



Executive Search – Human Resources Director
Position Description
Santa Ana, CA

Sterling Search Inc. has been exclusively retained to recruit the new **Human Resources Director** for **Orange County Head Start (OCHS)** <http://www.ochsinc.org>

MAKE AN IMPACT. CHANGE LIVES. END POVERTY.

OCHS was established in 1979 as non-profit 501(c)(3) agency. OCHS is funded by the United States Department of Health and Human Services to provide Head Start and Early Head Start services throughout all of Orange County, CA. Each year, OCHS serves over 2,500 pregnant mothers, infants, toddlers, preschoolers and their families throughout all of Orange County, including those who are homeless, in foster care, have special needs, are on public assistance, whose family incomes are at or below the federal poverty line, and/or have other high-risk circumstances. They provide comprehensive early education programs for children and their families, with special emphasis on promoting children’s school readiness in the areas of language and cognitive development, early reading, science, mathematics, social skills, health, and physical development. Parents are empowered as leaders and advocates for their children’s education, their families’ success, and for the betterment of the communities where they live, work and play.



OCHS is one of the largest and most innovative Head Start grantees in the country and one of the largest nonprofits in Orange County with \$45 million in revenue and over 500 staff. In 2023, OCHS hired a new Executive Director, Michael Patterson, to lead OCHS through some challenging times. Michael was a previous founder of a Head Start program in Arkansas which he grew significantly to become the largest provider of Head Start programs in the state and an “organization to watch” at a national level.

Within a very short time of Michael joining OCHS, the organization has benefited from his expertise, especially within the area of significantly increasing compensation and benefits. Michael has already implemented increased compensation, which makes OCHS highly competitive in retaining and attracting new talent.

Human Resources was a professional specialty area of the former Executive Director. For the last 11 years the responsibilities of the Human Resources Director fell within her area of oversight. She supervised a Human Resources Manager, who in turn, manages a team of three. As a result, many of the tactical aspects of HR were achieved, but there has not been a key focus on strategy. OCHS is seeking a new Human Resources Director, who will join a well-tenured, high-performing senior leadership team, which has a combined vision and plan for significant growth and impact.

The new Human Resources Director will be charged with expanding the existing team and will lead based on a core ethos of collaboration, continuous improvement, and the drive for excellence, to ensure that the best programs and services are being delivered to the children and families OCHS serves.



POSITION DESCRIPTION

Position Purpose:

The Director of Human Resources (HR) at Orange County Head Start will report to the Executive Director and lead and manage all aspects of the organization's HR functions, ensuring alignment with the agency's mission, values, and strategic goals. This critical role will be responsible for developing and implementing HR policies and procedures, talent acquisition and retention strategies, employee relations initiatives, compensation and benefits programs, performance management systems, and compliance with all relevant labor laws and regulations. The Director of HR will foster a positive and inclusive work environment, empower employees, and drive organizational effectiveness through effective human capital management.

Essential Job Duties:

- Develop and implement comprehensive HR strategies aligned with Orange County Head Start's mission, goals, and values.
- Oversee all aspects of HR management, including recruitment, onboarding, employee relations, performance management, compensation and benefits, training and development, and compliance with CA state law and Head Start regulations.
- Collaborate with executive leadership to ensure HR initiatives support organizational effectiveness and contribute to a positive workplace culture.
- Stay abreast of industry trends, best practices, and legal requirements in the field of HR.

- Benchmark compensation and benefits to ensure competitiveness and equity within the organization.
- Forecast staffing needs and develop proactive recruitment and retention strategies.
- Lead full-cycle recruitment efforts, from creating job descriptions to onboarding new hires.
- Develop innovative sourcing strategies to attract a diverse pool of qualified candidates.
- Design and implement comprehensive onboarding programs to ensure a smooth transition for new employees.
- Establish performance management systems to set clear expectations, provide feedback, and recognize employee achievements.
- Create career development pathways and training programs to enhance employee skills and promote internal mobility.
- Foster a positive and inclusive work environment where employees feel valued and supported.
- Address employee concerns and grievances promptly and fairly.
- Develop communication channels to ensure open dialogue and transparency between management and staff.
- Organize employee engagement activities to boost morale and promote a sense of community.
- Conduct exit interviews to gather feedback and identify areas for improvement.
- Ensure compliance with all federal, state, and local employment laws and regulations.
- Maintain accurate and up-to-date employee records.
- Develop and implement policies and procedures that mitigate legal and financial risks.
- Develop plans to communicate Agency changes effectively to its employees to ensure smooth implementation.
- Develop plans, strategies and training for employees to respond to various emergencies and/or disasters.
- Conducts regular staff trainings on employee benefits, the Employee Assistance Programs (EAPs), and workplace safety training
- Oversees new hire orientation and ensures the ongoing continuous professional development of all OCHS staff.
- Conduct regular monitoring and audits, and coordinates and cooperates with Quality Assurance to assess HR practices and identify potential areas of non-compliance.
- Stay informed about changes in employment law and adapt HR practices accordingly.
- Manage the HR budget and allocate resources effectively.
- Supervise and mentor HR staff members.
- Represent Orange County Head Start in HR-related matters with external stakeholders.
- Participate in relevant committees and task forces.
- Attend scheduled Policy Council meetings.
- Attend scheduled Board of Director meetings.
- Perform other duties as assigned.

Job Qualifications

- **Education:** Minimum of a Bachelor's degree in Human Resources Management, Business Administration, or a related field. Master's degree in Human Resources Management or a related field preferred.
- **Certifications and Licenses:** Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) certification preferred.
- **Experience:** A minimum of five years of progressive experience in human resources management, with at least three years in a supervisory or managerial role. Demonstrated experience in all aspects

of human resources, including recruitment and selection, employee relations, performance management, compensation and benefits, training and development, and compliance with employment laws and regulations. Experience working in a non-profit or public sector environment, preferably with experience in early childhood education or a related field.

- **Knowledge:** Knowledge of principles and practices of human resources management, employment laws and regulations, including federal, state, and local laws, compensation and benefits administration, performance management systems, training and development programs, employee relations and conflict resolution techniques.
- **Must have:** a valid California Driver's License and proof of insurance. Must be able to drive to and from different centers, meetings, and/or training venues and successfully comply with OCHS's requirements relative to fingerprinting and criminal background checks.

Salary and Benefits

OCHS offer a comprehensive compensation package which includes, a salary range of \$132,600 to \$176,966, plus a 403B with a 10% contribution and 2% match, plus 100% employer paid healthcare, dental and vision plans, as well as a range of other attractive benefits.

Diversity-Equity Statement

OCHS endeavors to create an environment that values all people of any ability, age, family structure, gender, gender identity, race, ethnicity, religion, sexual orientation, political affiliation, or socioeconomic status. We strive to create this environment through our curriculum, interactions, staffing, policies, and procedures. All staff and volunteers of OCHS accept the responsibility to help every member of its program feel safe, respected, and valued. OCHS will foster a safe environment that promotes inclusion and equitable learning environments with a heart for sensitivity, a head for critical thinking and a hand in change. An inclusive environment will encourage all employees and families to contribute their perspectives and capabilities.

TO APPLY, CLICK [HERE](#).

Please send resumes to
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Direct all correspondence emails and telephone calls to Sterling Search, Inc.
Any resumes sent or telephone calls made to Orange County Head Start will be redirected to
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