



The City of San José is seeking a proven leader to serve as

ASSISTANT DIRECTOR

for its

HUMAN RESOURCES DEPARTMENT

THE CITY

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 178 square miles at the southern tip of the San Francisco Bay, San José is Northern California’s largest city and the 10th largest city in the nation. With more than one million residents, San José is one of the most diverse large cities in the United States. San Jose’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, Samsung, and eBay as well as start-ups and advanced manufacturing.

San Jose’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 José 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, live 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 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. Forty 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.

CITY GOVERNMENT

The City of San José is a full-service Charter City and operates under a Council-Manager form of government. The City Council consists of 10 council members elected by district and a mayor elected at large. The City Manager, who reports to the Council, and his executive team provide strategic leadership that supports the policy-making role of the Mayor and the City Council and motivates and challenges the organization to deliver high quality services that meet the community’s needs. The City actively engages with members of 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, 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, Dolce Hayes Mansion and Conference Center, and the SAP Center San José – home of the National Hockey League’s San José Sharks.

City operations are supported by 6,250 full-time equivalent positions and a total budget of \$3.5 billion for the 2017-2018 fiscal year. San José is dedicated to maintaining the highest fiscal integrity and earning high credit ratings to ensure the consistent delivery of quality services to the community. Extensive information regarding San José can be found on the City’s website at www.sanjoseca.gov.

THE DEPARTMENT

The Human Resources Department delivers innovative and timely human resources services and leadership to enable the City, its departments, and employees to provide world class municipal services to our diverse residents and visitors.





The Employment Division consists of a team of Senior Analysts and Analysts who act as Business Partners to client departments, ensuring that their recruitment and staffing needs are met by making timely hires and working with managers to retain the best employees. The Division is also responsible for managing the City's classification and compensation system in addition to managing placements, bumping, redeployment and layoffs, as necessary.

The Benefits Division is responsible for administering the City's extensive benefits program which includes health-related insurance programs, financial benefits such as retirement savings plans and professional benefits. In addition to providing daily assistance to employees with their benefits, administering FMLA and other leaves of absence, the staff of 9.5 employees are responsible for the management of the procurement process for over 20 benefit vendors with contract values more than \$300 million and 7 separate benefit funds with a total annual budget of \$100.8 million.

The Health and Safety Division includes the Workers' Compensation Program, Employee Health Services, and the Safety Program. The Workers' Compensation Program provides state-mandated benefits for employees injured on the job. Employee Health Services provides a variety of occupational medical services, to include pre-employment physicals, hearing conservation, respiratory surveillance, blood-borne pathogen testing, random drug testing, and general wellness screenings. The Safety Program provides comprehensive safety services for 16 City Departments, various city-wide safety training, and analysis of work injury data for accident prevention.

The Strategic Support Division manages the Department's budget, personnel actions, citywide personnel records management, and Human Resources Systems Management. The Strategic Support Division supports Benefits, Employment, and Health and Safety. This Division is also responsible for providing relevant and accessible training development programs to employees.

Powered by People is one of seven enterprise priorities for the City Manager. The priority is intended to "support employee retention, engagement, and advancement through training and development programs".

The majority of the City of San José employees are represented by one of eleven bargaining units. The City Manager's Office of Employee Relations handles labor and employee relations. A Deputy City Manager ensures alignment between the HR and labor/employee relations functions.

The Department's direct 2017-2018 operating budget is \$11.2 million with a staff of 50.5, but is responsible for a total budget of \$103.9 million when all city-wide benefits are included.

THE POSITION

The Human Resources Department delivers innovative and timely human resources services and leadership to enable the City, its departments, and employees to provide municipal services to our diverse community.

With the complex issues facing the Human Resources Department, the Assistant Director of Human Resources will provide leadership support in the planning, organization, and overall direction in the operations of the department. The Assistant Director will report to the Director of Human Resources and provide supervision and guidance to the Department's Divisions of Employment, Benefits, Health and Safety, and Strategic Support. The Assistant Director will assist the Director with the development and implementation of long and short-range departmental goals, objectives, policies, and priorities, allowing the Director more capacity for strategic initiatives.

TOP PRIORITIES

- Assist in leading and managing the day-to-day operation of the Human Resources Department.
- Be a change agent and contribute innovative and creative ideas to recruit new talent to the City (the City currently has approximately 650 vacancies city-wide); assist in the management of multi-million-dollar benefit programs and evaluating the Workers' Compensation program that was audited in 2016.
- Provide leadership in developing human resources solutions and implement cost-effective and efficient strategies in the areas of recruitment, retention, and succession planning, benefits, and workers' compensation.
- Develop and maintain effective professional relationships and partnerships throughout the City. Provide proactive, clear, and consistent communications by providing timely and accurate information.
- Gain the confidence and cooperation of public officials, administrators, employees, employee representatives and the public. Demonstrate outstanding verbal and written communication and presentation skills. Presentations will be given to the City Manager's Office, and the Mayor and City Council in open and closed sessions.

IDEAL CANDIDATE

In reporting to the Director of Human Resources, the newly added Assistant Director is an executive-level staff position that will be responsible for providing leadership and support in the planning, organization, and overall direction for the operations of the department.

The Assistant Director will assist the Director with long and short-range departmental goals, objectives, policies, and priorities. The Assistant Director will provide supervision and guidance to Division Managers to allow the Director more capacity for strategic initiatives. This position will also serve as a strategic partner to help departments achieve their service goals through employee recruitment and retention, and benefits.

The new Assistant Director for Human Resources will be strategic, innovative, proactive, and creative. He/She will be collaborative, have exceptional operational and leadership skills and can develop and maintain effective professional relationships. With a demanding workload, fast paced environment, and limited resources, the new Assistant Director must be organized, able to lead and mentor staff, an excellent communicator, and maximize the use of technology to improve service delivery.

The selected candidate will be an outstanding manager with the highest ethical and professional standards. The person will be flexible, adaptable, responsive to feedback, and can function effectively in an open and transparent public sector environment.

The Assistant Director will also act for the Director in complex matters; demonstrate the ability to address complex recruitment issues, streamline the recruitment process and work with others to fill challenging vacancies; provide support in the preparation, justification, and administration of departmental and operational budgets; participate in 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.

Organizational "fit" and adaptability to the work environment will be critical aspects for success in this role. 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 communication and interpersonal skills are needed to effectively write and verbally present in a concise and articulate manner. The Assistant Director will be expected to reflect positive core values and operate with high levels of integrity, professionalism, respect, collaboration, and ethical behavior.

The ideal candidate must be technically competent in all areas of human resources and bring new ideas to improve the effective and efficient delivery of Human Resources services.



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

COMPENSATION AND BENEFITS

The current salary range for Assistant Director is from \$133,868 to \$208,668. The actual salary depends on the qualifications and experience of the individual selected. The City provides an excellent array of benefits, including:

- **Retirement** – Competitive defined benefit retirement plan with full reciprocity with CalPERS; defined contribution plan available as an option.
- **Health Insurance** – The City contributes 85% towards the premium of the lowest cost plan. There are several plan options.
- **Dental Insurance** – The City contributes 100% of the premium of the lowest priced plan for dental coverage.
- **Personal Time** – Vacation is accrued initially at the rate of three weeks per year with amounts increasing up to five weeks after 15 years of service. Executive Leave of 40 hours is granted annually. Sick Leave is accrued at the rate of 8 hours per month.
- **Holidays** – The City observes 14 paid holidays annually.
- **Deferred Compensation** – The City offers an optional 457 Plan.
- **Flexible Spending Accounts** – The City participates in Dependent Care Assistance and Medical Reimbursement Programs.
- **Insurance** – The City provides a term life policy equal to two times annual salary. Long-term disability and AD&D plans are optional.

For more information on employee benefits, visit the City's benefits Website: <http://www.sanjoseca.gov/index.aspx?NID=707>.

HOW TO APPLY

Please apply **on-line** by **Monday, May 7, 2018** at <https://secure.cpshr.us/escandidate/JobDetail?ID=334>. Include your resume, cover letter and a list of six work-related references (who will **not** be contacted until the late stages of the recruitment and will be coordinated with the successful candidate) For questions and inquiries, please contact: Teresa Webster at twebster@cpshr.us or 916.471.3462.