

HR Manager



REGIONAL GOVERNMENT
SERVICES



Human Resources Manager

Position

The Human Resources Manager plans, manages, and oversees RGS' internal HR function. Although RGS is a public agency, the services RGS provides rely on a complex and dynamic web of consultative talent applied in variable ways to variable work. The role of the Human Resources Manager will include identifying and responding to organizational and staff needs and supporting both the business model and individual team members through innovative and equitable compensation practices, skills maintenance, and development programs.

This includes designing and administering all aspects of compensation, overseeing staff with primary assignments to payroll and benefits administration tasks, including health and wellness insurance programs, leave management, worker's compensation, and other employee benefits.

The Human Resources Manager will take a leadership role in proactive employee communication and engagement strategy, facilitate the acquisition and maintenance of employee skills, and serve as a collaborative project leader on HR projects and activities which support service delivery teams and the RGS mission.

Ideal Candidate

- Is an innovative, proactive, ethical, self-motivated, adaptable, organized leader who is comfortable working in a fluid and project-focused environment.
- Communicates in a proactive, approachable, and responsive manner, demonstrating understanding of stakeholder interests and needs and commitment to meeting them.
- Has knowledge of principles and practices of teaming and project management work models, coupled with solid skills in setting performance expectations, defining deliverables, holding people accountable, and supporting effort through well-designed work processes and systems.
- Has knowledge of principles and practices of human resources, public administration, and a thorough understanding of applicable state, federal, and local laws, codes, regulations, and procedures, including FLSA, ACA, CFRA/FMLA, etc.
- Demonstrates customer service and collaboration with stakeholders, and effectively leverages available resources to provide expert services.
- Has knowledge of risk management and provides informed and coherent input regarding the risks inherent in various organizational situations, and methods to manage and mitigate those risks.
- Possesses a high level of comfort and competence with various technology and applications used in HR-specific services, records management, and in standard office applications: spreadsheet (e.g. Excel), word processing (e.g. Microsoft Word), and communications and scheduling (e.g. Outlook).

Qualifications

The Human Resources Manager should both support and initiate efforts with the RGS team to foster compliance, competence, and culture. This includes:

- both skill and action to understand, interpret, explain, and comply with laws, regulations, and policies governing human resources operations;
- analyze human resources and payroll data and draw logical conclusions; identify and resolve problems relating to human resources and/or administrative operations;
- communicate effectively both verbally and in writing;
- establish and maintain cooperative working relationships; understand automated human resources and payroll systems;
- understand program objectives in relation to administrative procedures;
- maintain accurate records and document actions taken;
- research regulations, procedures and/or technical reference materials;
- maintain confidentiality of information;
- recognize and respect authority and responsibility of all RGS decision makers;
- demonstrate tact and diplomacy.
- California Public Agency experience is a plus, but not a requirement.

Education/Experience: Position requires increasingly responsible experience in human resources management, with substantial demonstrated strategic and leadership roles.

Agency

Regional Government Services (RGS) is a unique California public agency serving the consulting, administrative and project management needs of local governments. Our greatest asset is our expert Advisors who pride themselves on delivering outstanding services to support the mission of our partner agencies.

In order to provide this expertise, RGS has developed a highly flexible and adaptive team environment and work culture. We utilize technology to support a remote workforce of approximately 100 Advisors. Our Advisors are trained and experienced public-sector professionals from a variety of relevant disciplines. We combine the strength of each Advisor's unique experiences, perspectives, and skills through teaming; leveraging their combined talents to benefit our partner agencies.

As an employer, RGS offers Advisors competitive compensation and benefits, client projects that offer rewarding and challenging work, and extraordinary flexibility. While client-interactive work must be done during core business hours, there is flexibility to do other work elements on a personalized schedule to maximize flexibility.

Benefits

- California Paid Sick Leave benefits
- Employer Contribution at 10% of earnings to a 401a deferred compensation plan
- Medical, dental, and vision benefits available for employees who regularly work more than 20 hours per week.
- Flexible work hours with the understanding that some portion of time will be during core work hours of 8am – 5pm PST to deliver human resources assistance and information.

PROGRESS

Empowering our clients

We have over 20 years of consultancy experience in this area of business and we strive to achieve the following: develop, empower, enable and maintain.



ADDITIONAL INFORMATION

Additional inquiries about the position may be directed to Kristiana Harapan at kharapan@rgs.ca.gov.

RGS is not responsible for failure of internet forms or email transmission in submitting your application. Candidates with a disability who may require special assistance in any phase of the application or selection process should advise Human Resources by emailing kharapan@rgs.ca.gov.

Regional Government Services is an Equal Opportunity Employer



SELECTION PROCESS:

To be considered for this exciting opportunity, candidates are invited to submit an application with a statement of interest and a focused resume detailing their recent (within the past 10 years) work experience and highlighting demonstrated career accomplishments relevant to this position.

When describing projects and programs managed, please include the name of each employer, number and composition of team(s) and your role(s), scope of responsibilities, and delivered products or services. Submit your qualifications by March 12, 2021 before 11:59 PM PST, to: <http://bit.ly/RGS-HRMgr>

Each candidate's background will be evaluated on the basis of information submitted at the time of application, and qualified candidates will participate in a preliminary remote/phone interview. Only the most qualified candidates will be invited to participate in a structured interview process, tentatively scheduled on March 22, 2021.

The highest value RGS can bring is to share our experiences with our clients, constantly refining best practices to provide quality expertise to the benefit of all our Partners.