

RECRUITMENT

Assistant Director of Human Resources for the Oakland Housing Authority (OHA)

\$138,339 - \$160,430

Vision Statement

The Oakland Housing Authority (OHA) is established as Oakland's trusted and valued partner in the preservation and development of affordable housing and diverse, thriving and welcoming communities.



Mission Statement

To assure the availability of quality housing for low-income persons and to promote the civic involvement and economic self-sufficiency of residents and to further the expansion of affordable housing within Oakland.

The **Oakland Housing Authority** is seeking a dynamic, experienced professional with a collaborative spirit to join the Human Resources team. The ideal candidate will be confident, innovative, creative and inspiring with a strong labor relations, talent management and generalist background. A flexible leader with integrity, the next Assistant Director of Human Resources must have the ability to multi-task and build strong working relationships in a fast-paced, ever changing environment.

Upcoming projects include:

- Development of an in-house Leadership Program.
- Implementation of the new FMLA tracking program/vendor.
- Development of an Employee Engagement Program.



What does the Oakland Housing Authority do?

Founded in 1938, the Oakland Housing Authority (OHA) currently provides subsidized housing to nearly 16,500 families. The largest landlord in Oakland, OHA serves a diverse community in neighborhoods throughout the city. Our dedicated staff remains steadfast in its effort to gauge existing needs and provide meaningful opportunities for our families, in addition to expanding the availability of quality housing.

As one of only a select few housing authorities in the country participating in the Department of Housing & Urban Development's (HUD) Moving to Work (MTW) Demonstration Program, OHA works with our community partners and stakeholders to develop and implement innovative solutions to the persistent issues of access to quality affordable housing, enduring poverty and lack of opportunity in America's very low income neighborhoods. Oakland Housing Authority was selected among only 39 (out of 3,400 eligible) agencies nationally, to participate in the MTW program, which acts as one of "America's Housing Policy Labs," demonstrating and evaluating new solutions that can be replicated across the entire country.

Our innovative, locally designed strategies seek to:

- Reduce costs and achieve greater cost effectiveness in expenditures;
- Give incentives to families with children where the head of household is working, is seeking work, or is preparing for work by participating in job training, educational programs, or programs that assist people to obtain employment and become economically self-sufficient; and
- Increase housing choices for low-income families.

At OHA, we consistently leverage 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 our residents and our neighborhoods. We are grateful to our partners for their commitment and work to create thriving communities with real opportunities for the residents we serve.

Our ongoing efforts seek to invest in the future of the City of Oakland and OHA, as well as engage our community, improve public safety, increase staff development, and strengthen our business systems and operations, thereby positioning us to better serve our clients, now and for generations to come.

Learn more about the Oakland Housing Authority: <http://www.oakha.org/AboutUs/Pages/Properties.aspx>

Why Work for the Oakland Housing Authority?

The Assistant Director of Human Resources will work closely with the management team that greatly impacts the lives of Oakland's citizens, communities and culture. If your experience and commitment to serve is evidenced through developing housing solutions to address the needs of the local community, and you're seeking an agency with flexibility, vast experience, longevity, and a reputation for excellence, consider the Oakland Housing Authority. We are seeking sincere, hard-working individuals with the highest integrity to join our team of dedicated personnel in expanding services and fulfilling our mission. The OHA offers competitive salary rates and generous benefits, in a beautiful, diverse and dynamic city. Join the Oakland Housing Authority as the Assistant Director of Human Resources to serve residents of the City of Oakland.



ASSISTANT DIRECTOR OF HUMAN RESOURCES

ABOUT THE POSITION

Under general direction of the Director of Human Resources, provides oversight of the daily operation of the Human Resources Department with a focus on Employee and Labor Relations. The position also assists in the development and interpretation of policies and procedures for recruitment, testing, interviewing, evaluation, compensation, staff development, training and discipline with an emphasis on customer service excellence in all areas.

ESSENTIAL FUNCTIONS

The Assistant Director of Human Resources functions as the Department Director in the absence or unavailability of the Director as well as:

- Assists with supervision and management of the Human Resources Department staff to ensure excellent customer service;
- Assists with management of Human Resources Department budget and vendor contracts;
- ensures compliance with all Federal, State and local laws as well as Housing Authority policies and procedures;
- Conducts complex investigations into alleged violations of policy or law;
- Coordinates personnel matters requiring legal interpretation with legal counsel;
- Maintains an effective, fair employment practices program;
- Provides professional advice and counseling to employees regarding personnel matters;
- Ensures employee benefits are properly and efficiently executed in accordance with policy and contractual agreements;
- Participates in development and maintenance of classification, reclassification and salary structures, including development and maintenance of job descriptions;
- Partners with other members of the Human Resources team and legal counsel to provide training and support to supervisory and management personnel in the administration of collective bargaining contracts, resolution of personnel issues, grievances, disciplinary actions, employee evaluations and other employee relations issues;
- Acts as a mediator regarding organizational development, compliance and intervention;
- Assists in the management of the Authority's negotiation process with the collective bargaining units;
- Provides tools to assess skills, and access to development resources for staff support and training;
- Completes complex assessments and reports regarding Human Resource operations and programs;
- Composes professional level memos, reports and letters for executive and legal purposes;
- Attends Board of Commissioners, all-staff and departmental meetings as required; and
- Supports the Director of Human Resources in all department activities as needed.



KNOWLEDGE AND ABILITIES

- KNOWLEDGE OF: Principles and techniques of personnel and human resources management; public sector labor management principles and State and Federal statutes; and principles of risk management.
- ABILITY TO: Plan, organize, and direct the work of staff engaged in personnel activities; mediate employee disputes; investigate employee complaints; prepare clear and concise reports and present them effectively both orally and in writing; work effectively and collaborate with diverse groups of individuals at all organizational levels; conduct training and make effective presentations; analyze situations accurately and adopt an effective course of action; communicate effectively, both orally and in writing; maintain ethical standards, confidentiality, and integrity; demonstrate proficiency in use of MS Word, Excel and PowerPoint in a PC environment.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Business, Human Resource Management, or other related major.
- Seven (7) years of relevant Human Resources experience, including two (2) years managing staff.
- Three (3) years managing and/or leading an Employee Relations function in a unionized environment.
- Equivalent combination of education and experience may be considered.
- Requires a valid California driver's license and an insurable driving record as conditions of employment.

SALARY AND BENEFITS

The salary range for Assistant Director of Human Resources is \$133,339 to \$160,430. Starting salary is dependent on qualification and experience.

The Oakland Housing Authority offers health insurance through the CalPERS health benefits program, Aetna dental and Blue Shield/ MES vision insurance plans. Coverage is available within each plan for both employees and employees' dependents.

- Choice of medical plans (Generous employer contribution)
- Paid Leave
- Paid Holidays
- Dental Coverage
- Life Insurance
- Short-term Disability Insurance
- CalPERS Retirement Plan (Individual determination varies for Safety and General)
- 457 Deferred Compensation Plan
- Roth 457 Plan
- Roth IRA Plan
- Vision Insurance
- Flexible Benefits: Commuter, Dependent Care and Medical Spending Accounts
- Tuition Reimbursement
- Employee Assistance Program
- Aflac

The City of Oakland is a Great Place to Live



Located on the east side of San Francisco Bay, Oakland offers 19 miles of coastline to the west and magnificent rolling hills to the east that afford one of the most beautiful views—a crystal clear bay, the Golden Gate and Oakland Bay bridges, and the majestic Pacific Ocean.

Within its borders, Oakland features well-kept neighborhoods, a progressive, dramatically growing downtown, and superior cultural and recreational amenities. Some 80 different languages and dialects are spoken in the city; a study conducted by the University of Wisconsin cited Oakland as being the most integrated city in the nation.

Designated as an All-American City in 1993, Oakland is the center of the East Bay trade area. It's rich in history, boasts impressive growth, and has a promising future. Oakland is a city of transportation, health care, government, sports, education, arts and culture. Learn more about the City of Oakland:

<https://www.oaklandca.gov/>

How to Apply

Send your resume, cover letter and five (5) references to Apply@Solutions-MRG.com/ **no later than September 21, 2020**. Please identify your submission in the email subject line as: **OHA - Assistant Director of Human Resources**. Interviews are tentatively scheduled the week of October 12, 2020.

Should you have any questions regarding this recruitment, please contact MRG Consultant *Cathy Thompson* at 562-826-3044 or by email at cthompson@solutions-mrg.com.

