

CAREER OPPORTUNITY



# Personnel Director



**Glenn County, California**

**Annual Salary: \$122,179- \$148,491**

**Submission Deadline: Monday, November 10, 2025**

# THE IDEAL CANDIDATE

Glenn County is seeking a highly skilled and experienced public sector Personnel professional to serve in this working Personnel Director role. Given the County's small personnel staff, the successful candidate will be both a strong leader and a hands-on manager, capable of balancing strategic oversight with day-to-day responsibilities.

The ideal candidate will bring a thorough understanding of Personnel fundamentals and the ability to navigate complex matters within a public agency. They will be politically astute, adaptable, and skilled at building strong professional relationships. A sense of humor, fairness, and personal sensitivity will enable the candidate to work effectively with staff at all levels, including unions, elected officials, and other stakeholders.

This individual will be a flexible and strategic thinker who applies common sense, critical thinking, and sound judgment when addressing both routine and difficult decisions. Experience in labor negotiations and collaborative bargaining is essential.

The County seeks a seasoned professional who thrives on challenges, demonstrates the highest standards of ethics, integrity, and honesty, and is motivated to achieve organizational goals. As Personnel Director, the successful candidate will oversee all aspects of the County's personnel functions, including workers' compensation, employee and labor relations, leaves administration, recruitment, and selection.



The Personnel Department is responsible for the continuing development and administration of the County-wide personnel program consisting of classification, pay, employee relations, recruitment and selection, affirmative action, and employee benefits programs. .

Find out more at  
[CountyofGlenn/Personnel](http://CountyofGlenn/Personnel)





# THE POSITION

Under direction of the County Administrative Officer and the Board of Supervisors, the Personnel Director plans, directs and evaluates reviews the activities and operations of the County's personnel and employee relations programs. Areas of responsibility, including recruitment and selection, affirmative action, classification and, compensation, employee benefits and records, training and development, and labor relations and negotiations; to provide. Provides highly responsible and complex administrative support to the Board of Supervisors and department heads.

- Formulates and recommends policies, regulations and practices for carrying out the program; administers personnel rules; coordinates the various phases of implementation for policies, practices, ordinances and resolutions.
- Directs the maintenance of personnel records, personnel transactions, applications, examinations, eligibility certifications, appointments, promotions, transfers, resignations, terminations and layoffs; directs in-service training programs for employee and management development and employee work performance and evaluation;
- Consults with and advises county staff in personnel matters.
- Maintains awareness of current labor laws, practices and new developments in the field of personnel;
- Consults with and advises department heads on policy compliance and individual departmental personnel matters, including collaborating in the development of alternate strategies when issues arise and assisting with the implementation of solutions;
- Selects, trains, motivates and evaluates the work of department personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures as required.
- Negotiates with representatives of labor organizations; develops cost data and research materials, and analyzes and prepares county response; consults with Board of Supervisors during negotiations; prepares Memoranda of Understanding.
- Assists departments through the interactive accommodation process in determining the appropriate accommodations for employees who have serious medical conditions or disabilities.
- Supervises and participates in the development and administration of the department budget; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements mid-year adjustments.
- Receives and reviews employee accident reports; monitors compensation and injury reports; prepares OSHA reports; maintains related records.
- Performs other related duties as assigned.

**Refer to the [job description](#) for a full list of duties.**



## EDUCATION & EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

### EDUCATION:

- Bachelor's degree from an accredited college or university with major course work in business, public or personnel administration, or related field is desired.

### EXPERIENCE:

- Five years of increasingly responsible experience in personnel/labor relations administration, including two years of administrative and supervisory responsibility.

# THE COUNTY

Glenn County was incorporated on March 5, 1891. The County seat, Willows was created March 11, 1891. Glenn County was developed out of the northern portion of Colusa County and named for Dr. Hugh J. Glenn, who was the largest wheat farmer in the state during his lifetime and a man of great prominence in the political and commercial life in California.

Glenn County is located in the northern central valley of California, approximately 75 miles north of Sacramento and 110 miles northeast of the San Francisco Bay Area. It is comprised of approximately 1,315 square miles and is bounded on the east by Butte County; the north by Tehama County; and the west by Mendocino County and on the south by Colusa County. With over 1188 farms and ranches, agriculture remains to be a primary source of Glenn County's economy. The 2020 gross production of agricultural commodities was valued at over 700 million dollars. Major commodities include rice, almonds, prunes, walnuts, corn, alfalfa hay, milk products, cattle, sheep, and apiary products.

Glenn County offers unlimited recreational opportunities including hiking, camping, fishing, golfing, waterfowl, and game hunting. The Sacramento River extends along the eastern boundary in a north-south direction and is one of the largest salmon spawning rivers in the world. Glenn County has 933.41 miles of maintained roads. Of those, approximately 30 miles are within the City of Willows and 41 miles in the City of Orland.

There are three State highways and one interstate route which run through Glenn County: Interstate 5 and State Highways 162, 45, and 32. The County owns and maintains approximately 30 buildings and has about 331 acres of vacant land. Additionally, the County owns and operates two general aviation airports and a Class III solid-waste facility and transfer station.

The cities of Orland and Willows are the only two incorporated cities within Glenn County. These cities contain approximately one-half of the County population. There are several smaller unincorporated communities throughout the County (Hamilton City, Ord Bend, Artois, Elk Creek, Butte City, Bayliss, Afton, Codora, and Glenn).

There are approximately 475 full-time equivalent employees and a total annual budget of over \$174 million dollars. The County is governed by a five member Board of Supervisors, who each represent a district based on an equal representation of the County's population. Members of the Board of Supervisors serve as the legislative body for Glenn County and provide policy direction for all branches of County government including the County Administrative Officer. Each Board member is elected by the voters in their district to a four year term.





## COMPENSATION & BENEFITS

**Holidays:** 13 annual paid holidays, plus 3 floating holidays per year and 104 hours personal paid time.

**Administrative Leave:** Prorated, 80 hours per year, taken as time off. Up to 40 hours of unused leave may be cashed out.

**Sick Leave:** 12 paid days per year.

**Employee Assistance Program:** Available at no cost—includes coaching, parenting, and child care services, eldercare.

**Public Employees' Retirement System (CALPERS):** 2% at 62 for new, and 2.5% at 55 for classic employees.

**Vacation:** Accruals are based on years of public service.

**Health, Dental, and Vision Insurance:** The County offers benefits for employees, spouses, and eligible dependents.

**Life Insurance:** \$50,000 policy is provided at no cost to the employee.

**Deferred Compensation:** Voluntary deferred compensation programs through one of the three vendors that are partnered with the County.

**Longevity:** Service is based on any combined years of service for State of California or California Local (City or County) Government.

## HOW TO APPLY

Applications may be submitted via [CalOpps](#) or in person at 525 W. Sycamore Street, Willows, CA 95988.

### SAVE THE DATE

Submission deadline is Monday, November 10, 2025 at 5:00 PM.

A complete application must include:

- A Glenn County employment application
- Transcripts/ Certificate
- Resume
- Cover Letter
- [Supplemental Questions](#)

Questions?

Please contact the Personnel Department  
525 W. Sycamore Street,  
Willows, CA 95988  
(530) 934-6451