

# HUMAN RESOURCES DIRECTOR





## THE COMMUNITY

Located just 55 miles north of San Francisco and 30 miles east of the Pacific Ocean, the City of Santa Rosa (pop. 175,155) is the county seat of Sonoma County and the center of trade, government, commerce, and medical facilities for the North Bay Area. Encompassing 41.5 square miles in the heart of Sonoma County's wine country, Santa Rosa is also close to more than 400 wineries and is home to all the elements that create a unique and vibrant community.

Santa Rosa's picturesque location and Mediterranean climate make it ideal for outdoor recreation. Hot air ballooning and lake activities are popular attractions, and the City boasts many beautiful parks and proximity to golf courses. Known as one of the top cycling destinations in the world, Santa Rosa has hosted a stage, start, or finish of the Amgen Tour of California for eight of the thirteen years the tour has run and is home to both Levi's GranFondo and the Ironman 140.6 & 70.3.

Fine dining, shopping, and spas are all found in Santa Rosa, as are the Sonoma County Museum and the Charles M. Schulz Museum and Research Center, a tribute to the life and art of one of the City's most famous citizens. Community events and annual celebrations are popular with both residents and visitors. The Wednesday Night Downtown Market draws crowds looking for food, music, agricultural products, arts, and crafts, while outdoor concerts can be enjoyed at Juilliard Park and Courthouse Square on summer evenings. Santa Rosa Junior College Summer Repertory Theater, the Luther Burbank Center for the Arts, and the 6th Street Playhouse offer live theater, concerts, and other exciting events.

With fine schools, including a renowned junior college, and a wide variety of businesses, services, recreational opportunities, and more, the City of Santa Rosa is a truly vibrant, dynamic community. To learn more, visit [www.srcity.org](http://www.srcity.org).

## THE CITY

Incorporated on March 16, 1868, a Charter City operating under the Council-Manager form of government. The City Council is comprised of seven Council Members and is transitioning to council districts; three of which were elected in 2018, with the remaining four to be elected by district in 2020. The Mayor and Vice Mayor are both named by the Council Members; the Mayor serves a two-year term, while the Vice Mayor serves one year. The City Council appoints the City Manager, City Attorney, and members of the City's Boards and Commissions.

The City Manager is the administrative head of the City and is responsible for overall management of the municipality's 13

departments and approximately 1,300 staff. Administration of the organization is based upon the City Charter and the policy direction provided by the City Council. In January 2018, the City Council set the following ten goals and priorities:

- Ensure Financial Stability of City Government
- Invest in and Sustain Infrastructure and Transportation
- Effectively Implement the Recovery and Rebuilding of Santa Rosa
- Meet Housing Needs
- Attain Functional Zero Homelessness
- Provide for Community Safety, Valued City Services, and Open Government
- Foster Neighborhood Partnerships and Strengthen Cultural Assets
- Promote Environmental Sustainability
- Foster a 21st Century City and Organization
- Foster a Strong Downtown and Overall Economic Development of the Community

The City of Santa Rosa was significantly affected by wildfires that swept through the community on October 9, 2017, and the disaster's impact is evident in the City's current budget. General Fund reserves were drawn below Council Policy, and the City continues to address infrastructure needs as a result of wildfire damage. Additionally, General Fund revenues—approximately 47% of which is made up of Sales Tax and Property Tax—were negatively impacted. For Fiscal Year 2018-19, the City has a total budget of \$448.3 million, with \$354.4 million in operational funding and \$93.9 million in capital projects. General Fund expenditures of \$169.7 million reflect the City's emphasis on funding core services and addressing the Council's goals and priorities.

### Mission Statement

*To provide high-quality public services and cultivate a vibrant, resilient, and livable City.*

## THE DEPARTMENT

The Human Resources Department delivers services and provides leadership that enable the City to provide quality services to its diverse community. Attracting and hiring talent, creating and enhancing opportunities for career growth, providing an inclusive workplace environment, and offering competitive salaries and benefits are all vital aspects of the work accomplished





by the Department. Services also include succession planning, mentoring, labor and employee relations, citywide safety and risk management, ADA compliance, and Workers' Compensation.

During Fiscal Year 2017-18, Human Resources implemented numerous programs to assist City employees following the destructive wildfires; collaborated with the Joint Powers Authority to secure property insurance reimbursement for damaged or lost City properties; contracted with a new Workers' Compensation TPA; converted to an electronic claims file management system and automated the mechanism for injury/illness reporting; implemented a Citywide centralized Safety Program; and implemented a short-term disability program for several bargaining units, among other accomplishments.

Going forward, Human Resources is working to utilize the findings and recommendations of a third-party organizational assessment to increase effectiveness and enhance service delivery, as well as to update and implement the ADA Transition Plan, streamline workflow through innovative technological solutions, and implement HR and Risk Programs to inform staff of available and value-added resources and programs. The Department is supported by a total annual budget of \$34.7 million (\$32 million comes from the Risk Management Fund) and a 21-member team.

## THE IDEAL CANDIDATE

The ideal candidate will be a hands-on human resources professional with a strong foundation in public sector personnel management. This knowledgeable individual will have a well-rounded background and understanding of all human resource disciplines. He or she will exhibit a strong customer orientation and have the ability to lead the HR team in developing effective, solution-oriented approaches and systems that support the City's human resource needs.

The individual selected will be an excellent and credible written and verbal communicator. As an approachable professional, he/she will display outstanding interpersonal skills and be proactive about maintaining open and active lines of communication with staff and key stakeholders. The new Director will exhibit confidence, compassion and emotional intelligence. He/she will share knowledge and mentor staff to learn and develop professionally. By creating a team environment and modeling a service-oriented philosophy, this exceptional manager will ensure the HR team is seen as an invaluable business partner with the reputation of being highly functional. Further, a history of establishing and maintaining productive and positive relationships with labor groups is important to succeed in this position.

Recognizing that Human Resources touches all departments, the ideal candidate will earn credibility from those he/she supports by being a champion for operational effectiveness. The individual selected will provide line departments with consistent guidance based upon sound personnel practices and creative solutions. The HR Director will rely on his/her broad HR knowledge, experience and innovative thinking to incorporate best practices in the department, enhance the use of technology and develop creative approaches when assisting departments in meeting their objectives. Others will look to the Director for his/her expertise in developing consistent policies and efficient standardized procedures. Analytical, accurate and a trusted source for information, this individual will update and streamline operations in the Human Resources Department.

The professional selected will have a demonstrated ability to develop and implement effective procedures and systems and utilize technologies that enhance efficiency, accuracy, and the customer experience. He/she will enhance the use of the City's recruitment and hiring software to ensure optimal use of the technology in an effort to streamline internal operations, eliminate manual processes and improve internal and external customer experiences. To that end, the ideal candidate will be capable of managing multiple priorities simultaneously in a fast-paced environment and possess a track record of successful project management.

Knowledge of advanced principles and practices utilized in public sector personnel administration including the areas of recruitment, selection, job analysis and classification, compensation, performance management, equal employment opportunity, employee and labor relations is desired. Previous experience interpreting laws, regulations, policies and procedures will be expected. Familiarity with federal, state and local government laws impacting municipal personnel administration, including the Fair Labor Standards Act, is required. Exposure to, or knowledge of, labor management, negotiation strategies and techniques, and applicable laws is preferred.

Other skills expected for this position include preparing and presenting complex information at City Council meetings and managing administrative duties required of an executive team member. Although experience at the director's level is not required, candidates must present outstanding qualities from exceptional communications skills to creative problem solving. The successful candidate will possess a combination of education and experience that provides the knowledge, skills and abilities necessary for this role. A proven track record with sufficient years of general human resources administration experience and education equivalent to a Bachelor's degree from an accredited college or university with a





major in personnel administration, public administration, psychology or related field are expected. A Master's degree and experience supervising professional personnel staff are highly desirable.

## COMPENSATION AND BENEFITS

The City provides an attractive compensation package that includes a competitive salary range up to **\$175,037** annually. The City will provide a 2.5% cost of living adjustment effective the first full pay period following July 1, 2019. Santa Rosa does not participate in Social Security, but assesses the Medicare contribute of 1.45%. Among the fringe benefits are:

- **Retirement** – CalPERS, 2.5% @ 55 formula with single highest year compensation for Classic Members. Employee pays 9.5% employee contribution. New CalPERS Members formula is 2.0% @ 62 with 3-year final average compensation; employee pays 7.75% employee contribution.
- **Health Insurance** – City provides choice of three plans (Kaiser, Anthem Blue Cross EPO and Anthem Blue Cross PPO); City contributes between 80% and 87.5% of the monthly premium for employee and dependents.
- **Dental and Vision Insurance** – The City provides and contributes the monthly premium for Delta Dental PPO and VSP vision plans for employee and dependents.
- **Life Insurance** – The City provides Life Insurance at \$50,000 with the option to purchase up to \$200,000.
- **Long Term Disability** – The City provides Long Term Disability at 60% of monthly income up to \$6,000 with a benefit waiting period of 60 days.
- **Vacation Leave** – 80 hours of accrual annually for one to four years of service. Additional days are earned with additional years of service.
- **Administrative Leave** – Up to 80 hours.
- **Paid Holidays** – The City observes 10 paid holidays annually, plus 2 to 3 “floating” holidays per year depending on years of service.
- **Sick Leave** – Accrued at the rate of 8 hours per month with service credit for unused sick leave.
- **Auto Allowance** – \$350 per month.
- **Deferred Compensation** – Employees can choose to contribute to a 457 Deferred Compensation Plan.

## APPLICATION & SELECTION PROCESS

The closing date for this recruitment is midnight, **Sunday, January 13, 2019**. To be considered for this opportunity, upload cover letter, resume and a list of six professional references using the “Apply Now” feature at [www.tbcrecruiting.com](http://www.tbcrecruiting.com).



Suzanne Mason • 562.631.2500  
Teri Black • 424.296.3111  
TERI BLACK & COMPANY, LLC  
[www.tbcrecruiting.com](http://www.tbcrecruiting.com)



Following the closing date, resumes will be screened in relation to the criteria articulated in this brochure and applicants with the most relevant qualifications will immediately be granted preliminary interviews by the recruiters. Candidates deemed to be the best qualified will be invited to participate in panel interviews in February. The top candidates will then be invited to participate in additional interviews and other selection activities. An appointment is anticipated in early 2019, following the completion thorough background and reference checks. Please note that references will not be contacted until the end of the process and, at that time, will be done so in close coordination with the candidate impacted.

