

Compensation and Benefits

The City of San Ramon offers a competitive compensation and benefits package. The salary range for this position is \$116,608 - \$166,577 annually, DOQ. The excellent benefits program offers the following:

- ◆ Management Incentive: Eligible for management incentive pay of up to \$200 per month, at the discretion of the City Manager.
- ◆ Administrative Leave: Eligible for 52.5 hours of administrative leave per year.
- ◆ Vacation, Holidays and Sick Leave: 12 days of vacation accrual increasing with years of service; 10.5 Holidays plus two discretionary days per year; 7.5 hours of sick leave accrual per month.
- ◆ Retirement: CALPERS enrollment in either the 2% @ 60 plan (Classic Member) or the 2% @ 62 (New PERS Member) formula is dependent on the individual's eligibility as per AB 340. Classic members pay the 7% employee contribution and New PERS members pay the 6.25% member contribution. The City does not participate in Social Security except for Federal Medicare.
- ◆ Health and Medical: Up to \$1,906.81 per month for the selection of a medical plan through the California Public Employees' Retirement System health benefit program; City pays 100% of the premium for the employee and eligible dependents for the dental, vision, and employee assistance programs; City paid life and disability insurance.
- ◆ Deferred Compensation: ICMA-RC 457 program. Voluntary enrollment.



The Process

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

Paul Kimura 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 March 24, 2017.

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



The City of San Ramon



*invites your interest
for the position of*

**Human
Resources
Manager**

The Community

The City of San Ramon is considered a premier residential community in the San Francisco Bay Area. People come to San Ramon for its beautiful vistas, fine weather, "Blue-Ribbon" schools, attractive parks, and access to work. Some of the best of what Northern California has to offer in recreation, entertainment, leisure, and more, is less than an hour away in any direction. The City is located on 18.5 square miles in Contra Costa County, about 25 miles east of Oakland in the scenic San Ramon Valley, between Danville to the north and Dublin to the south. City Hall is located in the Bishop Ranch Business Park, which is home to multiple Fortune 500 firms.



Incorporated in 1983, San Ramon's population has tripled to more than 78,000 since that time. San Ramon offers residents a wide array of recreational opportunities at its 59 parks, four community centers, and two aquatic centers. More than 20 trails are located within the City, including The Iron Horse Trail, a regional multi-use trail that once was the right-of-way for the Southern Pacific Railroad. The city borders the Bishop Ranch Regional and Sycamore Valley open spaces, along with Tassajara Regional Park. It's a short drive to Mt. Diablo State Park, and Las Trampas Regional Wilderness, among other regional recreational areas.

San Ramon is dedicated to continuous improvement of the quality of life, which make its citizens proud. The small-town, family-oriented atmosphere is complemented by excellent City services designed to protect and enhance the quality of life for the citizens of San Ramon. With easy access and a full range of services, it is little wonder that San Ramon is one of Contra Costa County's most exciting and progressive cities.

City Government

San Ramon has a City Council/City Manager form of government. The City Council is the elected policy-making body for the City of San Ramon. It is comprised of four Councilmembers elected at-large who serve four-year overlapping terms and an elected Mayor who serves for a two-year term. The City Council appoints the City Manager and the City Attorney.

The City staff of 259 employees provides a broad range of services including Public Works, Community Development, Community Services, Police and Administrative Services. The City operates with a 2016/2017 General Fund budget of over \$45M and an all funds budget of over \$94M.

The Position & Ideal Candidate

The Human Resources Manager reports to the Administrative Services Director and provides



leadership to the City's human resource program and the staff of four HR personnel. The scope of this position includes the traditional HR functions of employee & labor relations, compensation & classification, recruitment & selection, training & development, risk management and benefits administration.

The key aspect of this assignment is the need to develop and maintain a proactive partnership with the city operation in providing guidance and expertise dealing with employee relations, personnel management and organizational development issues. This will require an active and engaged professional with strong interpersonal skills, who will effectively work with department heads and management staff as a valued business partner. Through his/her progressive approaches, communication skills, expertise and ability to work with city staff, the new manager will strengthen the role of human resources within the organization as a key resource and strategic partner. The new manager will be relied upon as an advisor to the City Manager and a consultant and partner to department directors.

The ideal candidate will be a strong and effective leader and manager that provides innovative and progressive solutions and who is comfortable addressing sensitive and problematic issues in an honest, candid and ethical manner. The new manager must reflect a deep commitment to excellence in public service and a vision of Human Resources' role in shaping the culture of the organization. The ability to work effectively in a fast-paced environment, adapt to change, coordinate multiple projects, and to meet deadlines are also vital to this role.

The new Manager will have a broad based HR background with knowledge of employee relations, recruitment/selection, organizational development, risk management and classification/compensation. Familiarity with labor and employment laws, human resources and employee relations' best practices and the ability to develop and perform complex analysis, and make recommendations concerning the City's workforce are expected. Knowledge of budget development and preparation of administrative reports, correspondence, resolutions, and staff reports will also be required.

Candidates with experience in the use of technology in the HR program will be favorably viewed. This position will require a minimum of five years of increasingly responsible experience in human resources preferably in the public sector including two years of management/supervisory experience. A Bachelor's degree from an accredited college or university in Human Resources, Organizational Development, Business, Public Administration or a related field is required. Possession of a Master's degree and the IPMA-HR CP certification are highly desirable.

