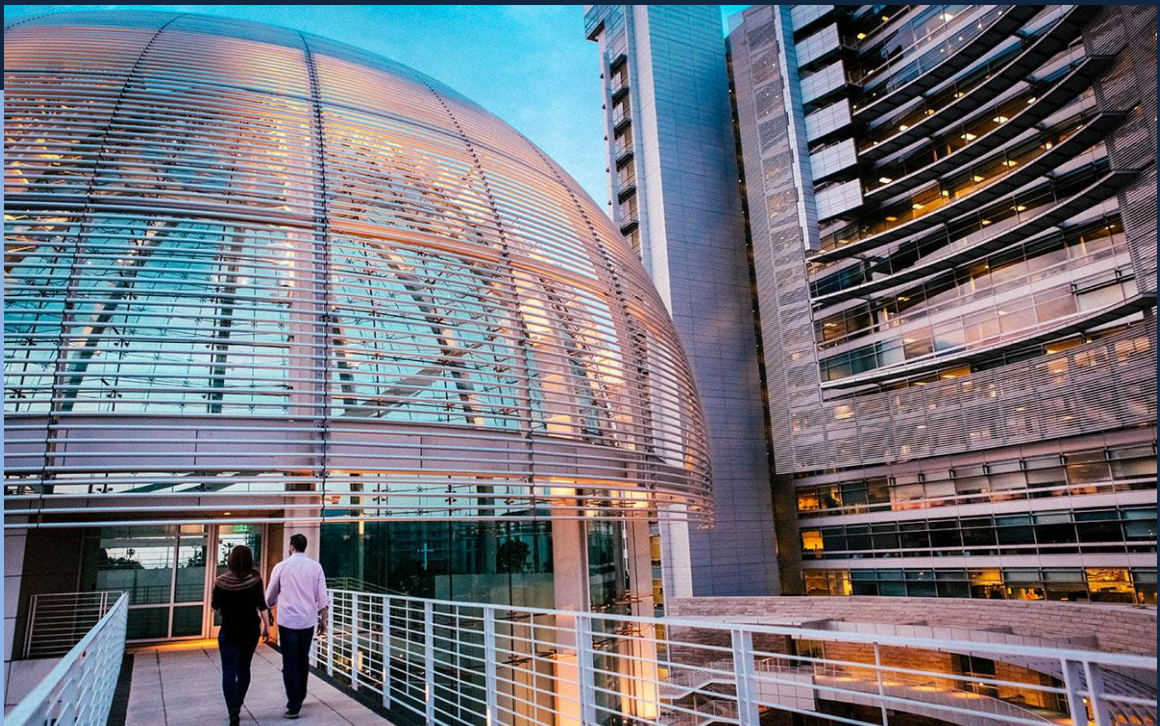


ASSISTANT DIRECTOR OF HUMAN RESOURCES

City of San Jose, CA



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THE CITY OF SAN JOSÉ

Known as the “Capital of Silicon Valley,” the City of San José plays a vital economic and cultural role anchoring the world’s leading region of innovation. Encompassing approximately 181 square miles at the southern tip of the San Francisco Bay, San José is Northern California’s largest city and the 12th largest city in the nation. With nearly one million residents, San José is one of the most diverse large cities in the United States. San José’s transformation into a global innovation center has resulted in one of the largest concentrations of technology companies and expertise in the world, including major tech headquarters like Cisco, Adobe, Zoom, Samsung, and eBay as well as start-ups and advanced manufacturing. The City of San José has twice been named “The Most Innovative Large City in America” by the Center for Digital Government.

San José’s quality of life is unsurpassed. Surrounded by the Diablo and Santa Cruz mountain ranges and enjoying an average of 300 days of sunshine a year, residents have easy access to the beaches along the California coast including Santa Cruz, Monterey, and Carmel; Yosemite and Lake Tahoe in the Sierra Nevada; local and Napa Valley wine country; and the rich cultural and recreational life of the entire Bay region.

San Jose has received accolades for its vibrant neighborhoods, healthy lifestyle, and diverse attractions from national media including Business Week and Money magazines.

The downtown area is home to high-rise residential projects, theaters, museums, and diverse entertainment attractions such as live music and theater, cafes, restaurants, and nightclubs. Inquiring minds are served by the Tech Museum of Innovation, the San José Museum of Art, and many local galleries and venues. Nineteen public school districts and over 300 private and parochial schools provide residents with a range of educational choices. Universities in and near the city include San José State University, Santa Clara University, Stanford University, and three University of California campuses.

In 2011, the City adopted Envision San José 2040, a long-term growth plan that sets forth a vision and a comprehensive road map to guide the City’s anticipated growth through the year 2040. The Plan, which embodies the City’s “more urban future,” proactively directs significant anticipated growth in new homes and workplaces into transit-accessible, infill growth areas and supports evolution toward a more urban landscape and lifestyle. The San José area is powered by one of the most highly educated and productive populations in America. More than 40% of the workforce has a bachelor’s degree or higher, compared with 25% nationally. 40% percent of San José residents are foreign born and 50% speak a language other than English at home.

San José is proud of its rich cultural diversity and global connections, and the essential role the City plays in connecting residents and businesses to the nation and the world.

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THE CITY GOVERNMENT

The City of San José is a full-service, charter city and operates under the Council-Manager form of government. The City Council consists of 10 council members elected by district and a Mayor who is elected at large. The City Manager, who reports to the Council, and her executive team provide strategic leadership that supports the policy-making role of the Mayor and City Council and motivate and challenge the organization to deliver high quality services that meet the community's needs. The City actively engages with the community through Council-appointed boards and commissions.



In addition to providing a full range of municipal services, including police and fire, San José operates an airport, a municipal water system, a regional wastewater treatment facility, some 200 neighborhood and regional parks, and a library system with 24 branches. The City also oversees convention, cultural, and hospitality facilities that include the San José McEnery Convention Center, Center for the Performing Arts, California Theater, Mexican Heritage Plaza, and the SAP Center San José – home of the National Hockey League's San José Sharks.

City operations are supported by approximately 7,040 full time equivalent positions and a total budget of over \$6.0 billion for the 2023-2024 fiscal year. Extensive information regarding San José can be found on the City's website at <https://www.sanjoseca.gov>.



THE DEPARTMENT

The Human Resources Department's primary purpose is to enable City employees to serve a diverse and thriving San José community. The Human Resources team recognizes that the City is powered by people and is committed to providing high-quality essential services and support to employees and departments. They also recognize that success as a City is dependent on the ability to create a dynamic and engaged workforce and a City employee's ability to provide excellent service is strengthened by investments in attracting talent; providing opportunities for career growth; enabling an environment focused on health, safety, and wellness; and retaining a diverse workforce in a workplace that is equitable and inclusive.

The Department focuses on five core service areas: Employment Services, Employee Benefits, Health and Safety, Learning and Development, and Administration/Strategic Support. The majority of City employees are represented by one of twelve bargaining units. Labor and employee relations are handled by City Manager's Office of Employee Relations.

The Human Resources Department's 2023-2024 Adopted Budget is approximately \$18 million with 61.5 full-time equivalent positions. For more information on the Department, please visit: <https://www.sanjoseca.gov/your-government/departments-offices/human-resources>.

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THE POSITION

The Assistant Director is an executive-level position that reports to the Director of Human Resources. The Assistant Director will assist the Director with the development and implementation of long and short-range departmental goals, objectives, policies, and priorities, and will allow the Director more capacity for strategic initiatives.

With the complex issues facing the Human Resources Department, ranging from recruitment and classification, to benefits management, to workers' compensation, the Assistant Director of Human Resources will provide leadership support in the planning, organization, and overall direction in the operations of the Department. The selected candidate will play an integral role in contributing innovative and creative ideas to recruit new talent to the City, assisting in the management of a multi-million-dollar benefits program, and developing and implementing cost effective and efficient strategies. The Assistant Director will provide supervision and guidance to the Department's divisions of Employment Services, Employee Benefits, Health and Safety, Learning and Development, and Administration/Strategic Support and will oversee a Deputy Director and two Division Managers.



THE IDEAL CANDIDATE

The Assistant Director for Human Resources will be someone who is strategic, innovative, proactive, and creative. They will be collaborative, have exceptional operational and leadership skills, and be able to develop and maintain effective professional relationships and partnerships throughout the City. With a demanding workload, fast paced environment, and limited resources, the Assistant Director must be organized, able to lead and mentor staff, have excellent communications skills, and maximize the use of technology to improve effective and efficient service delivery.

The selected candidate will be an outstanding manager and will be expected to reflect positive core values and operate with highest levels of integrity, professionalism, respect, collaboration, and ethical behavior. The person will be flexible, adaptable, responsive to feedback, and will be able to function effectively in an open and transparent public sector environment.

The successful candidate must utilize high levels of collaboration, patience, and persistence in providing service to and working with the various customers of the Department. The ability to learn and adapt to the City's culture will be fundamental to developing and implementing successful HR initiatives and programs.

Strong written communication ability is needed to provide proactive, clear, accurate and consistent communications. Strong verbal communication ability is needed to give concise and articulate presentations to the City Manager's Office and the Mayor and City Council in open session. Demonstrated interpersonal skills will be critical in this role to gain the confidence and cooperation of public officials, administrators, employees, employee representatives, and the public.

The Assistant Director will also act for the Director in complex matters; demonstrate the ability to address complex issues; streamline processes; provide support in the preparation, justification, and administration of Departmental and operational budgets; participate in negotiations with providers and direct the preparation of agreements and specifications for various types of service contracts; and direct or conduct special studies and reports, providing recommendations and substantive information for policy and decision making.

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EDUCATION AND EXPERIENCE

- Requires a bachelor's degree in public administration, business administration, or human resources related field (a master's degree is highly preferred).
- Seven (7) years of increasingly responsible human resources experience managing complex human resources related issues.
- Previous experience working in a unionized civil service environment would be highly advantageous in this role, but public sector or local government experience is not a requirement for this position. Experience at a level equivalent to Deputy Director is desirable.
- Strong management and administration skills and the proven ability to develop and implement resourceful and effective HR-related programs will be essential to this role.
- Possession of a valid California driver's license authorizing operation of a motor vehicle in California may be required.

COMPENSATION

The current salary range for Assistant Director is from \$170,138.54 to \$274,847.82. The actual salary will depend on the qualifications and experience of the individual selected.

In addition, the City provides an excellent array of benefits, (e.g. retirement, vacation and executive leave, etc.), which can be found in the Unit 99 Benefit and Compensation Summary:

<https://www.sanjoseca.gov/home/showpublisheddocument/21323/638338116006430000>.

For more information on employee benefits, visit the City's benefits website:

<https://www.sanjoseca.gov/your-government/departments-offices/human-resources/benefits>

HOW TO APPLY

Please apply **on-line** by **February 9, 2024** at:

<https://www.governmentjobs.com/careers/sanjoseca/jobs/4343379/assistant-director-unclassified>

If your online application was successfully submitted, you will receive an automatic confirmation email to the email address you provided. IF YOU DO NOT RECEIVE THE CONFIRMATION, please email CityCareers@sanjoseca.gov and we will research the status of your application.

For questions and inquiries, please contact: Sarah Steele at sarah.steele@sanjoseca.gov.

