



HUMAN RESOURCES MANAGER

Monthly Salary Range: \$8,738 - \$12,976 / monthly gross + benefits

The Housing Authority of the County of Alameda (HACA), located in Hayward, California, is currently recruiting for the Human Resources Manager job classification.

HOW TO APPLY

Last Day to File:

Apply immediately as this recruitment may close at any time.

Application:

NOTE: *All of the following documentation is required, and the application packet **MUST** be submitted for application and applicant to receive full consideration.*

All applicants must submit an application packet consisting of:

1. Compelling cover letter explaining interest and qualifications; and
2. Resume; and
3. Completed HACA employment application and HACA supplemental questionnaire

Applicants may submit their application packet using one of the following methods:

1. Email your application packet to: jobs@haca.net
2. Mail your application packet to:

HACA / Attn: Human Resources

22941 Atherton Street
Hayward, CA 94541

Applications may be obtained by visiting www.haca.net. Applicants are responsible for the truth of all statements made in their applications. False statements are grounds for rejection of the application or discharge from Housing Authority employment.

THE POSITION

The Human Resources Manager is a management position. The person in this position will report to the Executive Director or his/her designee and exercise direct supervision over administrative support staff. The Human Resources Manager will provide oversight of day-to-day human resources activities, serve as HACA's Personnel Officer, and will manage all human resources programs including HACA's labor relations, employee relations, employee benefits, workers compensation and safety programs as well as all other related areas to ensure compliance with HACA's policies, state and federal employment laws, other regulations, and that agency goals and objectives are achieved. This position also provides technical guidance and leadership to the Executive Director and department managers and performs highly analytical duties pertaining to human resources programs and services.

REQUIREMENTS

Education:

Possession of a Bachelor's degree from an accredited college or university with major course work in human resources management, public sector employment, public/policy administration, business administration, or a related field; and

Work Experience

The equivalent of four (4) years of full-time experience in professional level human resources. Public sector experience is preferred.

The equivalent of four (4) additional years of full-time experience in professional level human resources may be substituted for a Bachelor's Degree on a year for year basis. Public sector experience is preferred.

Desirable Qualifications:

A Master's Degree in human resources management, public sector employment, public/policy administration, business administration, or a related field, as well as public sector labor relations experience is highly desirable.

LICENSES & EXAMINATION

Possession of a valid California Motor Vehicle Driver's license is required. The examination will consist of the following steps:

1. Screening of all applications to identify those applicants who meet the announced minimum qualifications for acceptance into the exam; and
2. Review of applications of those candidates who meet the minimum qualifications to select those best qualified to continue in the exam process; and
3. Job-related interview (worth 90%) and there may be a written exercise (worth 10%). If there is no written exercise, then the job-related interview will be worth 100% of the scoring.

If you have any questions, please call (510) 727-8511. The Housing Authority will make reasonable efforts in the examiner process to accommodate disabled applicants. If you have special needs, please call (510)727-8511.

GENERAL INFORMATION FOR APPLICANTS

The Housing Authority is an Equal Opportunity/Affirmative Action employer. Women, ethnic and racial minorities, and disabled individuals are encouraged to apply. Applicants will be considered without regard to their race, color, religion, sex, national origin, age, disability, or any other non-job-related factor. A completed Housing Authority employment application and supplemental questionnaire must be submitted to be given consideration.

EMPLOYEE BENEFITS

Vacation & Sick Leave

Accruals are based on 40-hour work week schedule (full time). Sick leave accrues at the rate of one-half day per bi-weekly pay period. Vacation is granted annually starting with 3 weeks for the first 3 years of service.

Work Week & Holidays

The Housing Authority operates on a 9/80 schedule (offices are closed every other Friday) and on a bi-weekly pay cycle. There are 13 paid holidays and 6 floating holidays.

Retirement

Both the employee and the Housing Authority contribute to the Alameda County Retirement Association (ACERA). Employees hired after January 1, 2013, participate in ACERA's **Tier IV** benefit plan. The amount of the employee's contribution is determined annually by ACERA and is currently approximately 8.25% of the employee's base salary. The employee's contribution is made on a pre-tax basis.

Health Insurance

The Housing Authority contributes a fixed amount toward employee medical insurance under one of several recognized programs. Dental insurance is fully paid by the Housing Authority.

Vision Insurance

Employee paid vision insurance through Vision Service Plan (VSP) is available.

Long-Term Disability Insurance

Management employees are eligible for long-term disability benefits and the insurance is fully paid by the Housing Authority, subject to the provider's eligibility requirements, age limitations and coverage exclusions.

Flexible Spending Account (FSA)

Employees may participate in an FSA for purposes of paying on a pre-tax basis for those expenses allowed pursuant to Section 125 of the Internal Revenue Code.

Credit Union

Employees are eligible to join a Credit Union.

Life Insurance

The Housing Authority pays the premium for a group life insurance benefit plan.

Management Cafeteria Plan

Non-taxable reimbursements and taxable reimbursements are provided for qualifying expenditures each calendar year.

HUMAN RESOURCES MANAGER (CONTINUED)

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BACKGROUND INVESTIGATION

An applicant's previous employment may be investigated, and references will be contacted. Results of this investigation may be cause for disqualification. Fingerprints will also be taken for a review of any criminal history. Any record of conviction may be reviewed by Human Resources and the Executive Director and may result in termination of eligibility for employment. A conviction record will not necessarily disqualify an applicant from employment. Each case will be given individual consideration based on job relatedness.

PRE-EMPLOYMENT PHYSICAL

All prospective employees must pass a pre-employment medical examination before beginning employment. Offers of employment are conditional upon successful completion of this examination. The Housing Authority may disqualify any eligible based on the examining physician's report.

