



# REDWOOD COAST Energy Authority

Humboldt County • Arcata • Blue Lake • Eureka • Ferndale • Fortuna • Rio Dell • Trinidad • Humboldt Bay Municipal Water District

## Manager/Senior Manager – Human Resources & Workforce Development

**Compensation:** \$62,819.37-\$90,503.17 per year full time, dependent upon qualifications (appointments typically start at step 1), plus RCEA standard benefits package.

The Redwood Coast Energy Authority (RCEA) is a joint powers agency located in Eureka, California. RCEA was formed by the County of Humboldt and Cities within the County to create a local government organization devoted to developing and implementing sustainable energy initiatives that reduce energy demand, increase energy efficiency, and advance the use of clean, efficient and renewable resources available in the region. The latest development for RCEA is the launch of our Community Choice Energy (CCE) program through which we are procuring electricity for Humboldt County residents and businesses.

This role is focused on internal human resources programs as well as internal and external workforce development programs related to RCEA's mission. Specific activities will include:

- Administering RCEA's internal human resources functions in compliance with applicable local, state, and federal laws.
- Analyzing employee compensation and benefits and recommending and implementing changes as needed.
- Developing solutions to create and maintain a supportive, safe, equitable workplace for all employees.
- Working to create a highly-effective organization by recruiting and retaining employees that are supported and empowered to be successful.
- Collaborating with other public and private entities on workforce development initiatives that will enhance employment opportunities related to RCEA's mission.

Candidates with any of the following experience are encouraged to apply: human resources, public administration, workforce development, organizational development. Of particular importance for this position is the ability to keep organized filing systems and deliver on-time processes in compliance with applicable laws; be discrete, diplomatic, and uphold RCEA policies and standards of conduct to the highest degree. Candidates with the following characteristics may excel in this role: customer service orientated, a self-starter, independent and sociable.

### Application Instructions:

Applicants must submit an RCEA Employment Application, resume and cover letter to [hr@redwoodenergy.org](mailto:hr@redwoodenergy.org). Incomplete application packages are subject to immediate disqualification. Applications are available at <http://redwoodenergy.org/about/employment/>.

**Application Deadline:** This position is open until filled. The first review will be held 12/14/2018.