



Berkeley Housing Authority

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REQUEST FOR PROPOSAL RFP 2023-01

Human Resources Consultant Services

The Berkeley Housing Authority (BHA) is issuing a Request for Proposals from established human resources consulting firms that can commit to providing a significant number of hours monthly to the agency. While the exact number of hours has not been determined at this time, the selected consulting firm will collaborate with the Executive Director on a more precise time commitment once a human resources assessment has been completed.

The full description of human resources consulting expectations and tasks can be found on the agency website at www.bha.berkeleyca.gov. Some of the key work elements will include, but not be limited to, assessing agency HR needs, talents, and optimal placement of staff, providing quality position descriptions and performance evaluations, assisting with recruiting, training, and promoting staff, building a quality workplace environment, providing direction on fringe benefit packages, HR policies and practices, and union negotiations, and overseeing HR record-keeping systems.

An electronic copy of the proposal should be emailed to Stan Quy, President, The Organizational Leadership Edge, at Squy@cox.net. Proposals must be submitted by February 20, 2023 at 5:00PM Central Time. Inquiries on the proposal should also be emailed to the same address.

BERKELEY HOUSING AUTHORITY POSITION DESCRIPTION

Position Title: Human Resources Consultant

Reports to: Executive Director

Summary:

The Human Resources Consultant will lead and manage the human resources operations and practices to meet the vision, mission, values, and needs of the Berkeley Housing Authority. Outlined below are the essential duties and responsibilities that are critical to being highly effective in this position. This is intended to describe the general nature and scope of work, although other duties and responsibilities may be required and assigned.

Essential Duties and Responsibilities:

Directs agency operations in providing for quality position descriptions and performance evaluations that will accurately define position expectations and performance metrics that will that each employee is efficient and effective in their contributions to the agency mission.

Assists the Executive Director in the evaluation of organizational / human resources needs and talents and the optimum placement of internal / external staff to best match the needs and talents of BHA.

Provides for an organizational culture that will foster a progressive, desirable, inclusive workplace environment that will ensure that the BHA is attracting and retaining quality employees.

Assists the Executive Director in recruiting and selecting agency staff that will further the vision, mission, values and needs of BHA.

Assesses with the Executive Director the training and professional development needs of staff and seeks out cost-effective options for delivering training services.

Evaluates the quality of fringe benefit packages provided to staff and monitors the marketplace for other fringe benefit packages that may be more cost-effective and beneficial to the agency.

Counsels the management team on state-of-the-art employment policies and practices that also includes an emphasis on diversity, equity, and inclusion.

Oversees accurate and timely record-keeping systems and files management for payrolls and other human resources benefit packages,

Advises supervisors on employee discipline options, disciplinary actions, and performance improvement plans that will provide employees with clarity on improving their performance.

Leads the process of reviewing the organizational and management of agency personnel files.

Reviews and updates the Personnel Manual as deemed necessary.

Advises staff on Equal Employment Opportunity, Age Discrimination in Employment Act, Health Insurance Portability and Accountability Act, Family Medical Leave Act, Americans with Disabilities Act, and other labor / employment laws.

Serves as a key contributor and participant in negotiations with the labor union.

Performs related duties as required.