

## **Compensation and Benefits**

The salary for this position is \$132,059 - \$160,514, annually, DOQ. In addition, the City of Santa Clarita offers an attractive and competitive compensation package, including:

- ◆ Retirement:
  - Classic members PERS 2% @ 60 (highest 36 months) with the employee contributing 7%.
  - New hires PERS 2% at 62 (highest 36 months) with the employee contributing 6.25%.
- ◆ Medical/Dental/Vision Insurance: City contributes up to \$1,175 per month toward the purchase of insurances or \$214.62 taxable cash if no medical is elected.
- ◆ Deferred Compensation Program: \$2,000 per year City contribution or cash in lieu.
- ◆ Vacation: 2 weeks per calendar year for the first 4 years; 3 weeks up to 10 years; 4 weeks after 15 years.
- ◆ Sick Leave: 12 days per calendar year.
- ◆ Holidays: 12 annually, plus 1 floating holiday.
- ◆ Administrative Leave: 10 days per calendar year.
- ◆ City-paid Short/Long Term disability; City-paid Life Insurance equal to 1 times annual salary; and education assistance (75% of costs up to \$3,000 annually) are provided as well.

## **The Process**

To be considered for this exceptional career opportunity please submit (email preferred) a cover letter of interest, resume, salary history and five work related references (references will not be contacted until mutual interest is established).

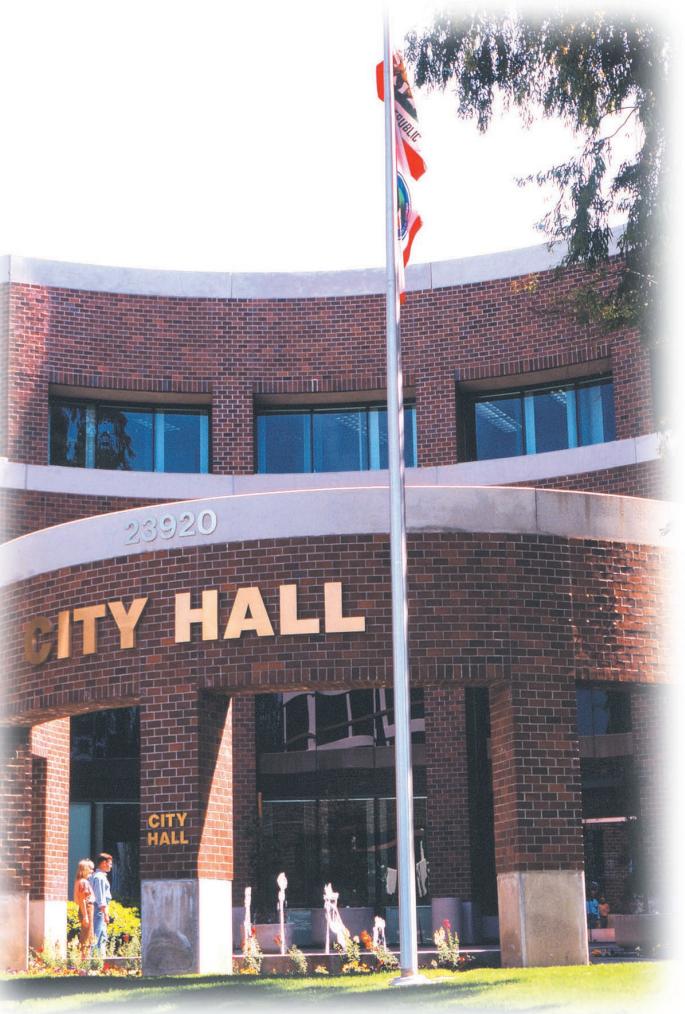
Bill Avery or Paul Kimura  
Avery Associates  
3½ N. Santa Cruz Ave., Suite A  
Los Gatos, CA 95030  
E-mail: [jobs@averyassoc.net](mailto:jobs@averyassoc.net)

The final filing date is May 28, 2014.

If you have any questions regarding this position, please feel free to contact Bill Avery or Paul Kimura at 408.399.4424.



# *The City of Santa Clarita*



*invites your interest  
for the position of*

**Human  
Resources  
Manager**

## The Community

Santa Clarita is located just north of Los Angeles, minutes from Burbank Airport. The City is the third largest in Los Angeles County and one of California's best communities for raising families and building businesses. With its unique blend of rural, old west heritage and urban sophistication, this progressive city has established an enviable balance between quality living and quality growth. That balance is carefully maintained through long-term planning and fiscal responsibility, community involvement, respect for the environment, and strong public and private support for business development.



The City of Santa Clarita encompasses the communities of Canyon Country, Newhall, Saugus, and Valencia. With a population of 205,000 residents within a 54-square-mile area, Santa Clarita is economically stable with a diverse base of businesses in aerospace, technology, film, and the biomedical field, among other targeted sectors. The City holds a AAA bond rating from Standard and Poor's and the area's unemployment is consistently below the State and National averages.

The City is family-friendly with four local public school districts that consistently rank in the top 10 percent in California. Santa Clarita is home to more than 50 primary education sites, and three colleges, including California Institute of the Arts, College of the Canyons, and The Masters College.

Santa Clarita is one of the West Coast's fastest-growing cities and consistently ranks as one of the FBI's "Top 10 Safest Cities in the Nation." The City of Santa Clarita was named "One of the Best Places to Live" by CNN Money Magazine and one of Los Angeles County's "Most Business Friendly Cities" by the Los Angeles Economic Development Corporation. Santa Clarita has also been ranked one of the 100 Best Communities for Young People, one of the best cities for job seekers by NerdWallet.com, and one of the top 25 Retail Markets in California.

Over the last quarter century, the City of Santa Clarita has established a reputation as one of California's top cities, offering residents and business owners an unmatched quality of life in a beautiful, vibrant setting.



## City Government

The City of Santa Clarita is a general law city with a Council/Manager form of government. The City Council consists of five members who are elected at-large to serve four-year terms. Each December, the City Council selects a member of the seated Council to serve as Mayor on a one-year rotating basis. Santa Clarita conducts its City Council election in April of every even-numbered year, but is awaiting approval from Los Angeles County to hold its election on the first Tuesday in November in even-numbered years.

Santa Clarita's FY 2013-2014 budget is \$180.6 million. The City currently employs 370 regular employees within the City Manager's Office and the departments of Parks, Recreation & Community Services, Administrative Services, Public Works and Community Development.

Santa Clarita operates three city libraries and more than 30 park and recreation facilities. Public safety services are contracted through the Los Angeles County Sheriff and Fire department, while other day-to-day operations such as library services, landscape maintenance district services, and transit services are also contracted with industry leaders.

The City of Santa Clarita invites you to visit its website at [santa-clarita.com](http://santa-clarita.com) for more information about the City's philosophy, structure, and services.

## The Position and Ideal Candidate

The Human Resources Manager, under administrative direction of the Assistant City Manager, is responsible for the overall planning, organizing and administration of the City's Human Resources Division in the City Manager's Office, including recruitment, selection, employee and labor relations, classification, compensation, benefits, employee training and development, workers' compensation, risk management and purchasing and mail services. The HR Manager also serves as a technical resource for the City Council, City Manager and other City personnel.



The new Manager will have a broad based HR background with a strong knowledge of recruitment/selection and classification/compensation and exposure to other discipline areas of human resources. The ability to identify, provide and deliver creative and proactive business solutions will also be a key aspect of this position. Excellent budget administration, management, and written and verbal communication skills are also required. Particular emphasis will be placed on a candidate's background and ability to demonstrate success in the areas of organizational development and employee training.

The new HR Manager will need to be able to develop and maintain positive working relationships with a skilled and engaged staff, department heads and elected officials. An open communication style and interpersonal skills will enable the ideal candidate to be particularly effective in this role. He or she will form partnerships with citywide departments to support and foster a working environment that can maximize organizational performance. The new Manager will be an integral part of the City's executive team. A leadership style that fosters a sense of inclusive decision making, teamwork, mentorship and professional development will be essential in expanding the capacity and skills within the division.

The successful candidate will possess a combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Human Resources Manager. A typical way of obtaining the required qualifications is to possess the equivalent of five years of increasingly responsible experience in Human Resources, including two years as a supervisor, and a Bachelor's degree in human resources, organizational development, business, public administration, or closely related field. A Master's degree in Public Administration is desirable.