

# HUMAN RESOURCES DIRECTOR

*An incomparable opportunity  
to rebuild and innovate!*





## THE COMMUNITY

Located in the heart of Silicon Valley, Redwood City (pop. 86,380) is the third largest city in the County of San Mateo. Incorporated in 1867, it serves today as the county seat and home to the San Mateo County History Museum, located in the county's old courthouse. With an average of 255 sunny days each year, Redwood City enjoys a mild Mediterranean climate (as the city slogan proclaims, "Climate Best by Government Test") and a one-of-a-kind waterfront that includes the Redwood Shores neighborhood, numerous bayfront residential options, ample recreation opportunities (including a yacht harbor), and the only deep-water port in the south bay of San Francisco.

Redwood City's population doubles during the day, attracting employees to world-class firms such as Oracle, Electronic Arts and Shutterfly. Genomic Health, Kaiser Permanente, Stanford University Health and more than 500 various industry start-ups also have a strong presence in the city. World-renowned Stanford University has made a long-term commitment to the community and is relocating administrative functions to a newly developed campus just 1.5 miles from downtown marking the University's first significant expansion outside its main campus. A conveniently located Caltrain stop allows employees and visitors to easily take advantage of efficient rail travel from San Jose to San Francisco.

Redwood City's vibrant and pedestrian-friendly downtown offers residents, visitors, and businesses a unique retail, entertainment, and restaurant experience. Beautiful Courthouse Square stands as the centerpiece of downtown and has become a gathering place for people from throughout the community and the peninsula. Over 30 unique parks, ten sports fields, two seasonal pools, a Senior Center, and five Community Centers are widely popular with the community, while the arts and culture scene features intimate theaters, galleries, and live music venues.

The community has long been known for its diversity, strong neighborhoods and community organizations, social involvement and civic pride. The City works diligently to maintain positive and productive relationships with community partners, together providing outstanding services, programs and opportunities for residents. This mix of tradition and innovation, community and diversity, makes Redwood City an extraordinary place to work and call home.

## THE ORGANIZATION

Redwood City is a progressive, full-service Charter City with a council-manager form of government. The seven-member City Council currently is elected at-large to four-year staggered terms; Council Members select the Mayor and Vice Mayor from among their colleagues to serve for a period of two years. The City is transitioning to district-based City Council elections beginning in 2020. The Council also appoints the City Manager, who is responsible for the strategic direction and day-to-day operations of the City Government, as well as the City Attorney, and the members of the City's boards, committees, and commissions. The Council prides itself on having civil and respectful discourse among its members, and is very supportive and appreciative of City staff.

Redwood City is recognized as well-managed and innovative, strategically driven, entrepreneurial, and financially stable. Staff at every level of the organization strive to address community needs in partnership with residents and members of the education, health, non-profit and business communities. This cohesive group of professionals is uniquely talented, action-oriented, collaborative, and service-minded. The team culture is further strengthened by a deep commitment to the community, dedication to hard work, and achieving quality results. City services regularly receive high marks from residents.

In addition to the offices of the City Manager, City Clerk and City Attorney, the City is organized across the departments of Administrative Services (Finance, Information Technology, Revenue Services); Community Development and Transportation; Fire; Human Resources; Library; Parks, Recreation & Community Services; Police; and Public Works. Together, these departments employ 557 staff members. The City's Fiscal Year 2018-19 total budget is \$276.7 million (General Fund \$142.7 million). Redwood City continues to take strategic action to maintain long-term fiscal stability while simultaneously addressing its long-term unfunded liabilities. Despite these challenges, Redwood City continues to provide innovative programs and high-quality service to the community.

In February 2019, the City Council established three top policy priorities: Housing, Transportation, and Children and Youth. In conducting City operations, the City Council places a premium on community engagement, efficiency, and innovation. The City Council is currently updating the City's Strategic Plan to guide future work.





## THE DEPARTMENT

Commencing with the new fiscal year and the selection of Redwood City's new Director, what is now a division of the Administrative Services Department will become the City's re-established Human Resources Department. After a 7-year hiatus due to the Great Recession and leadership transitions within the organization, the City Manager, Assistant City Manager, and customer departments are excited about this change and the possibilities associated with rebuilding and innovating human resource services in Redwood City. The Human Resources Director will report to the Assistant City Manager who oversees the City's administrative operations. Supported by seven full time staff members and two casual employees, Human Resources in Redwood City encompasses Training and Development, Recruitment, Classification and Compensation, Benefits, Workers' Compensation and Safety, and Employee and Labor Relations.

The values and behaviors that guide Human Resources are:

- Excellence: Passion to do our best in each moment.
- Integrity: Do the right thing, not the easy thing.
- Service: We care and it makes a difference.
- Creativity: Freedom to imagine and courage to act.

*This is an incomparable opportunity to rebuild and innovate in a supportive, collaborative, and exciting environment.*

## THE IDEAL CANDIDATE

The City is seeking a high-energy and visionary local government HR professional who is passionate about serving customers and dedicated to superior standards and outcomes. He/she will offer impressive breadth and a track record for effectively leading positive change. A history of creativity and innovation in human resources is highly desirable. Confident in his/her talent and expertise, the ideal candidate will be a self-starter who is comfortable working autonomously with minimal guidance and direction. This is a dynamic and hands-on position, directly involved in training, discipline, labor negotiations strategy, and other facets of human resources.

To be a great fit for Redwood City's incredible Executive Leadership Team, the new Director must be collaborative, hardworking, flexible, and fun. A relentless champion for organizational goals, this strategic thinker will be at the top of his/her game. While recognized as industry expert, the ideal candidate will also have a healthy sense of humor, good self-awareness, and a high degree of emotional intelligence.

The individual selected will be well-versed in contemporary best practices and current on industry trends. Along those lines, the City is committed to revolutionizing its approach to recruiting and retention over the course of the next two fiscal years, and the new HR Director will have an unprecedented opportunity to directly influence and lead this exciting transformation. Fueled by an entrepreneurial spirit, he/she will have the rare opportunity to design, brand, and implement pioneering strategies and innovative changes that serve to position Redwood City as an unquestionable employer of choice.

This talented people manager will bring demonstrated success with creating and maintaining a cohesive culture that inspires employees to thrive and do their best work. Committed to ongoing professional growth and development, he/she will be a highly sought mentor who enjoys helping people maximize their potential and encourages continuous knowledge and skill expansion. With an uplifting "can do" attitude, the new Director will be generous in acknowledging outstanding work and will not shy away from addressing individual and department performance challenges as needed.

The ideal candidate will be an extraordinary verbal and written communicator with exceptional interpersonal skills. He/she will be a highly skilled relationship builder who is attentive to the importance of both internal as well as external partnerships. An effective negotiator and consensus builder, this director will also have a history of establishing and maintaining cooperative and productive relationships with labor groups. Experience working with public safety is strongly preferred.

The City has six bargaining groups, including: Chief Officers Association; International Association of Fire Fighters; Police Officers Association; Police Supervisors Association; Redwood City Management Employees Association; and SEIU. Negotiations with all bargaining groups concluded in FY 2018-19, and the new Memorandums of Understanding with each group do not expire until 2021. In the meantime, over the course of FY 2019-20, City management and public safety bargaining units will begin working together on Industrial Disability Retirement Committees in an effort to examine retiree health vehicles and develop



alternative solutions to reduce the City's retiree health liability as related to industrial disability retirements. The new Director will be part of the strategic planning team on this effort, working closely with the City Manager, Assistant City Manager, and the City's labor negotiator.

A sophisticated approach to customer care and experiences will be expected. To that end, the ability to elevate the reputation of Human Resources to be an invaluable high performing, proactive and creative business partner will be expected. Guided by previous success with efficiency enhancement, the professional selected will seize opportunities to simplify and streamline business operations and protocols. The City has recently concluded the vendor selection process for replacing the City's legacy financial management and human resources system, and implementation of the new system begins in FY 2019-20. The team leading this project has taken a highly collaborative, communicative, and thoughtful approach throughout the planning and selection process, and has worked hand in hand with the Executive Leadership Team and affected staff along the way. Staff citywide as well as the City Council have embraced this long-awaited project. As part of this effort, the HR Director has a unique opportunity to provide input and guidance on best practices in human resources processes, and will serve as a member of the core team to help lead change management efforts. This opportunity to update and modernize policies and procedures will leave a lasting positive impact on the organization for years to come. Prior experience with implementing new technology and managing complex system conversions will be considered favorably.

The ideal candidate will be knowledgeable regarding all aspects of public sector human resources. A Bachelor's degree from an accredited college or university with a major in human resources management, industrial relations, business or public administration or related field and five (5) years of progressively responsible experience in personnel management including two (2) years in a supervisory capacity are expected. A Master's degree is desirable.

## COMPENSATION & BENEFITS

The salary range for this position is \$161,928 - \$218,604 annually. Placement within the range will be DOQE. Salary is supplemented by a competitive benefits package that includes, but is not limited to:

**Retirement** – CalPERS 2%@60 for classic CalPERS members; 2% @ 62 for new members. Employee pays full share of CalPERS contribution.

**Medical Insurance** – CalPERS choices of three PPOs and seven HMOs; City pays 90% of monthly premium for employee and dependents, up to \$1,675 monthly for 2019.

**Dental/Vision Insurance** – City pays 90% of the monthly premiums for employees and their qualified dependents.

**Flexible Benefit Plan (Cafeteria Plan)** – Allows employees to contribute tax-free income for medical premiums, healthcare reimbursement and dependent care reimbursement.

**Car Allowance** – \$400 per month.

**Cell Phone Stipend** – \$75 per month.

**Professional Development** – Professional development reimbursement up to \$750 per year; education reimbursement up to \$1,500 per year.

**In-Lieu Hours** – 160 hours per year, may be cashed out annually.

**Vacation/Sick Leave** – Vacation accrual rate of two to five weeks per year based on total public sector/industry experience; sick leave is accrued at a rate of 1 day per month.

**Deferred Compensation** – Four plans available; voluntary contribution.

**401(a)** – PARS Defined Contribution Retirement Enhancement Plan. City pays contribution of 2% of compensation. In addition, a new hire classified as a New CalPERS member (PEPRA) pays 5% employee contribution. A new hire classified as a Classic CalPERS member does not make an employee contribution.

**Income Protection** – The City provides basic plan coverage for Life and Accidental Death and Dismemberment and Long Team Disability with additional coverage available for purchase by employee; additional coverage for severe medical issues and disability income is available.

## APPLICATION & SELECTION PROCESS

The closing date for this recruitment is midnight, **Sunday, June 30, 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).



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Following the closing date, resumes will be screened in relation to the criteria articulated in this brochure. Applicants with the most relevant qualifications will immediately be granted preliminary interviews by the consultants. Candidates deemed to be the best qualified will be invited to interview in Redwood City in August. The Assistant City Manager anticipates making an appointment shortly thereafter, following the completion of 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.

### Selection Process Schedule

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|---|------------------|
| Closing Date .....  | June 30, 2019    |
| Screening Interviews.....   | July 5-12, 2019  |
| Recommendation of Candidates .....  | mid-July 2019    |
| Finalist Interviews in Redwood City.....  | August 8-9, 2019 |
| Anticipated Appointment.....  | August 2019      |
| <i>Key dates have been confirmed and candidates are encouraged to plan their schedules accordingly.</i> |                  |