

Compensation and Benefits

The annual salary range (under review) for this position is between \$100,483 - \$134,657 depending on qualifications. The City also offers a comprehensive benefits package, which includes:

- ◆ **Retirement:** The City contracts with the California Public Employees' Retirement System (CalPERS), for the provisions of its retirement benefits, as set forth in the California Public Employees' Pension Reform Act of 2013. Participants enrolled in CalPERS prior to 1/1/2013 are eligible for 3% @ 60 (CLASSIC Non-Safety Member) benefit formula. Participants enrolled in CalPERS after 1/1/2013 are eligible for 2% @ 62 (PEPRA Non-Safety Member) benefit formula.
- ◆ **Life Insurance:** The City provides group term life insurance, in the amount of one times the annual salary plus an additional \$50,000, and voluntary life insurance.
- ◆ **Health Benefits:** The City currently provides a Cafeteria Benefit Plan with an allotment for self-represented employees of \$1,502 per month (2020) that can be used to help cover the cost of medical, dental, vision, supplemental life insurance, and ancillary benefits. Any remaining balance from the Cafeteria Benefit Plan can be designated to a health reimbursement account (HRA) for reimbursement of eligible health care expenses and/or deposited into a dependent care flexible spending account (FSA) for eligible dependent care expenses.
- ◆ **Leave Benefits:** The City provides 144 to 232 hours of annual leave, depending on number of years of service. The City also provides 11 paid holidays and 1 floating holiday per year. Self-represented exempt employees may convert up to 80 hours of annual leave to cash each fiscal year.
- ◆ **Administrative Leave:** The City provides FLSA exempt employees with 60 hours of administrative leave per fiscal year.
- ◆ **Social Security:** The Human Resources Manager participates in Social Security.
- ◆ **Deferred Compensation:** 457, Roth 457, and Roth IRA plans are available with employee participation only.
- ◆ **Tuition Reimbursement:** The City provides up to \$1,000 per fiscal year for reimbursement of expenses directly related to the cost of tuition, school fees, books, and required materials for approved courses.

The Process

To be considered for this exceptional career opportunity, please visit the Avery Associates Career Portal on our website at www.averyassoc.net/current-searches/ to upload your letter of interest, resume, and contact information, including email addresses for five work-related references (who will not be contacted until after an interview takes place).

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 recruitment is January 8, 2020.

If you have any questions regarding this position, please feel free to contact Bill Avery at 408.399.4424 or by email: bill@averyassoc.net or Bill Lopez at 408.888.4099 or by email: williaml@averyassoc.net.



THE CITY OF CORONADO



INVITES YOUR INTEREST FOR THE POSITION OF:

HUMAN RESOURCES MANAGER

The City

The City of Coronado is a small beach community, with an island feel. Incorporated in 1890, Coronado has a rich history and exceptional community assets in a village atmosphere. Surrounded by the San Diego Bay and the Pacific Ocean, Coronado offers a unique lifestyle enjoyed by residents, and has also welcomed visitors from around the world for nearly 120 years.



Coronado is the perfect place to swim, sail, surf, bike, run, walk, rollerblade, play tennis, golf, or take in a play. Coronado beaches are consistently considered some of Southern California's best, and there are miles of bike paths along the coastline that provide a great way to exercise and enjoy the spectacular scenery. Or, enjoy a round of golf in the shadow of the San Diego-Coronado Bridge at the Coronado Municipal Golf Course.

The City Council encourages residents and visitors to "shop local" and take advantage of the many unique shops, restaurants, and hotels throughout the city.

The thriving cultural and arts scene is also an important part of our community. The Coronado Playhouse is home to our local community theater group, while the Lamb's Players Theater boasts a well-regarded professional theater group, and the Coronado Historical Association houses the Coronado Museum of History and Art. In addition, the Coronado School of the Arts at Coronado High School offers a wide variety of shows throughout the year including plays, dance recitals, classical music shows, and more. There are also several very popular annual community events.

City Government and the Administrative Services Department

The City of Coronado is governed by a four-member City Council and a directly-elected mayor. The Mayor and Council members serve four-year terms and the Council designates one of its members as Mayor Pro Tempore.



The City is in the midst of a strong period of growth that has seen revenues expand due to strong property tax revenue. The City has an all funds budget of \$91.7 million and a balanced General Fund budget of \$61 million and a total of 249.75 FTEs. The Administrative Services Department includes the divisions of: Finance, Human Resources, and Information Technology and has a budget of \$3.9 million and 18 FTEs. The Human Resources Division has a total of 4 FTEs and a budget of \$518,565.

The Position and Ideal Candidate

The Human Resources Manager will report directly to the Administrative Services Director and will join the Department and the City at an exciting time of opportunity and growth for the community. The new Manager will oversee the crucial human resources services of: recruitment, employee relations, benefits and compensation, training and development, workers' compensation, leave administration, as well as health and safety services. The ideal candidate will be a "hands on" and engaging leader with creative and collaborative ideas to improve the work environment for the City's dedicated employees.



The new Manager will join the Division at a critical time with a number of key priorities and projects in need of completion. Key projects include reviewing the City's current administrative policies to ensure state and federal compliance, evaluating the Safety Committee's effectiveness, as well as implementing a citywide employee performance tracking system.

Given the size of the Division, the new Manager will need to be a highly collaborative and engaging team builder capable of creatively solving problems and implementing process improvements. A communications and relationship building style that actively focuses

on building ties within the broader Administrative Services Department and the wider city operation will be highly important to achieve success in this role. A keen eye towards innovation and finding new ways to recruit talented staff as well as develop and retain current staff will also be critical for the Human Resources Manager.

To be considered for this exciting opportunity the candidate must have at least five years of increasingly responsible professional human resources experience including some supervisory responsibility. He/she must hold a Bachelor's degree from an accredited college or university with course work business administration, human resources, or a related field.

