

ASSISTANT DIRECTOR OF HUMAN RESOURCES

City of San Jose, CA





THE COMMUNITY

San José California is a unique place, playing a vital economic and cultural role within North America. San José is fortunate to be the largest and most urban city within Silicon Valley, known for the nation's largest number of leading innovative companies. San José is also home to an energetic, talented and diverse population, and is located within the beautiful San Francisco Bay Area with an abundance of good weather.

San José's quality of life is unsurpassed. Located roughly 50 miles south of San Francisco and 30 miles east of Pacific Coast beaches, the City is in a valley surrounded by the Diablo and Santa Cruz mountain ranges and enjoys an average of 300 days of sunshine a year. Those living and working in San José have access to the City's many attractions, cultural and performing arts, and recreational opportunities. A year-round calendar of festivals and celebrations supports the community spirit. Nearby open space provides easy access to mountain parks, trails, lakes, and streams. San José has received accolades for its living and working climate from publications including Business Week and Money Magazine, as well as other national media. Recently, Sperling's Best Places rated San Jose #1 as the healthiest city in America. The downtown area is home to modern high-rise housing, renovated theaters, and cultural attractions. Nightlife options include ballet, opera, symphony, live theater, nightclubs, and restaurants; and inquiring minds are served at the Tech Museum of Innovation, the Museum of Art, and the Children's Discovery Museum.

Nineteen public school districts and over 300 private and parochial schools provide residents with a range of educational choices; innovative programs in local school districts include a nationally acclaimed performing arts magnet, as well as concentrations in math and science, international studies, and more. San Jose State University is the leading planning, engineering and business school supporting the Silicon Valley. Other nearby universities include Santa Clara University, Stanford University, and three University of California campuses.

The City of San José is committed to open and honest government and strives to consistently meet the community's expectations by providing excellent service, in a positive and timely manner, and in the full view of the public.

THE CITY

The City of San José is a charter city, which operates under the Council-Manager form of government. The City Council is comprised of ten Councilmembers elected by district, and a Mayor who is elected at large. The Mayor and City Councilmembers are all elected to four-year, overlapping terms and are limited to two four-year terms. The City Council appoints five Charter Officers: the City Manager, City Attorney, City Auditor, City Clerk, and the Independent Police Auditor. All other appointments are made by the City Manager, although the Mayor and Council have confirmation authority for all department directors.

The City of San José has a total budget of \$3.2 billion. The City employs approximately 6,160 full-time employees.

San José enjoys a high degree of civic involvement from its residents and businesses, aided by a strong commitment to open government in all City operations. In community surveys, residents regularly report a high level of satisfaction with San José as a place to live and with the services they received from the City of San José. 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 Department focuses on four key service areas:

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1. Employment;
2. Benefits;
3. Health and Safety (e.g. Workers' Compensation)
4. Administration/Strategic Support.

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

The Department's 2016-2017 Adopted Budget is \$10.36 million with a staff of 54. For more information on the Department, please visit: <http://www.sanjoseca.gov/index.aspx?NID=199>.

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, from recruitment and classification, 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 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 Administration. The Assistant Director will assist the Director with the development and implementation of long and short-range departmental goals, objectives, policies, and priorities, and allow 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 850 vacancies city-wide); assist in the management of multi-million dollar benefit programs, including a self-insured health insurance plan; and revamp the Workers' Compensation program that was recently audited.
- 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 confidence and cooperation of public officials, administrators, employees, employee representatives and the general 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.

THE IDEAL CANDIDATE

In reporting to the Director of Human Resources, the Assistant Director is an executive-level staff position that will be responsible for providing leadership and support in the planning, organization, and overall direction in 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, and 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 someone who is strategic, innovative, proactive and creative. He/She will be collaborative, have exceptional operational and leadership skills and be able to 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 will be able to 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 negotiations and direct the preparation of agreements and specifications for various



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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 new 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 will be essential to this role.

COMPENSATION

The current salary range for Assistant Director is from \$116,596 to \$181,750. The actual salary will depend 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 **March 31, 2017** at www.allianceRC.com. For questions and inquiries, please contact:

Sherrill Uyeda or Cindy Krebs

ALLIANCE RESOURCE CONSULTING LLC

400 OceanGate, Suite 480
Long Beach, CA 90802

Telephone: (562) 901-0769

E-mail: info@alliancerc.com



<http://twitter.com/Alliancerc>



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