



Laguna Woods Village®



invites your interest for the position of
HUMAN RESOURCES DIRECTOR

RECRUITING SERVICES PROVIDED BY

BH
Bob Hall & Associates

COMMUNITY INFORMATION

Laguna Woods Village first opened its gates in an unincorporated area of Orange County on September 10, 1964. Within six months, nearly 900 families had moved into what was soon to become the largest gated, age-restricted community in the country. Today, more than 18,600 people reside in the Village. The City of Laguna Woods was incorporated on March 24, 1999, and 90% of its population is comprised of Laguna Woods Village residents.

Laguna Woods Village is an age-restricted community as defined under California Civil Code 51.3. At least one occupant must be 55 years of age or older, and all other persons who reside in the community must be at least 45 years of age, unless the other occupant is a spouse, a registered domestic partner or a primary provider of physical health care. Retirement is not a requisite for residency, as many residents continue to maintain active careers. Any person wishing to reside in the community must obtain prior approval from the board of directors.

GOVERNANCE

Community governance is organized under California non-profit mutual benefit corporation law. There are four corporations, three of which are mutual housing corporations; the fourth is the Golden Rain Foundation of Laguna Woods (GRF). The mutuals are responsible for services directly related to housing and common areas; GRF is responsible for all shared community amenities, including the bus system, security, clubhouses, performing arts center, swimming pools, golf courses, equestrian center and other recreational facilities.

The Human Resources Director is employed by Village Management Services Inc. (VMS), a California nonprofit mutual benefit corporation and the managing agent for Laguna Woods Village. VMS, in cooperation with the boards of directors of the community's housing mutuals and GRF, employs more than 700 full-time and part-time personnel to provide necessary services.

Ownership rights include a voting membership to the mutual and a nonvoting membership to GRF. Each mutual corporation has its own set of governing documents and a board of directors elected by its members. Board representatives are members of the community and serve on a volunteer basis.

The GRF board of directors is comprised of members of each of the three housing mutual corporations. Corporate members elect the GRF board, which consists of members of each of the three mutual boards of directors.



QUALIFICATIONS

Education and experience:

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance, such as: a bachelor's degree from an accredited college or university preferably in human resources management, public or business administration, or a related field; and five years of increasingly responsible experience (including two years of supervisory experience) in a high-level managerial capacity in the field of human resources administration, including the functions of recruitment and selection, classification and compensation administration, training, employee relations, and safety and risk management. A master's degree in human resources management, public or business administration, or a related field is preferred.



THE POSITION

Under general direction from the CEO/General Manager, the Human Resources Director is responsible for leading the organization's human resources department. The Human Resources Director collaborates with executive leadership/department heads in helping them achieve organizational objectives. The Human Resources Director performs a full range of advanced professional human resources duties in various aspects of human resources, including talent acquisition, employee engagement, training and organizational development, employee relations, performance management, compensation and benefits, HRIS, compliance, safety and risk management. The Human Resources Director develops and implements departmental policies and procedures; develops and administers the department budget; performs related work as assigned.

ESSENTIAL FUNCTIONS

- Plans, directs, and coordinates the administration of the human resources program, including recruitment, selection, classification, compensation, employee training and development, employee recognition, labor relations and safety and risk programs.
- Advises and otherwise assists the CEO/General Manager, other VMS staff and the VMS board of directors regarding human resources, safety and/or risk issues; directs the conduct of studies and preparation of reports regarding human resources, safety, and/or management issues.
- Develops and recommends employment policies, process and procedures for the company. Keeps the CEO/General Manager advised of best practices and trends, which may have an impact on the company's employment function.
- Directs the development and maintenance of a classification plan which is related to performance, and administers individual classification changes.
- Directs the recruitment, selection, and employment of all company personnel upon the request of a department head.
- Develops plans, programs, and techniques for determining the major needs of the company which can be met through training and development. Directs the development of, and administers, the company's training programs.
- Directs the handling of labor relations such as contract interpretation and management of grievances. In collaboration with other Company representatives, directs and participates in contract negotiations. Directs or conducts legal investigations and works with employees in resolving sensitive legal matters including arbitrations, mediations, claims and lawsuits. Provides research on legal cases and prepares documents for review with attorneys.
- Performs other related duties as assigned.

IDEAL CANDIDATE

We are looking for a dynamic human resources leader who combines technical expertise in human resources management with a strategic focus on aligning human resources practices with our organizational goals. This individual will play a crucial role in fostering a positive workplace culture, championing talent management, employee engagement, and retention through innovative problem-solving and process-improvement initiatives. Ethical practices and confidentiality are paramount, along with strong communication skills that promote transparency and collaborative listening.

The ideal candidate will serve as a candid coach, empowering team members and leveraging data-driven insights to enhance operational efficiencies. They will be a strong advocate for diversity, equity, and inclusion, committed to creating an accessible environment that values diverse perspectives. By positioning our organization as an employer of choice, this leader will not only contribute to a thriving workplace but also drive the overall success and reputation of the company.



Village Management Services, Inc.

APPLICATION AND SELECTION PROCESS

First Review Date: Friday, December 6, 2024

To apply for this exciting career opportunity, please send a compelling cover letter and your detailed resume electronically to

apply@bobhallandassociates.com

Please contact Kristine Ridge at 714-493-8506 should you have any questions regarding this position or the recruitment process.

Application materials will be screened in relation to the criteria described in this brochure. Candidates deemed to be the most highly qualified will be invited to participate in the selection process. The selection process will include panel interviews with the most qualified candidates, and final interviews with the CEO/General Manager. Appointment is subject to completion of a thorough background and reference checks, and pre-employment medical exam.

BENEFITS

The salary range for this outstanding opportunity is \$155,000 to \$190,000. Placement within this range is dependent upon qualifications. VMS offers the following excellent benefits:

Workweek: VMS provides resident services Monday through Friday, 8 a.m. to 5 p.m. Mindful of maintaining an organizational culture that values work/life balance, VMS provides flexibility in the work schedule and remote working opportunities.

Leaves: 10 observed paid holidays (80 hours) plus vacation leave accrued based on length of service. Sick leave begins to accrue upon employment.

Medical/Dental/Vision: VMS provides medical, dental and vision insurance premiums. VMS contracts with Aetna to provide PPO and HMO medical, DPPO and DHMO dental, and vision plans with FSA/HSA options.

Life Insurance/AD&D: VMS provides life insurance and AD&D premiums with supplemental life insurance available.

Long-Term Disability: VMS provides long-term disability premiums.

401(k) Plan: VMS matches biweekly contribution into a 401(k) deferred compensation account up to 5%.

Voluntary Benefits: Voluntary benefits include Aflac, pet, identity theft, and legal services insurance.

Tuition Reimbursement: Available.



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