Manager/Senior Manager

Human Resources &
Workforce Development

The Redwood Coast Energy Authority (RCEA) seeks a talented Human Resources & Workforce Development Manager (“HR Manager”) to be a key member of RCEA’s administrative team. The HR Manager performs a variety of complex confidential and technical activities including recruitment and selection, classification, compensation, employee relations, performance appraisal, benefits administration, supervisor-employee development, training, and development of new personnel policies. The HR Manager is also RCEA’s lead staff person on workforce development programs and activities, with a focus on enhancement of employment opportunities related to RCEA’s mission.

RCEA is a joint powers agency located in Eureka, in beautiful Humboldt County, California. Humboldt County offers a high quality of life, with open space and fresh air commensurate with more rural California, combined with diverse cultural heritages and a growing economy. The area offers a wide range of amenities beyond the workplace including a vibrant arts scene, serene beaches and coastline, mountains and scenic rivers, high-performing public schools, and many community organizations dedicated to social and environmental causes. Humboldt County is also currently experiencing an economic revival, with Humboldt Bay positioned to become the center of California’s offshore wind industry; the installation of new trans-Pacific fiber optic cables; and Humboldt State University recently designated as Cal Poly Humboldt, California’s third state polytechnic and the first in Northern California.
RCEA was formed in 2003 by the County of Humboldt and incorporated 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.

In 2017 RCEA launched its Community Choice Energy (CCE) program to procure electricity for participating customers within Humboldt County. In addition to the CCE program, RCEA currently implements programs that are supported by electricity ratepayers in partnership with the California Public Utilities Commission and Pacific Gas and Electric Company and receives grant funding from various other government and non-government entities.

RCEA is a dynamic, local governmental organization of 31+ professionals that seeks a creative, focused, and professional HR Manager who wants to work in an innovative and mission-driven environment.
The Ideal Candidate

The Manager/Senior Manager role works under the general direction of RCEA’s Deputy Executive Director and has responsibility for a wide range of matters related to RCEA’s human resources function. Specific activities will include:

• Management of RCEA’s HR information system
• Administration of the RCEA compensation and benefits program
• Review and evaluation of ongoing employment developments and compliance with local, state, and federal human resource laws; recommend policy amendments where necessary or beneficial
• Provide guidance and training to managers and supervisors on positive employee relations practices
• Consulting with employees to identify and resolve employee/employer-related problems and issues and provides support to the disciplinary process
• Investigates allegations of policy violations including discrimination and harassment
• Coordinating the recruitment and selection of personnel
• Oversee safety training for all staff
• Participation in the ongoing implementation of RCEA’s Racial Justice Plan
• Establish and maintain relationships with appropriate agencies, consultants, professional groups and programs associated with RCEA human resources and workforce development
• Assist with strategic leadership on workforce development issues and administer any resulting workforce development initiatives and programs

Candidates with any of the following experience are encouraged to apply:

• Familiarity or experience with human resources functions at a government agency
• Experience with Human Resources Information System (HRIS) software programs
• Works well independently while clearly communicating with the team and others
• Learns quickly and easily adapts to changes
• Education or experience equal to a bachelor’s degree or greater in business or public administration, human resources, organizational development, or a closely related field
• 5 years (7 years for Senior Manager designation) of progressively responsible experience in human resources (preferably in the public sector)
• Professional certification in human resources, e.g., SHRM, HRCI, IPMA

Candidates with the following characteristics may excel in this role:

• Performing data entry, maintaining organized and accurate filing systems, and preparing reports and other business communications
• Talent in managing multiple priorities, meeting deadlines, and quickly adapting to changing priorities in a fast-paced dynamic environment
• Thorough and detail-oriented
Salary
$77,971 to $112,333 annually, plus competitive benefits package. Appointments typically start at the beginning of the pay range, with exceptions made for highly qualified candidates.

Apply
Applicants must submit an RCEA Employment Application, resume and cover letter to RCEA, 633 3rd Street, Eureka CA 95501, or send to hr@redwoodenergy.org, Attn: HR Manager, Position #276. Incomplete application packages are subject to immediate disqualification. Please include position #276 in your cover letter and in the subject line if you submit your application by email. Applications are available at www.redwoodenergy.org.

Retirement:
- RCEA contributes an amount equal to 4% of employees’ gross salary to a 457(b) deferred compensation plan and also matches up to 3% of employee voluntary contributions.

Insurance:
- Employer-paid health, vision, and dental insurance is available for employees and their qualified dependents.
- RCEA will pay 100% of the monthly premiums for employees and 50% of the monthly premiums for their dependents.
- Voluntary insurance plans are also available through payroll deductions.

Paid Leave Includes:
- 10 days of vacation per year; increases with time in service.
- 14 holidays per year, including three floating holidays.
- 8 hours sick leave per month with unlimited accumulation.

Compensation

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