



# RANCHO SANTA FE

*Association*



*invites applications for the position of*

## **HUMAN RESOURCES MANAGER**

RECRUITING SERVICES PROVIDED BY



## THE COMMUNITY

Rancho Santa Fe, located in San Diego County, has a rich history, and was established in 1928 as a country residential community with an emphasis on agriculture and on preserving the rural landscapes.

Today, Rancho Santa Fe encompasses roughly 10 square miles and is home to about 4,300 residents. Near the center of the community is the Village of Rancho Santa Fe with shops, restaurants, other commercial businesses, and the historic Rancho Santa Fe Inn. The Rancho Santa Fe School District campus is located adjacent to the Village.

The landscape features a beautiful rolling and forested topography with spacious large-lot residences where the average parcel is more than 2 acres. Looping through the pristine countryside and alongside the golf course, a 60-mile private equestrian and hiking trail network runs throughout the community. The exclusive, secure, rural character of the landscape, combined with its proximity to the ocean or what set the Ranch apart as being a highly desirable place to live.

## THE ASSOCIATION

The Rancho Santa Fe Association manages the community of Rancho Santa Fe, one of the state's first planned developments. The Association was incorporated in July of 1927 as a California non-profit corporation for the purpose of managing the planned community of Rancho Santa Fe for its "members" or residents. Although technically a Homeowners Association, the Rancho Santa Fe Association functions very much like a small city with a building department, planning department, parks and recreation department. The Association operates a working horse boarding facility called Osuna Ranch. The beautiful ranch is also the site of a historic 140-year-old adobe that was the home Juna Maria Osuna, San Diego's first "alcalde" or mayor. Preserving and maintaining the character of the community are of most important, as is the privacy, safety, and security of its residents. The Ranch employs a full-time patrol providing 24-hour security services.

The acclaimed and exclusive Rancho Santa Fe Golf Club is in the heart of the Ranch. Membership at the 18-hole private course and club is open to residents. Opening in 1929, the golf club served as the original site for 1930s-era clambakes hosted by Bing Crosby, and early resident of Rancho Santa Fe. The Ranch Clubhouse Restaurant offers lunch and dinner six days a week, Sunday brunch and special events. The restaurant is open to all residents and is the social hub of the community.

The Rancho Santa Fe Tennis Club, established in 1962, features clinics, lessons, tournaments and play on 10 hard courts (including two painted for pickleball) and 2 clay courts.

The Association employs a wide variety of staff, including full-time and part-time, salaried and hourly, teaching professionals who are paid for lessons and clinics, servers who receive a service charge, golf assistants who are tipped, outdoors landscape and maintenance laborers, as well as office workers, managers and executives.



## THE POSITION

The Human Resources Manager is directly responsible for the overall administration, coordination and evaluation of the Human Resources function for the Rancho Santa Fe Association, a California Homeowners Association. The HR Manager is responsible for ensuring a safe, healthy and satisfying work environment for RSFA employees in all divisions and departments including the RSF Golf Club, Ranch Clubhouse Restaurant, RSF Tennis Club, Osuna Ranch and Association General Services. The HR Manager attends Executive Sessions and Board meetings at the direction of the Association Manager. This position supervises Senior HR Generalist and HR Assistant.

## QUALIFICATIONS

**EXPERIENCE:** 7+ years of strong generalist experience in a service-centric industry with at least 5 years in a senior level HR management role.

**EDUCATION:** A bachelor's degree in Human Resources, Business Administration or closely related field is required (or equivalent education and years of experience).

**CERTIFICATES/PROFICIENCIES:** SHRM-CP or SCP certification is strongly preferred. Bi-lingual (English/Spanish) preferred but not required. Experience with ADP Workforce Now preferred.

## DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed:

- Reviews and makes recommendations regarding the Association's Human Resources employment matters, policies, procedures and practices to the Association Manager, Compensation Committee and Board of Directors.
- Maintains current knowledge of industry trends and employment laws and ensures the Association's compliance in all areas.
- Maintains responsibility for compliance with federal and state laws pertaining to all employment matters, including wage and hour matters, required manager and employee training, employee files, employee discipline, terminations, workplace investigations and leaves of absence.
- Responsible for all aspects of recruiting, on-boarding and new employee orientation.
- Updates records of open positions, turnover and other employment/staffing statistics on a weekly basis.
- Represents the Association or assigns representation in legal matters including unemployment hearings and state and federal investigations.
- Consults with legal counsel as appropriate, or as directed by the Association Manager, Compensation Committee and/or the Board of Directors on employment matters and manages HR legal budget. Works with Employment Practices Liability Insurance (EPLI) carrier on employment matters.
- Communicates to employees changes in the Association's personnel policies and procedures and ensures proper compliance is followed. Updates employee handbook regularly.
- Makes recommendations for and administers wages, salaries and bonuses.
- Develops and maintains human resources information systems (HRIS), that meet personnel information needs, including automation of existing systems.
- Responsible for annual employee benefits review and makes recommendations for changes. Works with CFO and benefits broker to ensure the best rates and carriers, and has overall responsibility for open enrollment.
- Performs employee exit interviews to determine reasons for separation.
- Provides management training, mentoring and advice, assisting department managers on employment and workplace issues. Recommends, evaluates and participates in staff development.
- Makes presentations to the Board of Directors and Compensation Committee as required.



## IDEAL CANDIDATE

Rancho Santa Fe is seeking an engaging and dynamic Human Resources Manager who exhibits proactive and creative approaches to addressing challenges. The ideal candidate is hands on with the day-to-day operation, independent, motivated, professional, detail-oriented, and has excellent written and verbal communication skills. Ability to speak and write in Spanish is a desired skill.

The Association is looking for someone who is proficient with HRIS systems, displays outstanding judgment, and enjoys the challenges of a fast-paced and change-oriented work environment. The Human Resources Manager will be collaborative, inclusive, and committed to exceptional service, both to internal and external customers. He or she will be someone who appreciates operational effectiveness and process improvements, but also has an intrinsic passion for building relationships, earning trust, and modeling leadership.

The HR Manager must learn the business of the RSF Association and have a working knowledge of its financial workings in order to be effective in this role. The ability to develop trust and earn the confidence of the executive team, managers, staff and Directors is paramount.

The current HR Consultant will work with the Human Resources Manager to prepare for promotion to HR Director after one year, contingent upon performance.

## APPLICATION AND SELECTION PROCESS

OPEN UNTIL FILLED

FIRST REVIEW DATE: AUGUST 31, 2022



To apply for this exciting career opportunity, please send a compelling cover letter and your detailed resume electronically to [apply@bobhallandassociates.com](mailto:apply@bobhallandassociates.com).

Please contact Bob Hall at (714) 309-9104 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 phone interviews with the most qualified candidates, panel interview, and final interview with the Association Manager and Board representatives. Appointment is subject to completion of a thorough background and reference checks, and pre-employment drug screen.

## SALARY & BENEFITS

**Salary:** up to \$120,000 annually

**Medical Insurance:** Three plans to choose from: an HMO offered through Kaiser, an HMO plan or a PPO plan offered through Anthem Blue Cross.

**Dental Insurance:** Two plans to choose from, an HMO or PPO offered through Anthem Blue Cross (paid at 100% for the employee and family).

**Vision:** Offered through Anthem Blue Cross.

**Holidays:** 11 Holidays.

**Vacation/Sick Policy:** Employees will begin to accrue vacation, on a pro-rata basis, after 90 days of employment. From 90 days to 1 year of employment, you will accrue 1.5 weeks of vacation. Upon 1st-year anniversary through 5th-year anniversary, you will accrue 2 weeks of vacation. In accordance with Association's vacation policy, employees will also receive 7 sick days (56 hours) after 90 days of employment.

**Life & Accidental Death and Dismemberment Insurance:** 3% annual salary per employee, offered through Anthem Blue Cross.

**401(k) Plan:** 401(k) plans offered the first of the quarter following three months of employment. 401(k) match of 4% and Safe Harbor contribution of 3%.

