



The County of San Diego
Department of Human Resources
Invites Resumes for

**Human Resources Services
Manager - Recruitment/
Selection/Classification/
Compensation**

Anticipated Hiring Range: \$100,000-\$120,000 annually

(Unclassified Management)



THE DEPARTMENT OF HUMAN RESOURCES

The mission of the Department of Human Resources (DHR) is to provide and retain a skilled, adaptable, and diverse workforce for County of San Diego departments so that they may deliver superior services to the residents and visitors.

DHR is an award-winning department with accolades including the International Public Management Association for Human Resources (IPMA-HR) Large Agency Award of Excellence. DHR was also recognized for the Work Safe/Stay Healthy (WSSH) and Injury and Illness Prevention programs, online training for employees and a streamlined job application process. Other innovations include communication to employees about the County initiative to modernize its workforce; the Customer Service Program, Serving Everyone with Excellence; and numerous leadership training and certificate programs.

To visit our website, click [here](#).

HUMAN RESOURCES SERVICES DIVISION

The Human Resources Services Division within DHR provides quality and diverse candidates for employment through recruitment and evaluation/testing of applicant's knowledge, skills, and abilities. In addition, the Human Resources Services Division maintains the County's classification and compensation plan to reflect changing organization needs. The Human Resources Services Division has 29 current incumbents. The areas of concentration within Human Resources Services are:

Recruitment and Selection

These activities are committed to supporting the community by providing San Diego County residents with a high-quality, diverse workforce through recruiting and selecting the best qualified applicants by: 1) posting employment opportunities, establishing application forms and process, and providing information on all open recruitments including job summaries, minimum requirements and salary, and 2) evaluating candidates based on job standards and advertised assessment processes.

Classification and Compensation

These activities manage the County's classification and compensation system in a way that promotes fairness and equality for all County employees. This is accomplished by: 1) ensuring that all positions are classified in accordance with the duties and responsibilities assigned, 2) ensuring that classes are arranged in relation to other classes in order to achieve and maintain a classification plan that promotes the efficient and orderly administration of work, 3) creating, reclassifying and updating classifications, and 4) determining the proper compensation.

THE POSITION

This unclassified management position reports to the Deputy Director, Human Resources and is responsible for planning, directing, organizing and evaluating the Human Resources Services Division within the DHR. The Human Resources Services Manager (Recruitment/Selection/Classification/Compensation) has significant responsibility for formulating and implementing recruitment, selection, classification and compensation policies, procedures, and programs that have Countywide impact. Duties include:

- Manages the construction and administration of recruitment and selection plans
- Oversees job analysis and classification studies
- Manages the completion of salary surveys to determine prevailing wage rates for comparable jobs within public and private entities
- Develops, revises, and implements policies, procedures, and processes that pertain to recruitment, employee selection, classification and compensation and other human resources programs or activities that have Countywide impact
- Develops goals, objectives, plans, and programs for the HR Services Division
- Acts as a liaison between Human Resources and the Civil Service Commission
- Directs the completion of special studies and projects pertaining to centralized human resources activities
- Supervises and evaluates the performance of staff



IDEAL CANDIDATE

The ideal candidate will possess management experience over recruitment, selection, classification and compensation human resources functions and be a creative leader who “thinks outside the box” with regard to recruiting a diverse workforce. The ideal candidate will have the ability to analyze issues across diverse disciplines and coordinate multiple projects, be an excellent and effective communicator who proactively seeks stakeholder input, and have the ability to provide excellent customer service by developing and maintaining excellent working relationships with Department Heads and key organizational stakeholders.

The ideal candidates will also possess a professional history that demonstrates the following necessary leadership competencies and attributes:

- Recruits and develops a diverse workforce at all organizational levels
- Demonstrates an understanding of multiple stakeholder needs
- Formulates objectives and priorities and implements plans consistent with the long term interest of the organization
- Considers impact of actions on other people and departments
- Demonstrates strong teamwork and collaboration skills
- Follows through on commitments

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited U.S. college or university, or a certified foreign studies equivalency, AND five (5) years of experience that demonstrates the ability to perform the essential functions of the classification which must include two (2) years of management or supervision; OR, a combination of experience and/or education as stated above.

Note: A master's degree or higher may substitute for a total of one (1) year. In order for education to substitute for work experience as indicated above, college level coursework must demonstrate progress toward a degree and may be substituted on a year-for-year basis. Qualifying experience will include CAO Staff Officer or Project Manager experience that involves leading projects.

COMPENSATION

The expected starting salary range for this position is \$100,000 to \$120,000 annually. To view the complete job description and full salary range for this classification, click [here](#). Placement within this range is dependent upon the qualifications of the successful candidate. Annual salary reviews are performance-based and goal-oriented.

BENEFITS

Please click [here](#) to view the Benefits Package for this classification.

GENERAL MANAGEMENT SYSTEM

The County engages in a continuous cycle of planning, implementing, evaluating, and renewing the planning process. The County's comprehensive guide for managing this cyclic process is called the General Management System (GMS). For more information regarding GMS, please click [here](#). The successful candidate must have a general understanding of the General Management System.



THE COUNTY OF SAN DIEGO

The mission of the County of San Diego is to provide the residents of San Diego County with superior County services in terms of quality, timeliness and value in order to improve the region's Quality of Life.

The County is governed by a five-member Board of Supervisors elected to four-year terms in district, nonpartisan elections. There are 18 incorporated cities in the County and a large number of unincorporated communities. County services are provided by five business groups, that are headed by General Managers [Deputy Chief Administrative Officers (DCAOs)], who report to the Chief Administrative Officer (CAO). The various Groups are: the Public Safety Group (PSG); the Community Services Group (CSG); the Finance & General Government Group (FG3); the Land Use & Environment Group (LUEG); and the Health & Human Services Agency (HHSA). Within the groups, there are four departments that are headed by elected officials: District Attorney and Sheriff (PSG) and Assessor/Recorder/County Clerk and Treasurer-Tax Collector (FG3).

The County has a budget of \$4.97 billion and provides services to the residents of the County through its nearly 17,000 employees in 42 different departments. The County of San Diego is home to over 3 million residents. We are the second largest county by population in California and we rank 5th in population of all metropolitan areas in the U.S.

The San Diego County Employees Retirement Association (SDCERA) had its 'AAA' rating affirmed by Standard & Poor's in January 2009. The rating reflects the organization's overall capacity to pay its financial obligations, and is based on SDCERA's strong fund management, good funded status despite a challenging fiscal year and continued strong credit quality of the pension system's sponsor (County of San Diego).

The County covers 4,261 square miles, extending 75 miles along the Pacific Coast from Mexico to Orange County and inland 75 miles to Imperial County along the international border shared with Mexico. The County of San Diego enjoys a wide variety of climate and terrain, from coastal plains and fertile inland valleys, to mountain ranges, forests, and the Anza- Borrego Desert. The average annual rainfall is only 10 inches, so the County relies on imported water.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

Applications may be accessed and submitted online. To apply, click [here](#). In addition to completing the application, please submit an updated résumé indicating your employment history, positions held, dates of service, areas of experience, levels of responsibility, reporting structure, size and job titles of staff supervised, budget managed, and current salary.

Applications and résumés will be initially screened for minimum qualifications listed above. An evaluation board will convene to review submittals and identify top competitors to be considered for further evaluation.

SPECIAL NOTES

Persons serving in positions in the unclassified service do not accrue tenure and serve at the pleasure of the appointing authority. The provisions of this job announcement may be modified or revoked and do not constitute an expressed or implied contract. Qualified women, minorities, and persons with disabilities are encouraged to apply. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

CONTACT INFORMATION

You may direct any questions regarding the application process or position to Kevin Scott, Senior Human Resources Analyst, Department of Human Resources at Kevin.Scott@sdcounty.ca.gov or 858-505-6560.

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