

Compensation and Benefits

The Oakland Housing Authority offers a highly attractive and competitive compensation and benefits program. The base salary for this position is \$137,737 - \$159,733 annually DOQ. The excellent benefits package includes:

- ◆ Retirement: The Authority participates in the CalPERS Retirement System, and in the federal Social Security program. Classic PERS participants will have a 2% @ 55 formula. New PERS participants will have a 2% @ 62 formula. The employee pays the member portion of 6.25%.
- ◆ Health, Dental and Vision Insurance: The Authority contracts medical coverage through CalPERS and contribute a fixed amount toward employee and dependent health insurance premium. Dental and Vision premiums are fully paid by the Authority.
- ◆ Vacation: Accrual at the rate of 80 hours a year for the first four years. Beginning year five, the accrual rate increase to 120 hours annually.
- ◆ Holidays: 14 paid holidays are provided each year.
- ◆ Management Benefits Allowance: A monetary allowance is provided every year.
- ◆ Auto Allowance: \$400 monthly
- ◆ Administrative Leave: Five days annually.
- ◆ Sick Leave: Accrual at the rate of eight hours per month.
- ◆ Group Life Insurance: Paid by the Authority. The Authority also offers short term and long term disability insurance through AFLAC – paid by the employee.
- ◆ Deferred Compensation Program: Two voluntary 457 programs are provided.

The Process

To pursue this exceptional career opportunity, please electronically submit your cover letter, resume, current salary and contact information (including email addresses) for five work-related references (who will not be contacted until mutual interest is established and you have approved the contact) to:

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

This recruitment will remain open until the position is filled.

If you have any questions contact Bill Lopez, 408.888.4099 or williaml@averyasso.net or Paul Kimura, 408.399.4424 or paulk@averyassoc.net.



Oakland Housing Authority



*invites your interest
for the position of*

**Human
Resources
Director**

The City and Community of Oakland

The City of Oakland is located on the east side of San Francisco Bay in Alameda County. Bordered by 19 miles of coastline to the west and rolling hills to the east, Oakland enjoys unparalleled vistas of the Bay and the Pacific Ocean. Oakland is a dynamic city with 50 distinct and eclectic neighborhoods, 17 commercial districts, a progressive downtown, and superior cultural and recreational amenities.

Oakland has a notable reputation throughout the world and is frequently ranked for its impressive accolades: The New York Times named Oakland in 2012 (between #4 London and #6 Tokyo). The City was named the #2 "Can-Do City in America" by Newsweek, the 5th Coolest City in the US by Forbes, the 10th Most Walkable City in Nation by Walk Score, the Greenest City by sheknows.com and the Best Climate in the Nation by Rand McNally.

The City is a regional hub for multi-cultural arts and boasts one of the largest visual and performing arts communities on the West Coast and was named one of the top 12 Art Places in the United States by ArtPlace. In addition to its abundant natural beauty, rich history, and lively multi-cultural neighborhoods, Oakland is a dynamic hub of innovation and visionary thinkers. Oakland was recently ranked among the top 15 U.S. cities for tech startups. The City of Oakland is fortunate to have creative, civic-minded, and tech-savvy residents and community partners.

The Oakland Housing Authority

Founded in 1938, the Oakland Housing Authority (OHA) currently provides affordable housing opportunities to nearly 16,500 families. As the largest landlord in Oakland, OHA serves a diverse community in neighborhoods throughout the city. The OHA manages 1,554 project-based Section 8 units, as well as over 750 public housing units managed in-house, with an additional 1,474 public housing, project based Section 8 and Low Income Housing Tax Credit units managed through contracted management companies. The OHA also oversees the administration of nearly 14,000 Housing Choice vouchers that allow low-income families to rent in the private market, and operates innovative resident enrichment programs through its Community and Family Partnerships Department.

Through its participation in the U.S. Department of Housing and Urban Development's Moving to Work Demonstration Program, OHA seeks to develop and implement innovative solutions to the persistent issues of access to quality affordable housing, persistent poverty, and lack of opportunity in America's very low-income neighborhoods.

OHA consistently leverages resources by working with and through experienced non-profit service providers and other local government agencies to deliver access to health, education, and social services that benefit the local residents and neighborhoods. The Oakland Housing Authority is a business with a moral mission.

The Position and Ideal Candidate

The Human Resources Director oversees a department that provides a full array of personnel



services including HR consultation services to management. The staff of 8 FTEs includes the Director, an HR Manager, a Risk Manager, three HR Analysts, a Risk Analyst, and an HR Assistant.

Operational priorities in this role relate to organizational development, employee and labor relations, and risk management. Organizationally, OHA is experiencing transition due to retirement and the subsequent loss of institutional knowledge. This along with the resulting cultural gap with a new, multi-generational workforce provides an opportunity to integrate innovative approaches that supplement effective traditional practices. The desire is to identify and implement "best practices" and innovative solutions as we move forward. In the area of employee/labor relations, OHA has three bargaining units and the HR Director maintains an active, engaged role with contract negotiations, performance management, and with various aspects of employee relations. In working closely with the management team, the Director must provide excellent guidance and counsel towards proactively addressing workplace concerns, and in creating a positive and productive work environment where each employee can reach their full potential. The Risk Management Division of the Human Resources Department must proactively provide awareness and administrative oversight in diligently minimizing the Authority's exposure to liability and safety considerations, and effectively manage workers compensation claims. An additional focus and project area is the Department's ongoing effort to update the OHA administrative and personnel policies and procedures.

Internal to the HR Department, a major focus is staff development, with an emphasis on expanding staff capacity and enhancing skills, analytical strengths, and capacity of the Department. Through mentorship, professional development and cross training, the desire is to provide expanded opportunities to address concerns of financial exposure and cost mitigation due to OPEB, pension liabilities, risk liabilities, benefits and other cost centers. An established record of leading, coaching and mentoring staff and implementing best practices for optimal customer service is expected in this position.

The ideal candidate will be a strong, innovative leader and energetic team player with strong interpersonal and organizational skills. Excellent administration and communication skills, both verbal and written, along with an exceptional customer service focus are key to success. Establishing and maintaining effective work relationships with a high level of trust and credibility with peers and employees is another essential aspect of this role. This will come by providing excellent consultative and analytical guidance to managers and staff. The HR Director will offer a successful history in labor relations as she/he serves as a key member of the Authority's labor negotiating team and contributes as a critical member of the Agency's executive team.

The position requires five or more years managing an employee/labor relations program and administering a human resources management program. This includes the supervision/management of HR staff and familiarity with the full range of human resources functions in the areas of employee/labor relations, recruitment and selection, classification and compensation, training and development, benefits and risk management. Public sector experience is highly desirable although a private sector background with expertise in labor relations may be considered. This position requires a BS/BA degree in business, human resource management, public administration or a related field. An MBA/MPA/MA is desirable. An equivalent combination of education and experience may be considered.

