

Compensation and Benefits

The salary range for this position is \$147,683 - \$179,509, dependent on qualifications. The City offers a generous benefits package, which currently includes:

- ◆ Flexible Benefits Plan – A generous pre-tax monthly allowance of up to \$1,860.22 is provided for PERS health insurance; City paid dental and basic life insurance provided by the City.
- ◆ Vacation – Up to 25 days annually.
- ◆ Holidays – 10 observed plus 3.5 floating holidays.
- ◆ Sick Leave – 12 days per year with no limit on accumulation. Unused sick leave may be converted to PERS service credit upon retirement.
- ◆ Administrative Leave – 40 hours annually (which may be cashed out).
- ◆ Automobile Allowance – \$3,000 annually.
- ◆ Retirement Program per AB340 – PERS 2% @ 55 plan for qualifying Classic members, based on single year highest compensation or PERS 2% @ 62 plan for New members not previously employed by a CalPERS agency or reciprocal agency. Employee contribution is based on CalPERS membership and is treated as a pre-tax contribution. The City does not participate in Social Security; however, employees contribute 1.45% for Medicare.
- ◆ Long-Term Disability – The City provides LTD insurance 2/3 of salary up to \$8,000 per month.
- ◆ Optional Benefits – Several optional insurance plans are available to eligible employees including vision, flexible spending account, dependent care program, long-term care, additional life insurance and 457 deferred compensation plans.



The Process

If you are interested in pursuing this unique and exceptional career opportunity, please submit (email preferred) a cover letter of interest, resume, salary history and contact information including email addresses for five work-related references (references will not be contacted until mutual interest is established) to:

Paul Kimura and/or Bill Lopez
Avery Associates
3½ N. Santa Cruz Ave., Suite A
Los Gatos, CA 95030
E-mail: jobs@averyassoc.net

The final filing date for this position is October 9, 2015.

If you have any questions regarding this position, please feel free to contact Paul Kimura at 408.399.4424 or Bill Lopez at 408.888.4099 or williaml@averyassoc.net.



The City of Alameda



*invites your interest
for the position of*

Human Resources Director

The Community

The city of Alameda, California is a unique island community of approximately 76,000 residents in the San Francisco Bay Area. Alameda, comprised of the main island and Bay Farm Island, is connected to the East Bay mainland by four bridges and two subterranean tubes, and by ferry services to San Francisco. It is within minutes of all the cultural activities in San Francisco, Oakland and Berkeley. The community is proud of its history and small town charm; consequently, particular emphasis is placed on historic preservation and quality design and on managing the impacts of development initiatives.



Alameda is a historic city with a vibrant atmosphere and a diverse mix of housing, neighborhoods, office, industrial and retail businesses. Charming Victorian homes grace shady tree-lined streets covering the island's 10.61 square miles. It is an architecturally and historically rich community with over 10,000 buildings constructed prior to 1930. According to Money Magazine, the city of Alameda compares favorably to the "best places to live" in America. It is a culturally diverse community with a well-educated populace, numerous restaurants and libraries, and better than average weather. Businesses such as Peet's Coffee & Tea roasting facility, Makani Google, Abbott Diabetes Care, Oakland Raiders, and VF Outdoor (North Face) are located in its business districts. Alameda is also home to the College of Alameda and is in close proximity to the University of California, Berkeley and California State University, East Bay.

Alameda has a reputation as a friendly and sophisticated island community. It is also a city that comes together to support its commercial job-generating uses by streamlining approval processes, supporting and engaging with its four business associations, and removing obstacles to doing business, when possible. Because of its proximity to San Francisco and other cities around the Bay, Alameda has become attractive to many businesses with progressive corporate philosophies, including those that value clean energy, green building standards, and other social and environmental causes. Residents say this family community offers it all: great schools, family-friendly beaches, a successful historic movie theater, retail stores, ample recreational opportunities, and abundant parks and playgrounds. Alameda has a true community feel and offers many desirable aspects of suburban life.

City Government and the Human Resources Department

This proud city was incorporated in 1854 and became a Charter City in 1916 with a Council-Manager form of government. The Mayor is directly elected to a four-year term with the remaining four Councilmembers elected to four-year terms, staggered at even-numbered years. The City Council directly hires the City Manager, City Attorney and the City Clerk.

The City is a full-service organization that provides residents with a broad range of municipal services including police and fire protection, construction and maintenance of streets, storm drains and other infrastructure, a state of the art library system, over 400 acres



of recreational facilities including multi-use athletic fields, picnic sites, a skate park, swim center, and a full-service senior center. The City owns and operates Alameda Municipal Power, an electric utility serving the needs of all Alameda residents and businesses, and owns and privately manages a golf complex comprised of two 18-hole championship courses and one nine-hole executive course. The City's overall budget is \$188 million for fiscal year 2015-2016, with a workforce of approximately 512 full-time employees. Candidates are encouraged to visit the City's website at <http://alamedaca.gov> for a broader understanding of the City's organization.

The Human Resources Department (HR) serves as a strategic partner with all city departments to ensure they have the tools and resources necessary to successfully achieve each department's mission. With a staff of eight employees and an operating budget of \$1.8 million, HR administers employee/labor relations, recruitment, classification & compensation, and employee benefits.

The Position and Ideal Candidate

The HR Director reports to the Assistant City Manager and works closely with elected officials, peer department heads and the citywide organization in providing progressive leadership and creative HR programs. A key aspect of this assignment is the need to establish a proactive partnership with the city operation in providing expertise and guidance in dealing with employee relations, personnel management and organizational development issues.

This role provides an exceptional opportunity to positively impact the organization. The HR Department is facing the planned retirement of two key long-term staff and the new HR Director will have the opportunity to create a new team and environment of stability, innovation and enhanced service delivery. The City's executive leadership team is highly supportive of the HR Department and will embrace a collaborative, team oriented director.

Some of the immediate challenges of the Department include: the increasing demands for HR services which dictate a need to upgrade internal technology solutions resulting in greater productivity; and the strengthening of operational work flows and processes, that will enhance productivity and efficiency. These efforts are expected to reduce existing recruitment backlogs and successfully address expanding needs for hiring.

External to the HR Department, the new Director is expected to develop and maintain a positive work relationship with labor, based on active communications, mutual respect and trust. Accordingly, a track record of success in positively addressing employee and labor relations issues including contract negotiations and expertise in the area of recruitment and selection are required in this role. The HR Director will be a hands-on, knowledgeable and contemporary HR generalist with excellent verbal and written communication skills, and outstanding interpersonal and relationship skills. The ability to address and resolve complex organizational issues in a resourceful and positive manner will be a key attribute in the role.

This position requires a background of 10 or more years of broad and extensive experience in all major phases of human resources administration and management including employee and labor relations and HRIS with at least five of those years in a management role. A BS/BA in a related field is expected and a Master's degree is preferred. A combination of education and professional experience likely to provide the required knowledge, skills and abilities for the position, may be considered.

