



SANTA CLARA COUNTY HOUSING AUTHORITY, CA

INVITES YOUR
INTEREST IN
THE POSITION OF

ASSISTANT DIRECTOR OF HUMAN RESOURCES



**BOB MURRAY
& ASSOCIATES**
EXPERTS IN EXECUTIVE SEARCH

THE COMMUNITY

The County of Santa Clara, also referred to as “Silicon Valley,” is unique because of its combination of natural beauty and economic diversity. With its numerous urban amenities and one of the highest standards of living in the country, the County has long been considered one of the best areas in the United States in which to live and work.

The County of Santa Clara is located at the southern end of the San Francisco Bay and encompasses 1,312 square miles. The fertile Santa Clara Valley runs the entire length of the County from north to south, ringed by the rolling hills of the Diablo Range on the east and the Santa Cruz Mountains on the west. Salt marshes and wetlands lie in the northwestern part of the County, adjacent to the waters of the San Francisco Bay.

Today, the County is a major employment center for the region, providing more than a quarter of all jobs in the Bay Area. It has one of the highest median family incomes in the country and a wide variety of diversity of cultures, backgrounds, and talents. The County of Santa Clara continues to attract people from all over the world.

THE ORGANIZATION

The Santa Clara County Housing Authority (SCCHA), established in 1967 by the Santa Clara County Board of Supervisors, is the largest local provider of affordable housing assistance and is leading the drive to create affordable housing solutions in Silicon Valley.

Since 1976, SCCHA has operated the federal rental assistance programs of the County of Santa Clara and the City of San Jose as one program. In 2008, Congress designated SCCHA a Moving to Work (MTW) demonstration agency.

SCCHA assists about 17,000 households through the federal rental housing assistance (Housing Choice Voucher, also known as Section 8) program. It also develops, controls, and manages affordable rental housing properties. The majority of the program funding comes from the U.S. Department of Housing and Urban Development (HUD). SCCHA's programs and properties are targeted to assist low-, very low-, and extremely low-income households. The vast majority—more than 80%—of client households are extremely low-income families, seniors, veterans, persons with disabilities, and the formerly homeless. Working together with landlords, housing developers, charities, and local governments, SCCHA strives to provide housing and support services to as many eligible families as possible.

In all operations, SCCHA works toward being a model for the innovative use of federal funds in the Section 8 program and in leveraging funds and community partnerships to develop new affordable housing and to preserve existing affordable housing. Some of SCCHA's achievements include:

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- Leading national efforts to make housing assistance more cost-effective since 2008, by eliminating unnecessary documentation and procedures, thereby reducing the cost to administer the program and the burden on program participants.
- Revisions to the level of rent subsidy that allowed SCCHA to maintain assistance to all voucher holders despite a 2013 federal funding decrease that would otherwise have required the termination of almost 1,000 families from the program.
- Pioneering use of the federal Low Income Housing Tax Credit program to develop more than 2,000 units of affordable housing (recognized by numerous awards), maximizing local use of federal dollars and consistently being considered a “high performer” that exceeds standards for quality in Section 8 voucher program administration.
- Being the first housing authority in the nation to earn a “Strong” ranking by Standard & Poor's.

SCCHA's mission is to provide and inspire affordable housing solutions to enable low-income people in Santa Clara County to achieve financial stability and self-reliance.

As a Moving to Work (MTW) demonstration agency, SCCHA strives to meet the following three MTW statutory goals established by Congress:

- Decrease administrative costs and increase cost effectiveness in housing program operations;
- Promote participants' economic self-sufficiency; and
- Expand participants' housing choices.

THE POSITION

The Administrative Services Department is divided into three teams: Human Resources, General Services—which includes procurement, customer service/lobby and mail operations—and Information Technology and Facilities. Including vacant positions, there are approximately 22 employees within the Department.



Under administrative direction of the Director of Administrative Services, the Assistant Director of Human Resources plans, organizes, manages, and provides direction and oversight for major functions of SCCHA's Human Resources Unit including labor relations, employee relations, general human resources administration, recruitment and selections, employee benefits administration, job analysis and classification, compensation, performance management, training and development, workers' compensation, safety and training, and risk management. The Assistant Director fosters cooperative working relationships and coordinates assigned activities with other departments, regulatory and other agencies, and the public and provides highly responsible and complex professional assistance to the Director of Administrative Services and the Executive Management Team in areas of expertise.



Essential position functions include, but are not limited to managing and directing SCCHA's labor relations program;

- Assumes full management responsibility for all Human Resources programs and services.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within Agency policy, appropriate budget, service, and staffing levels.
- Manages and directs SCCHA's labor relations program; serves as Chair for labor management, meet and confer and negotiations meetings under the Meyers-Milius-Brown Act (MMBA); develops bargaining strategies; administers the provisions of existing employee agreements; represents SCCHA in matters of concern to the association representing SCCHA employees; prepares and presents various reports and updates to management; meets with labor representatives and management in the adjustment of grievances and in employee hearings under the Skelly provisions.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and agency needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Manages performance management program; works with man-

agement and staff to address performance concerns including drafting and/or reviewing Performance Improvement Plans (PIP); reviews and provides input on performance appraisals, provides supervisors with guidance on providing performance feedback.

- Manages and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Plans and directs all aspects of the Human Resources information technology needs and oversees implementation of HRIS systems or relevant programs and software systems used in human resources, risk management, and training.
- Conducts regular departmental and/or unit and one-on-one meetings with staff to discuss current and future projects and activities; presents and resolves various issues and problems; provides guidance to staff on various work processes.
 - Ensures adequate controls are implemented and that all programs and services are of the highest quality by providing administrative oversight to an internal quality assurance process based on SCCHA's mission, philosophy, and the outcome standards of the agency; leads and coordinates various external and internal audit processes and/or requests for information, and ensures administered programs are in compliance with mandated guidelines, rules, regulations, and procedures.
- Directs SCCHA's employee training and development programs; identifies staff training needs and develops in-house training or identifies and hires external trainers.

We are looking for a talented, passionate person like you to join our team and make a difference in our community.

- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Director of Administrative Services.
- Attends senior management and executive management meetings as needed; attends and participates in professional group meetings, stays abreast of new trends and innovations in the fields of human resources and other assigned areas.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Oversees SCCHA's safety and ergonomics program and serves as Co-Chair of the Emergency Response Team.
- Conduct a variety of organizational and operational studies, research and investigation on modifications and implementation of programs, policies and procedures.
- Performs other duties as assigned.

THE IDEAL CANDIDATE

We are looking for a talented, passionate person like you to join our team and make a difference in our community. If you want to be part of a collaborative, innovative organization that's building a better Silicon Valley, then apply at SCCHA today!

This position reports to the Director of Administrative Services and will provide highly complex staff assistance to the Director. The new Assistant Director of Human Resources will assist in the management of a comprehensive human resources program including planning, organizing and directing the activities and staff of several divisions and programs in the Human Resources Department.

The ideal candidate must possess senior level human resources generalist experience and excellent communication and organizational skills. They should be a proactive and innovative individual who will assist in the implementation of progressive Human Resources practices; possess experience in labor relations and with training and onboarding; and be experienced in performance management and recruitment.

The Assistant Director of Human Resources must demonstrate strong leadership and decision-making skills and be an advocate for teamwork. He/she should be a mentor and strategic visionary, as well as mission and customer service focused.

Candidates must possess a Bachelor's degree from an accredited four-year college or university with major coursework in human resources management, public or business administration, or a related field and seven (7) years of increasingly responsible management experience in a large public agency and/or community or social services agency with five (5) years in a supervisory capacity. A Master's degree is preferred.

THE COMPENSATION

The annual salary range for the Assistant Director of Human Resources is \$147,657.27 - \$197,874.86/annual. The placement within the established pay range will be dependent upon the qualifications and experience of the selected candidate.

TO APPLY

If you are interested in this outstanding opportunity, please visit our website at www.bobmurrayassoc.com to apply online.

**Filing Deadline:
Open Until Filled**

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray and Associates. Candidates will be advised of the status of the recruitment following finalist selection. Finalist interviews will be held with the Santa Clara County Housing Authority. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval.

If you have any questions, please do not hesitate to call Ms. Valerie Phillips at:

(916) 784-9080

