



815 E Street, Suite 12716
San Diego, CA 92112
SDCommunityPower.org

OPEN POSITION ANNOUNCEMENT!

Director of People

Full Time role, Open until filled. Issued: 9/9/2022

San Diego County – hybrid work schedule – in-office and telecommute

About the role

San Diego Community Power (SDCP) seeks a Director of People to lead and build the HR function. The Director of People serves as a key business partner and peer to the management team in leading and creating initiatives, systems, and best practices to recruit, develop, and train a diverse and high-performing workforce and build an organizational culture that supports advancement of our mission and strategic plans. The Director will review and refresh the core human resource functions including hiring processes, onboarding, and performance management. After becoming familiar with SDCP's benefits package, including a 401(a) and 457(b) plan, the Director will work with management to ensure that benefits administration is carried out timely in coordination with our benefit partners, (e.g., Paychex Payroll services, Empower retirement plan platform, risk management.)

This role reports to the CEO.

Who is San Diego Community Power?

San Diego Community Power is a community-owned organization that provides affordable clean energy and invests in the community to create an equitable and sustainable future for the San Diego region. We aim to be a global leader, inspiring innovative solutions to climate change by powering our communities with 100% clean affordable energy while prioritizing equity, sustainability, and high-quality jobs. We are a values-led, mission driven organization grounded in Justice/Equity/Diversity/Inclusion (JEDI), Impact, Integrity, Innovation, Servant Leadership, and Togetherness.

Our History

San Diego Community Power (SDCP) was formed in 2019 as a public, not-for-profit community choice aggregator (CCA) in the San Diego region. We began electric service in 2021 and serve five member agencies: San Diego, Chula Vista, Encinitas, La Mesa and Imperial Beach, with the unincorporated communities of the County of San Diego and the City of National City joining in 2023. SDCP was formed to bring local control and customer choice to San Diego while also providing clean and renewable energy at competitive rates. By the end of 2023, SDCP will provide electricity for nearly half the electric load in San Diego Gas and Electric's service territory and will be the second largest CCA in California. For more information, please visit SDCommunityPower.org.

Commitment to Diversity

At SDCP, we value diversity and are committed to creating an inclusive environment for all employees. We represent a diverse customer base and hope to hire highly qualified employees reflective of our communities. We provide equal employment opportunities to all applicants for employment and prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

Essential Job Duties and Responsibilities

Lead Culture Cultivator

- Collaborate with leadership and staff to build a positive team culture environment where HR and business activities are guided by our principles: Justice, Equity, Diversity, and Inclusion (JEDI); and values: Impact, Integrity, Innovation, Servant Leadership, and Togetherness.
- Identify JEDI training opportunities and potential outreach partnership programs with resources in the San Diego County area to generate knowledge and interest about SDCP employment opportunities and learning community resources that may be beneficial to HR and SDCP programs. As an example, this may include networking with community colleges to build internship opportunities.

General Administrator of HR Systems & Staff

- Understand, interpret, and share relevant labor laws and public agency administration and ensure all people processes, policies, and actions comply with these laws.
- Administer all HR systems with internal support from Finance and SDCP's IT Service provider as needed.
- Review current HR systems and explore, and ultimately implement, new systems based on organizational needs.
- Review current vendor performance, services and contracts as the organization grows to support HR/HRIS reporting, onboarding, group health benefits, risk management/Workers' Compensation, training platforms or training consultants, and staffing/recruiting consultants to identify partners who work to support SDCP organizational needs and objectives.
- Supervise the Administrative Assistant or Associate.

Candidate Recruitment, Hiring, and On-Boarding

- Develop and implement targeted recruitment strategies to ensure a robust and diverse applicant pool for all openings.
- Manage the hiring process to ensure consistency across departments and appropriate communication among program, administrative, and fiscal staff.
- Provide on-boarding services and agency orientation to all new staff members and ensure department and/or program level orientations are standardized and effective. Onboarding program will be in partnership with the Hire Managers and executives to insure an effective and welcoming introduction. Onboarding is a SDCP team program.

Professional Development and Performance Management

- Train, coach, and support managers to navigate evaluation, training, promotion, discipline, termination, and other HR issues.
- Collaborate with managers to update job descriptions across the agency and implement a system for regular review and revision to descriptions.
- Design and implement an enhanced performance management tool and process for the exchange of employee feedback and evaluation.
- Develop internal staff trainings and identify relevant available external trainings such as required Respectful, Inclusive workplace and harassment prevention. Leadership development tactics are a key development program need.

Total Compensation Administration (Salary, Benefits/Group Health, Retirement plans, & other benefits such as time off)

- Evaluate and learn SDCP's current benefits plan providers and process, including Paychex payroll and group health programs, Empower Retirement plans,
- Research, implement, and maintain salary scales to standardized salary ranges across the agency and relative to peer organizations.
- Negotiate benefits plan renewals to balance quality coverage with expenses for the agency and employees.
- Supervise the Administrative Assistant for all recruiting/onboarding, payroll and benefits administration related responsibilities and monitor relevant reports to ensure accuracy.
- Serve as the staff lead for carrying out the administrative responsibilities for SDCP's 401(a) and 457(b) retirement plans.

Minimum Knowledge, Skills, and Abilities

- Motivational, positive, supportive team leader, with a passion for JEDI (Justice, Equity, Diversity, and Inclusion). Ease in relating to diverse communities.
- Strong commitment to sustainability, community energy, and mission driven work.
- Proven track record of providing thoughtful, strategic, collaborative, and effective executive leadership.
- Excellent verbal and written communications skills, including editing skills with meticulous attention to detail. Ability to tailor messages for different audiences.
- Creative problem solver and self-starter.

Education and Experience

- Bachelor's degree required, master's degree, in a related field such as Human Resources, Business, or Organizational Psychology and/or SHRM-CP or SHRM-SCP designation preferred.
- Minimum 7-10 years of HR Business Partner/Generalist management experience across a range of competencies.
- Demonstrated experience leading HR department(s) through strategic and transactional change.
- Experience developing and managing others.
- At minimum 1-2 years' experience evaluating, installing, and administering HR related platforms such as Payroll/HRIS, Benefits, or L&D platforms, Applicant Tracking Systems, etc.
- Demonstrated initiative in determining new or modifying existing HR policies and procedures and effectively communicating them to staff and Board members.
- Demonstrated organizational leadership and decision-making capability at a senior management level in a collaborative manner.
- Deep knowledge and demonstrated understanding of the fundamentals of environmental justice and equity principals.
- Ability to communicate to staff and Board members the short and long-term impact, specific and strategic, of HR policy and procedures.
- Ability to manage budgets and experience working closely with the CFO to achieve organizational financial goals.
- Experience in public agencies and/or energy industry is a plus.
- Spanish language proficiency is very helpful.
- High proficiency with Microsoft Office Suite, Word, Excel and PowerPoint and ability to use virtual meeting applications.

Work Environment & Conditions

Prolonged periods sitting at a desk and working on a computer. The position occasionally requires carrying, lifting and/or moving objects up to 15 pounds and occasional or occasional local travel to meet or participate with community contacts.

At SDCP we work in the communities we serve and in the office. SDCP works to ensure a safe and healthy workplace for employees and the in or communities. SDCP requires employees to be fully vaccinated for COVID-19. Exemptions to the vaccine requirement will be considered for individuals with medical conditions that prevent them from being vaccinated and for individuals with sincerely held religious beliefs that prohibit them from being vaccinated, consistent with governing labor laws.

SDCP is an agency required to adopt and promulgate a Conflict of Interest Code ("COI"). The COI code requires employees in designated positions, including those identified under the interim disclosure process to file a Statement of Economic Interests (Form 700) on an annual basis. A Successful candidate accepting this position may be required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at the discretion of SDCP as needed.

Compensation

Salary Range: \$164,000 to \$221,500 annualized pay – commensurate with experience.

Benefits: Standard benefits package including but not limited to:

Insurance: SDCP offers a group health benefits plan, including health care, vision, and dental insurance, for eligible employees. Health care support amount towards benefits elections equal to \$1,280 per month.

Retirement: SDCP offers a 457(b) plan for employee contributions and offers a 10% contribution to a Money Purchase Plan.

Paid Time Off: 11 holidays per year, plus paid winter holiday (*between 12/24-12/31*). 160 hours accrued Paid Time Off per year (*increases with time in service.*)

How To Apply

Applicants must submit their resume, cover letter, and references using the "Apply today" functionality on our Career Opportunities webpage at:

SDCommunityPower.org/about/career-opportunities

SAN DIEGO COMMUNITY POWER IS AN EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND AMERICAN DISABILITIES ACT (ADA) EMPLOYER.