

## Compensation and Benefits

The County of Monterey provides a competitive compensation and benefits package. The base salary range for each of these positions is \$80,976 - \$110,544 annually DOQ. The excellent benefits package includes:

- Retirement: CalPERS, 2% at 55; 3.5% paid by employee
- Annual Leave: 23 days of annual leave are allowed in the first year; up to 37 days annually after 25 years
- Holidays: 10 paid holidays per year + 1 floating holiday
- Health Insurance: The County provides a Flexible Benefits Plan
- Life Insurance: \$50,000 Term Life Insurance Policy is provided
- Mgmt. Allowance: \$45.84 per month
- Professional Organization Membership: \$400 per year
- Educational stipend: 2% of the hourly base wage subject to eligibility
- Professional Leave: 10 days per year, non-accruable
- Deferred Comp: Voluntary program available



This information is intended to provide you with a general summary of benefits and duties. The formal classification for these positions is Principal Personnel Analyst. Chief Human Resources Administrator serves as the functional title. Exact benefits are listed in the Personnel Policies and Practices Resolution and prevail. The job description and "X" unit benefits are available on the County of Monterey website: [www.co.monterey.ca.us](http://www.co.monterey.ca.us).

For additional information [www.co.monterey.ca.us/personnel/Benefits.html#sheets](http://www.co.monterey.ca.us/personnel/Benefits.html#sheets)

## Equal Opportunity

Monterey County is an equal opportunity employer and a drug-free workplace. The County seeks candidates who can make contributions in an environment of cultural and ethnic diversity. Monterey County provides reasonable accommodations for the disabled. If candidates require special arrangements to participate in the selection process,

## The Process

To apply for either of these exciting and newly established career opportunities, please submit a cover letter of interest, your resume with current salary and a list of five work related references (who will not be contacted until mutual interest is established and you have approved the contact) to:

Paul Kimura  
Avery Associates  
3½ N. Santa Cruz Ave., Suite A  
Los Gatos, CA 95030  
Fax: 408-399-4423  
E-mail: [jobs@averyassoc.net](mailto:jobs@averyassoc.net)



The close date for this recruitment is October 31, 2011

For further information on this recruitment, please contact Paul Kimura by phone at 408-399-4424 or email at [paulk@averyassoc.net](mailto:paulk@averyassoc.net)

# The County of Monterey

*invites your interest  
for the position of*



## Chief Human Resources Administrator (2 positions)

## The County of Monterey

Monterey County encompasses some of California's most stunning scenery and offers an ideal year round Mediterranean climate. Miles of beautiful beaches, spectacular mountain ranges, groves of redwoods, low-rolling foothills, and scenic valleys are characteristics that contribute to the quality of life enjoyed by over 400,000 residents and the numerous tourists who visit the area year-round. Monterey County boasts world-renowned attractions such as the spectacular Big Sur Coast, Monterey Bay Aquarium, Cannery Row and the Steinbeck Center. It's also home to many world-famous golf courses including Pebble Beach, Spanish Bay, and Poppy Hills. The County hosts annual events including the Monterey Blues Festival, The Monterey Jazz Festival and the California Rodeo in Salinas.



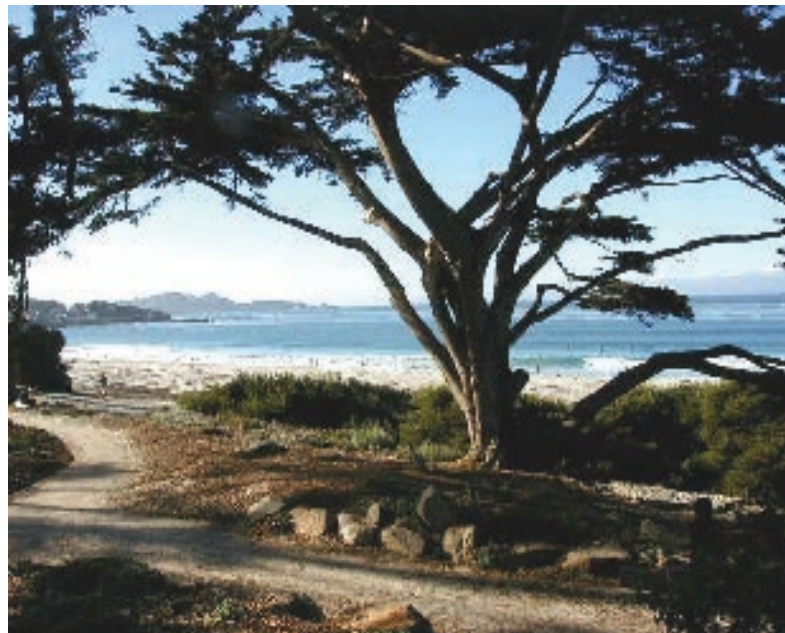
Encompassing a total land area of 3,324 square miles, Monterey is the 16th largest of California's 58 counties and has an economy largely based on agriculture and tourism. The Salinas Valley, known as the "salad bowl of the nation", is abundant with lush produce fields and thriving vineyards. There are several major educational institutions including California State University at Monterey Bay, Monterey Institute of International Studies, the Defense Language Institute (DLI) and Presidio of Monterey, Naval Postgraduate School (NPS), Monterey Peninsula College, and Hartnell College in Salinas.

## County Government and the Human Resources Department

Monterey County has approximately 4,300 employees with an operating budget of over \$935 million. This is a general law county, and the governing body is the Board of Supervisors, which is comprised of an elected representative from each of the five voting districts within the County.

Among the departments supporting government operations is the Human Resources department. For the past 10 years, human resources has operated in a decentralized model with HR generalists reporting to and disbursed throughout the various county departments. The Board now envisions a centralized HR function that would provide greater operational consistency in the administration of the various HR programs. That combined with the expected organizational efficiencies to be gained through a centralized effort are the catalysts for this major shift in the HR service delivery model.

These two newly funded positions are the essential cornerstones to the HR transition. Both positions report directly to the Assistant County Administrator – Human Resources and are absolutely critical roles towards ensuring a seamless implementation to the new service model. Both of these assignments will require a successful track record of accomplishments including the proven ability to develop and maintain



positive work relationships through exceptional service delivery, creative business solutions and a collaborative, team-oriented operating style. For a complete job description please visit [www.averyassoc.net/jobs.htm](http://www.averyassoc.net/jobs.htm)

## Chief H.R. Administrator, Field HR Operations

This position will oversee and manage the approximately 30 HR analysts/business partners that are assigned to support various county departments. A key aspect of this role is to closely work with the HR staff that supports the business department entities in providing practical and effective HR solutions. This will require leadership skills focused on developing

and fostering positive relationships by delivering HR leadership services in a creative, consistent and proactive fashion. The operational focus will be centered on facilitating a "can do" culture while providing guidance and expertise to ensure decisions and processes conform to regulatory and county standards.

As with any new organizational model, this role must continually focus on evaluating effectiveness of the service and to continually identify and implement "best practices" to insure a strong and effective level of service is provided. Exceptional leadership skills will be essential towards creating an environment of added value to the workplace. Qualified candidates for this position will typically have a broad HR generalist and operational management experience base with excellent administration and people management skills, such as five years of experience in the HR field and the equivalent training of a Bachelor's Degree in Public Administration, Personnel Administration, or a closely related field. An advanced degree or specialized training in leadership course work is highly desired.

## Chief H.R. Administrator, Central HR Operations

The Chief Administrator overseeing central HR operations will be responsible for the development and improvement of core HR programs, policies and procedures utilized throughout the County. This will include initiatives related to personnel policies, training, process development, metrics, and equitable application of HR policies. The developmental focus of this role will include managing the development of effective, efficient County-wide processes and programs that enable consistent service across the organization.

This position will require a public sector HR expert with strong generalist skills in the various disciplines within personnel operations. In managing a staff of 20 including several HR professionals and a significant number of administrative staff, the new Chief Administrator must be an effective staff manager that incorporates high levels of innovation and creativity in developing pragmatic yet consistent HR solutions to the work environment. Qualified candidates will typically have HR management experience, such as five years of experience in the HR field and training equivalent of a Bachelor's Degree in Public Administration, Personnel Administration, or a closely related field. An advanced degree or specialized training is highly desired.

