WHO WE ARE...
Our purpose is to assist low- and moderate-income people to secure and maintain quality, affordable housing. The Marin Housing Authority (“MHA”) is a small, dynamic agency of about 40 employees, who is well-respected in our field. The Housing Choice Voucher and the Public Housing programs have been either a high performer or a standard performer in the past few years. We serve thousands of people through a wide range of programs and services, including public housing for families, seniors and the disabled; housing choice vouchers (Section 8); supportive housing services for special needs populations; rental assistance payments; and financial and technical assistance for moderate-income first-time homebuyers and low-income homeowners.

THE POSITION
MHA is seeking an experienced, dynamic, dedicated, highly collaborative individual to support the Chief Financial Officer in a small, creative environment providing overall Human Resources management, as well as maintaining responsibility for sustaining an effective support structure for the agency’s legal administration. This role will be required to perform highly complex administrative, technical and analytical duties, managing all human resources programs, legal coordination and other related areas to ensure compliance with Housing Authority policies, state and federal laws and other related regulations. Incumbent for this new position is responsible for providing technical guidance and strategic leadership to ensure that the agency’s goals and objectives are met.

The employee also oversees day-to-day human resources activities, such as Employee and Labor Relations, Recruitment and Selection, Workers Compensation, Organizational Development and Training, Classification and Compensation, and related operations.

The incumbent works within a leadership team concept with the Chief Financial Officer, along with the Executive Team and other department managers and professional staff to provide coordinated consultation and services. The work requires attention to detail and the ability to exercise considerable independent judgment, initiative, strategic thinking and ability to make sound decisions within broad policies and procedures as determined by County executive management, the Board of Supervisors, and federal, state and county laws, ordinances and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The list below are intended only as illustrations for various duties that may be performed. Omission of specific duties does not exclude them from the position if the work is similar or related to the class.

(over)
• Plans, implements and administers programs and activities to carry out the Housing Authority's human resources goals and objectives.
• Recommends selection of staff, disciplinary actions and other personnel matters; organizes and plans work methods and standards;
• Serves as a member of the management team, making recommendations and taking actions to maintain and improve the organizational effectiveness of the department. 
• Performs the most complex program work; investigates and responds to complaints and appeals and prepares related documentation.
• Provides high level consultation and support on the most sensitive issues and comprehensive projects; advises on Housing Authority’s policies, procedures and best practices related to assigned program; interprets and explains applicable state and federal laws, rules and agreements.
• Analyzes legislation, trends and developments related to program area; evaluates potential impact and recommends operational changes as required.
• Prepares and manages the preparation of comprehensive reports, policies, procedures, correspondence and other written materials.
• Maintains and ensures the integrity of the job classification plan; determines classes to be reviewed; conducts classification studies, salary and related surveys, job restructuring projects and the development and modification of class specifications; makes recommendations to management and the Board of Commissioners.
• Enforces terms of MOUs; participates as labor negotiator as directed; analyzes union proposals to determine feasibility, costs and policy implications; negotiates resolutions to grievances; conducts and manages investigations of employee misconduct and complaints.
• Manages the recruitment and selection processes from planning to hire; develops and implements recruitment innovations and related processes; oversees the preparation of job announcements, advertisements, and applicant screening and testing; reviews and supervises the development, administration and evaluation of recruitment strategies and examination materials.
• Oversees employee performance management and evaluation system; provides organizational development and change management consultation for strategic planning, organizational change initiatives and system improvements.
• Manages Employee Benefits programs; manages and coordinates all aspects of employee benefits with benefit providers including group health and dental, retirement, disability and life insurance, and flexible spending accounts; ensures employees are informed of benefit options; conducts annual open enrollment for health benefits programs and maintains appropriate documentation and contracts; acts as liaison with County benefits staff as required.
• Able to interpret and implement Housing Authority’s personnel rules and policies; remain current with employment laws and regulations to ensure Housing Authority policies are in compliance.
• Administers the Housing Authority's Workers Compensation program; monitors claims activity and serves as liaison with claims adjusters and defense counsel on the more complex claims.
• Manages the Housing Authority's Safety Program; chairs the Safety Committee; coordinates and presents safety training; administers the Injury and Illness Prevention Program and other safety related policies and procedures.
• Works with departments to assess training and employee development goals and objectives.
• Prepares preliminary estimates for functional area budget; monitors accounts and approves expenditures.
DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices related to Human Resources operations and programs
- Federal, state and local laws and regulations applying to human resources and labor relations in the public sector
- Research methodology, policy development, report writing and basic statistical techniques
- Effective supervisory principles and practice, as well as group leadership, mediation, conflict resolution and problem solving (knowledge/experience with public personnel administration preferred, not required)
- Practices and methods of employment recruiting, testing, classification, compensation analysis and equal employment opportunity
- Employee benefit programs and public sector retirement program
- CAL/OSHA regulations and Injury and Illness Prevention Programs Workers' compensation practices and procedures

Training and Experience:
Any combination of education and experience that would provide the knowledge and abilities listed. Typically, equivalent to graduation from a four-year college or university with major coursework in Business or Public Administration, Human Resources Management or a related field AND five years of professional level human resources experience which has included management, supervisory or administrative experience. Experience in a public agency operating a merit system and/or in a union environment is highly desirable. Additional professional/technical human resources experience may be substituted for the education on a year for year basis.

COMPENSATION / BENEFITS
Annual salary range is $71,680 to $96,058. Our comprehensive benefits package includes a generous monthly allowance for medical, dental and life insurance; CalPERS retirement 2% @ 62; a 457 deferred compensation plan; 12 paid sick days per year; 10 days paid annual leave per year for the first two years, and will progressively increase as years of service increase (up to 30 days per year); 5 days personal leave; 2 floating holidays; and 12 paid holidays.

TO APPLY
A Marin Housing application must be completed and returned in order to be considered for this position. An application may be downloaded from our website at www.marinhousing.org. In addition to a Marin Housing application, candidates may submit a resume and a cover letter. Applicants are also encouraged to submit copies of relevant license(s) and/or certifications, and references. Applications may be sent to or dropped off at 4020 Civic Center Drive, San Rafael (Monday - Friday). Applications may also be emailed to mhajobs@marinhousing.org. Hearing impaired TDD, please call 1-800-735-2929. Please do not fax applications.

EXAMINATION PROCEDURE
All completed application documents will be reviewed. Based on the information provided in these documents, the most qualified applicants will be invited for further examination. The examination may consist of an application screening, written test, practical exam, oral interview or any combination of these.

Marin Housing Authority is an equal opportunity, affirmative action employer. Minorities, women and individuals with disabilities are strongly encouraged to apply. Upon request, reasonable accommodations will be made for persons with disabilities and for religious reasons.