



Amador Tuolumne Community Action Agency

JOB ANNOUNCEMENT

Position:	Human Resources Director	Location:	Amador/Tuolumne Counties
Salary Range:	\$23.56 – \$25.97/hour DOE	Final Filing Date:	March 30, 2017 4:00 pm

APPLICATION PROCEDURE:

ALL APPLICANTS MUST SUBMIT AN ATCAA JOB APPLICATION IN ORDER TO BE CONSIDERED FOR AN INTERVIEW

Applications may be obtained and submitted to:

Amador Tuolumne Community Action Agency
 935 S. State Highway 49
 Jackson, CA 95642
 Ph: (209) 223-1485
 Fax: (209) 223-4178
www.atcaa.org/employment

Amador Tuolumne Community Action Agency
 427 N. Highway 49, Suite 202
 Sonora, CA 95370
 Ph: (209) 533-1397
 Fax: (209) 533-1034
www.atcaa.org/employment

Notification: All applicants will be notified by May 11, 2017

Full Benefits Package:

- Health Insurance (75% Employer paid) with Health Savings Account (partially employer funded)
- Dental Insurance – 75% Employer paid
- Vision Insurance – 100% Employee paid
- Voluntary Life/AD&D Insurance – 100% Employee paid
- Retirement (Money Purchase Pension Plan) – **7.5 % employer contribution and 100% vested upon regular status**
- 3 weeks paid time off and 12 paid holidays per year
- Eligible employee membership with Golden 1 Credit Union

Hours: 40 per week

Final Filing Date: All applications must be received no later than 4:00 PM on March. 30, 2017 - **EOE**

ABOUT ATCAA & THE POSITION

Our Mission Statement:

- To help individuals in Amador and Tuolumne counties toward self-sufficiency.
- To assist local residents in becoming involved and contributing members of our community.
- To promote family and other supportive environments so that children, youth and elders can achieve their maximum potential.
- And, finally, to form partnerships and coalitions within the community to meet these needs.

Administrative Services:

- The Amador Tuolumne Community Action Agency (ATCAA) is a public agency, created through a Joint Powers Agreement (JPA) between Amador and Tuolumne Counties. Since 1981, ATCAA has been providing services that have improved the lives of residents in our foothill region. ATCAA has taken on a variety of projects and programs based on, 1) local community assessments that identify the assets and needs of our community, and 2) working with community members and organizations to



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coordinate, enhance services, and develop future program opportunities. Administrative Services provides fiscal management, personnel, payroll, accounts payable, and general program support.

Position Definition:

As part of the ATCAA team, the Human Resources Director plays an essential role in ATCAA as a whole. Under general supervision of the Executive Director, the Human Resources Director is responsible for planning, directing, and coordinating human resource management activities of the agency to maximize the strategic use of human resources and maintain functions such as employee compensation, recruitment and hiring, training and development, performance management, safety management, personnel policies, and regulatory compliance.

Supervisor: Executive Director

Supervises: Human Resources Manager

Minimum Qualifications:

- Minimum of three (3) years of experience managing a Human Resources unit.
- Possession of a valid California Driver's license and an acceptable driving record.
- Ability to obtain fingerprint clearance upon offer of employment.
- Experience using office software, including the Microsoft Office and Office 365.
- Effective oral and written communication skills.
- Knowledge of employment and benefits law.

Desired Qualifications:

- Bachelor's degree in Business or Public Management or a related field;
- HR Certification (either private or public sector focus).

A copy of the full job description is available at www.atcaa.org/employment