

Compensation and Benefits

The City of Santa Rosa offers a highly competitive compensation and benefits package. The base salary range for this position is \$131,875 to \$164,989 annually, DOQ. The excellent benefits package includes:

- ◆ Retirement: CalPERS with a 2.5% @ 55 formula (single highest year) for "Classic" PERS participants. Employee pays 8% employee contribution; plus an additional 1.5% (pre-tax) toward employer contribution. New participants to PERS are eligible for 2% @ 62 formula with provisions consistent with the California Pension Reform Act of 2013. Employee pays the employee contribution rate set by CalPERS; plus an additional 1.5% (pre-tax) toward employer contribution.
- ◆ Health Plan: The City provides a choice of three plans: City PPO, City EPO, or Kaiser Permanente, and it contributes a portion of the monthly premium for employee and dependents.
- ◆ Dental & Vision Insurance: The City provides and contributes the monthly premium for Delta Dental and VSP vision plans for employee and dependents.
- ◆ Vacation: 80 hours of accrual annually for one to four years of service. Additional days are earned with additional years of service and there is an annual vacation sell-back option.
- ◆ Holidays: The City observes 10 paid holidays annually, plus 2 to 3 "floating" holidays per year.
- ◆ Administrative Leave: Up to 80 hours annually, not accruable from year to year.
- ◆ Sick Leave: Accrued at the rate of 8 hours a month with service credit for unused sick leave.
- ◆ Long Term Disability and Life Insurance: The City provides LTD and life insurance.



For additional information on the City of Santa Rosa, visit its website at www.srcity.org.

The Process

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

Bill Avery 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 December 16, 2016.

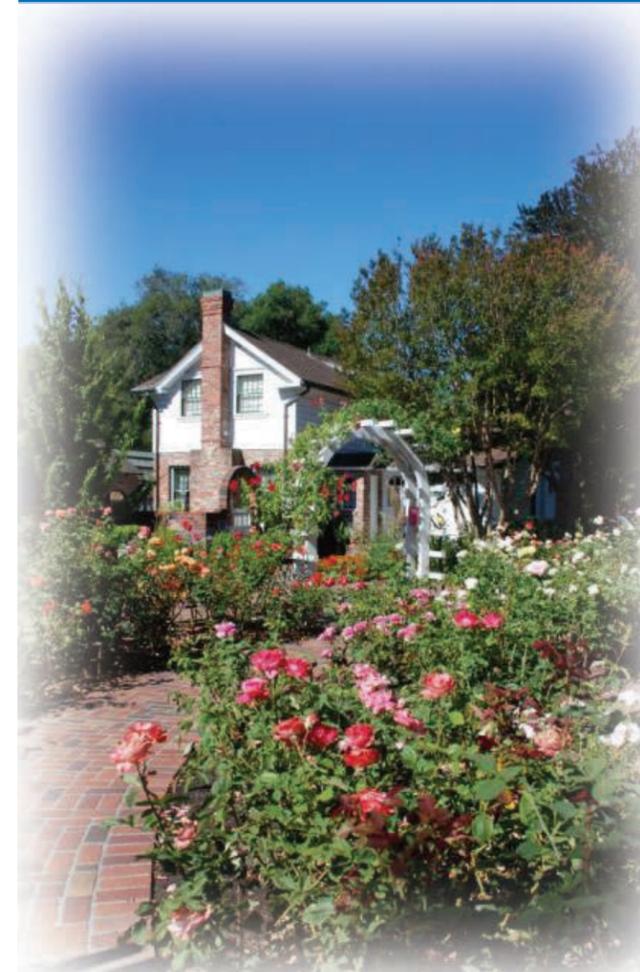
If you have any questions regarding this position, please feel free to contact Bill Avery at 408.399.4424 or Bill Lopez at 408.888.4099.



The City of Santa Rosa

*invites your interest
for the position of*

**Director
of Human
Resources**



The Community

The City of Santa Rosa is located just 55 miles north of San Francisco and 30 miles east of the Pacific Ocean with a population of approximately 170,000. The county seat of Sonoma County, Santa Rosa is the gateway to tourist destinations, and the center of trade, government, commerce, and medical facilities for the North Bay. The surrounding area is home to over four hundred wineries and vineyards, many beautiful parks and recreational facilities, including 16 golf courses and the spectacular northern California coastline.

Santa Rosa is in the center of a nationally recognized cycling area, and it boasts of many attractions associated with large cities, including a symphony, performing arts center, theater productions, and internationally-recognized restaurants. Yet, it still retains the warmth and small town feel of decades past. Santa Rosa has been named one of the 50 greenest cities in the United States with one of the top five mid-sized downtowns in California. With excellent schools, a thriving social and economic scene, and relatively affordable housing, Santa Rosa is a great place to live, work and play.



City Government and the Human Resources Department



Santa Rosa is a charter city and operates under a Council-Manager form of government. The City Council is comprised of seven members, elected at-large that serve four-year overlapping terms. The City Council selects the Mayor from among its members to serve a two-year term. The City Council appoints the City Manager and City Attorney.

As a full-service city, with over 1200 employees, Santa Rosa has the following departments: City Manager's Office, Planning and Economic Development, Housing and Community Services, Recreation & Parks, Finance, Police, Fire, Human Resources, Information Technology, Transportation and Public Works, and Santa Rosa Water.

With an annual budget of over \$32.8M, the department is organized into two divisions: Human Resources with a staff of 13 and Risk Management, with 7. Human Resources oversees the recruitment and hiring of staff, striving to reflect the community's diversity. Providing a healthy environment for the retention and development of staff through relevant benefit plans and employee training, the division is an organizational resource with coaching, facilitation and mediation services. They manage complex personnel transitions occurring due to departmental succession planning and the continuing

retirement of valuable staff. In addition, the HR division negotiates labor contracts, participates in on-going labor/management problem-solving committees, investigates claims of discrimination, and supports a number of initiatives to support an inclusive work environment.

The Risk Management division develops and maintains programs designed to minimize the City's exposure to risk, promoting safety, and loss control. They administer the various insurance and risk control programs for employees such as OSHA and workers' compensation, as well as the City liability and property insurance programs, ADA compliance and employee benefit programs.



The Position and Ideal Candidate

The Director of Human Resources reports to the City Manager and is responsible for the delivery of innovative and timely HR services and leadership, serving as the City's Personnel Officer and Secretary to the Personnel Board. He/she will be tasked with the implementation of a Citywide web-based Performance Appraisal Solution. In addition, the implementation of a Citywide centralized safety program designed to reduce workers' comp costs and enhance compliance and safety is a major goal. However, it is the preparation for and participation in the upcoming data-driven negotiation cycle with all 13 represented bargaining units and 2 unrepresented that will be a significant focus for the Director.

The new HR Director is expected to bring a vibrant, proactive, strategic, and team oriented leadership style to the HR department and the City organization.

In working with the employees, organized labor representatives, the City management team, and the City Council, the successful candidate will reflect excellent communication skills and operate in a cooperative, collegial manner. A decisive, yet collaborative and inclusive management style will be critical towards facilitating various organizational development activities and in establishing and maintaining productive working relationships with the wide range of stakeholders. The ideal candidate will be approachable, an open communicator and credible advisor who is committed to mentorship and the professional growth of the HR team.

The selected candidate will possess a combination of education and experiences that has provided the knowledge, skills and abilities necessary for this role. A proven track record with sufficient years of general human resources administration experience and the equivalent to a Bachelor's degree from an accredited college or university in a related field are required. A Master's degree and experience in the supervision of professional personnel staff is highly desirable.

