

GOLDEN GATE BRIDGE, HIGHWAY & TRANSPORTATION DISTRICT



Director of Human Resources (PS101206)

\$139,422.40 - \$168,521.60 annually plus excellent benefits

Employee pays up to 7% of salary/wage toward CalPERS retirement plan.

This job posting is open from January 24, 2019 and is open until filled.

ABOUT THE POSITION:

The Human Resources Director serves a strategic role in a fast-paced, highly-unionized environment undergoing cultural change. The Human Resources Director plans, develops, interprets, and implements all activities of the Human Resources Department through subordinate staff, in collaboration with the District's Officers, Deputy General Managers, and department heads to support the District's operations and objectives. Key areas of responsibility include, but are not limited to, employee recruitment, selection, and retention; records management; benefits administration; job classification and compensation. This position may also be involved in aspects of labor relations and talent acquisition/retention programs.

MINIMUM JOB REQUIREMENTS:

Must have any combination of education, training and experience equivalent to:

- Bachelor's degree with major course work in human resources management, industrial relations, public or business administration, social sciences, psychology, or related curriculum.
- At least five years experience in a significant leadership role (either in a managerial or executive capacity) in a full-time HR professional level position.
- Demonstrated experience in recruitment and selection; classification and compensation; staff development; and benefits administration including retiree benefit administration.

REQUIRED LICENSE(S):

- Must possess and maintain a current, valid California Drivers' License and satisfactory driving record. (Operates District vehicles on a regular basis).

ESSENTIAL FUNCTIONS:

- Oversees maintenance of an accurate, efficient HRIS (Human Resources Information System) system in coordination with the Finance and Payroll Departments.
- Oversees maintenance of personal records management systems; including records and procedures, controlling personnel transactions, and reporting personnel data.
- Oversees employee classification and compensation programs, including periodic review with peer agencies.
- Oversees management of employee recruitment and selection activities in accordance with District policies and labor agreements. Develops and maintains vibrant talent activities and retention programs to facilitate this function.
- Oversees management of comprehensive and competitive benefits programs in accordance with District policies and labor agreements.
- Assists with labor negotiations and maintain a constructive working relationship with recognized employee and labor groups.
- Supports training and development opportunities for District employees.



Director of Human Resources

ESSENTIAL FUNCTIONS:

- Maintains a strong commitment to the organizational culture and encourage the HR Department to work effectively as change agents for the organization.
- Regular and reliable attendance and performance are required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles, policies and practices of human resource management including: policy development and implementation; EEOC requirements; budget and contract administration; supervision; training, and organizational development; leadership; team building; motivation; conflict resolution; business report writing; pertinent local, state and federal laws and regulations relating to public Human Resources administration and labor.
- Principles and practices of labor relations including negotiation techniques and contract administration.

Skill in or Ability to:

- Demonstrate excellent communication with strong interpersonal skills.
- Apply principles and techniques related to interpersonal and intercultural group dynamics.
- Demonstrate strategic and innovative thinking that is results-oriented and flexible.
- Use computer software and other office technology applicable to business requirements.
- Be proactive, problem solve and develop creative solutions.
- Provide strong commitment to customer service.
- Multi-task and establish priorities.
- Analyze systems and develop processes to assure that programs are being carried out and aligned with Board policy.
- Understand the budget process, implement innovative cost control measure, performing cost/benefit analysis in decision making.
- Plan, prepare, review, analyze, and present clear and concise findings and make decisions that will stand up to critical scrutiny.
- Effectively coach, develop, and evaluate staff.
- Apply collaborative work strategies and gain the cooperation of employees at all levels of the organization.





Director of Human Resources

APPLICATION PROCEDURE:

**FAILURE TO MEET ANY OF THE REQUIREMENTS STATED BELOW
MAY RESULT IN REJECTION OF YOUR APPLICATION**

TO APPLY: www.goldengate.org/jobs

Applicants must apply online by the deadline date. Applications received after the deadline will not be considered.

For directions and general information, visit our website www.goldengate.org.

The District's primary and official means of application notification is via EMAIL. Thus, applicants are advised to check their email for their application status updates.

THE FOLLOWING DOCUMENT(S) MUST BE SUBMITTED AT TIME OF APPLICATION:

- GGBHTD Online Employment Application
- Resume (Scan and attach as PDF to your online application)

THE SELECTION PROCESS FOR THIS POSITION will include:

- Assessment of education, training, and experience
- Oral Panel Interview
- General Manager interview for final candidates
- Background, Employment and Security Investigation

****The District will invite ONLY those candidates whose qualifications MOST CLOSELY MATCH the position requirements to continue in the selection process.***

The Golden Gate Bridge, Highway and Transportation District recognizes that our employees and customers come from many diverse backgrounds. We respect these backgrounds. We are committed to achieving a workforce that reflects the rich diversity of our region and ensuring that our employees and customers are treated fairly and free from intolerance and discrimination. The District is an Equal Employment Opportunity/Affirmative Action Employer. More information can be found at http://goldengate.org/jobs/documents/jobs_FAQs.PDF.

