



Director, Human Resources

Who We Are

[Clean Power Alliance](#) (CPA) is Southern California's locally operated not for profit default electricity provider for 32 communities within Los Angeles and Ventura counties and the 5th largest electricity provider in the State of California. We are a public entity providing clean renewable energy at competitive rates to over three million residents and businesses through approximately one million customer accounts.

What You'll Do

CPA is seeking an experienced, detail-oriented, and enthusiastic professional to join our growing team as the Director, Human Resources. The Director, Human Resources will lead CPA's HR strategy to develop and maintain a high-functioning dynamic staff at an innovative organization operating in a highly competitive labor market within the framework of laws governing public entities. A key aspect of this role is to lead organizational efforts to create an equitable, inclusive workplace where all CPA team members feel valued, respected, and engaged at work and in doing so drive high levels of staff retention.

Who You'll Work With

The Director, Human Resources reports to the Vice President, Technology, Data and People and will work closely with CPA internal stakeholders, including direct interaction with the Executive Director, the General Counsel, and a cross-functional Diversity Equity and Inclusion (DEI) team and consultants.

Commitment to Diversity

At CPA, we value diversity and are committed to creating an inclusive environment for all employees. We represent a diverse customer base and seek to hire employees that reflect our communities. Clean Power Alliance provides equal employment opportunities to all applicants for employment and prohibits 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.

Culture

CPA fosters a culture of open communication, responsibility, and intellectual curiosity. As a small team that has quickly built the largest CCA program in the country, high levels of trust, collaboration, and mission alignment are key factors in our success. We value fact-based creativity in our work, accountability with our stakeholders, and promote ethical engagement and diversity with our brand.

Successful Candidates Must Demonstrate the Following Abilities:

- Enjoy engaging with passionate internal stakeholders.
- Be a strong communicator who can write compellingly and clearly.
- Have a high tolerance for uncertainty but know how to bring things to resolution.
- Have a strong work ethic and be comfortable taking initiative/working in a fast paced, start-up environment.
- Work well on diverse teams and with consultants.
- Be committed to equitable and inclusive practices in all phases of your work
- Be able to interpret and explain laws, policies, procedures, and regulations, including those that apply to CCAs or public entities.
- Translate complex technical information into non-technical messages for customers.
- Be able to organize and carry out projects with minimal instruction, compose correspondence independently based on law, policy, or guidelines and maintain complex records.

Duties and Responsibilities

- **Human Resources**
 - Partner with the leadership team to formulate, develop, implement, and evaluate a HR and talent management strategy to achieve the organization's vision, mission, and goals.
 - Regularly review compensation and benefits market data and update salary and compensation data.
 - Lead and develop Human Resources staff.
 - Lead the organization's employee engagement and retention initiatives to increase organizational and individual performance.
 - Continue to build and evolve CPA's performance management and talent development processes including goal setting, performance metrics, coaching, individual development planning, succession planning, and annual reviews.
 - Oversee, develop, and execute talent acquisition and retention strategies and plans, including directing the design and implementation of the organization-wide employment programs for recruitment and retention strategies, candidate identification and selection methods, and any diversity and inclusion initiatives and measurements.
 - Establish and manage all aspects of organizational conflict resolution processes, including the use of any third-party vendors as necessary.
 - Make presentations to the Board of Directors and other CPA governance and policy committees on strategic human resources topics.
- **Diversity, Equity, and Inclusion**
 - Oversee CPA's DEI goals around recruiting and hiring, staff training, professional development and advancement, including internal communication about such efforts.
 - Lead initiatives and create processes for internal DEI goals in partnership with CPA's internal DEI team and in coordination with other DEI initiatives

- around contracting, customer program design, community engagement, and culturally relevant marketing.
 - Support strategic goals and standards, identify metrics, and coordinate the collection and analysis of quantitative and qualitative data to inform internal DEI efforts, including the design and implementation of organizational dashboard reports and analysis to identify progress and historical trends.
 - Develop trainings, tools, and resources to support DEI efforts.
 - Coordinate and facilitate the planning of appropriate diversity and equity component of onboarding for all staff with the active support of the Human Resources Manager.
 - Advance DEI efforts in partnership with internal stakeholders and consultants.
 - Understand and ensure compliance with laws applicable to public entities.
- **Workplace Culture and Employee Engagement**
 - Partner with internal stakeholders to identify and implement strategies to foster an organizational culture that reflects CPA's mission and values and supports increased levels of employee job satisfaction, effectiveness, and retention.
 - Develop, direct, and monitor strategies focused on workplace culture within the evolving environment of hybrid and remote work.
 - Collaborate with management team to identify and implement best practices, including use of technologies, to facilitate, engagement and collaboration in support of employee retention and individual, team and organizational effectiveness.
 - Proactively address components of workplace culture that impede organizational and individual effectiveness in a manner consistent with the organization's values.
- **Other duties as assigned.**

Qualifications

- Candidates must have a bachelor's degree in Human Resources, Organizational Development, Business Administration, or similar field. Master's degree preferred.
- Ten (10) years or more of relevant work experience with an emphasis on diversity, equity, and inclusion and organizational culture, including relevant work experience with or at a governmental entity. Five (5) or more of the ten years of experience supervising professional staff is preferred.
- Experience with organization-wide initiatives and ability to work effectively in an environment of change.
- Knowledge and understanding of the CCA business model preferred.
- Start-up experience is highly desired.
- Must be able to sit at a desk and work on a computer for prolonged periods.

- This position requires attendance in our downtown Los Angeles office 2- 3 days per week on days determined by CPA, with work location on the remaining days either in office or remote.

Required Skills

- Demonstrated experience in advancing workplace diversity, equity, and inclusion in a governmental entity context.
- Direct experience working with Equal Employment Opportunity and/or Affirmative Action issues. Working knowledge and understanding of all applicable EEO laws. Direct work experience with issues of cultural differences, gender equity, religious tolerance, structural racism, agism, gender identity and expression, ethnicity, sexual orientation, and disability. Demonstrated sensitivity to these issues.
- Direct knowledge and facility with employment-related laws, including any laws applicable to governmental entities.
- Demonstrated ability to exercise discretion; set and maintain standards for confidentiality, apply policies with consistency, use creativity in problem solving; ability to integrate information and use sound judgment and retain a positive outlook under pressure.
- Demonstrated ability to work and communicate with diverse staff and be sensitive to their work needs.
- Demonstrated ability to clearly convey information and ideas both verbally and in writing. Resiliency, flexibility, and the capacity to be effective, maintain productivity, keep focus on results, and use sound judgment are required attributes.
- Excellent organizational, scheduling, time management skills, and attention to detail.
- Ability to act with integrity, professionalism, and confidentiality.
- Proficient with Microsoft Office Suite and Adobe Pro software.
- Knowledge of modern office procedures and practices including preparing correspondence, filing, and operating modern office equipment; correct English usage, grammar, spelling, vocabulary, and punctuation.

Salary and Benefits

The salary range for this position is \$147,920-\$214,700, with exact compensation to be determined by Clean Power Alliance, dependent on experience. Benefits include health care, a 401(k)-like match program, paid vacation, and sick leave. This is not a civil service position; however, all CPA employees are required to submit a Statement of Economic Interests form, also known as the Form 700.

How to Apply

Candidates should visit

https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=4062459 to complete an application.

The start date for the position is as soon as possible and will remain open until filled.