HR team.

The selected candidate will be a knowledgeable and contemporary HR generalist who is current with best practices and has a strong foundation with personnel-related federal and state law. A resourceful problem solver with a strong focus on customer service combined with a high level of personal and professional integrity will be essential in this role. A background that includes any combination of education and experience equivalent to graduation from a four-year college or university with major coursework in public or business administration, industrial relations, public policy, sociology, human resources management, or a field related to the work such as English or psychology and seven years of professional human resources experience at least four of which must have included managing a significant, centralized human resources function in a diverse public or governmental agency operating through a merit system in a unionized environment is required. Leadership experience with major human resources systems change, organizational restructuring, work process reengineering and public management experience including labor relations oversight or management is highly desired.

