

# HUMAN RESOURCES MANAGER

City of Santa Barbara, CA





## THE BEAUTIFUL COMMUNITY

Santa Barbara Idyllically located on the central California coast, Santa Barbara (Spanish for "Saint Barbara") is the county seat of Santa Barbara County. The City comprises a total of 21 square miles with a culturally diverse population of approximately 92,000 and enjoys a nearly perfect climate year-round. Visitors and residents alike have an abundance of world-class shopping, dining, resort accommodations, and miles of beautiful pristine beaches and coastline to choose from. In addition, the region offers a variety of amenities that are highly attractive to those with an active lifestyle. Residents and visitors can enjoy jogging, bike riding, rollerblading, or just taking a leisurely stroll along the numerous pathways, wharf and harbor. You may also choose to take advantage of the opportunity to go kayaking, boating, sport fishing, or whale watching in the area's scenic harbor.

Santa Barbara is home to such iconic attractions as the Mission Santa Barbara, the Santa Barbara Zoo, Stearns Wharf, the Botanic Gardens, and beautiful Shoreline Park. It is also home to many of the country's great artists, winemakers, and Chefs. To add to this tremendous lifestyle and superb quality of life, the City offers numerous parks and championship golf courses. With Santa Barbara and the immediate adjacent area serving as home to several colleges and universities, educational opportunities are in abundance. They include the acclaimed research institution University of California, Santa Barbara, Westmont College, Antioch University, Santa Barbara City College, as well as several graduate and trade schools. Santa Barbara Airport is conveniently located for travelers and commuters, and bus and rail systems offer transportation options that help to further enhance the area's quality of life. With its spectacular mountains, sparkling blue ocean, incredible landscapes, mission style architecture, and year-round sunny weather, it is no wonder Santa Barbara is one of the most beautiful places to live and work and is often referred to as "the American Riviera".

## THE CITY

Headed by the City Council elected by districts, which is composed of a Mayor and six Council Members, the Santa Barbara City Government is an organization dedicated to serving the people of the community.

The City prides itself on offering employees the opportunity to build a successful career and make a difference in the community while enjoying a supportive workplace culture, great pay and benefits, and the incredible Santa Barbara lifestyle.

The dedicated employees provide services through the following ten City departments: Administrative Services, Airport, Community Development, Finance, Fire, Library, Parks and Recreation, Police, Public Works, and Waterfront. The City workforce consists of 1080 regular and 500 hourly employees in eight labor unions and four unrepresented employee groups.

## THE DIVISION

The Human Resources Division is part of the City's Administrative Services Department, which also includes the Information Technology Division and the City Clerk Division.

Through strategic partnerships and collaboration with departments and the community, Human Resources develops and delivers programs and services to support and strengthen the City's workforce to deliver the highest standard of service to the public.

The Division has three major program areas:

- Recruitment and Employee Relations is a highly specialized advisory and administrative function that encompasses recruitment and civil service testing, administration of classification and compensation systems, performance management, equal employment opportunity, employment law compliance, progressive discipline, and disciplinary appeal, including staff support to the City's Civil Service Commission.
- Training and Development encompasses the coordination and delivery of a robust employee training program, including focused supervisory and leadership training, as well as employee recognition programs and internal communications.

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- Benefits Administration encompasses wellness programs, pensions and benefit plan administration, leaves of absence, and disability management.

While not directly responsible for workers' compensation or labor negotiations, these are key areas of interdependence for the Human Resources Division, which coordinates closely with the Risk Management Division on workers' compensation issues, provides bargaining support to the Administrative Services Director during labor negotiations, and administers labor agreement provisions.

The Division's resources include a regular staff of ten, including the Human Resources Manager, one Senior Human Resources Analyst, three Human Resources Analysts, two Human Resources Assistants, and three Administrative Specialists. The Human Resources Manager develops and implements an operating budget of over \$1.5 million.

## THE OPPORTUNITY

The City of Santa Barbara is seeking a well-rounded, technologically savvy human resources professional to become the next Human Resources Manager. The Human Resources Manager reports to the Administrative Services Director and plans and manages the work and activities of the Human Resources Division.

The ideal candidate will be a seasoned professional and with developed expertise in all areas of human resources management. In addition, he or she will be able to demonstrate:

- A broad understanding of labor and employment laws and regulations.
- A commitment to professional development, innovation, and alignment with modern public sector human resources practices and technologies.
- Strong communication and presentation skills needed to interpret law and policy through a broad array of communication and training tools, and to facilitate employee morale and engagement.
- A customer-focused approach, including the ability to be flexible and creative in helping City departments meet their community service goals within the applicable ethical, legal, and policy framework.
- The ability to manage an active workload and multiple high priority projects, and to meet project deadlines while ensuring high standards of service.
- A genuine commitment to equal employment opportunity and an inclusive workplace.

The next Human Resources Manager will focus on the top priorities:

- **Project Management** – Working closely with the Finance Department and Information Technology Division, the Human Resources Manager will implement the new time and attendance system. Other projects include future technological upgrades for human resources.
- **Employment Issues** – The City has an active performance management culture. The Human Resources Manager will partner with management in resolving disciplinary actions and protecting employee rights.
- **Recruitment** – Ensure the effectiveness and timeliness of the City's recruitment process.
- **Benefits** – Manage the well run Benefits Office.
- **Employee Training** – Be creative in maintaining the robust employee training programs despite limited funds.
- **Diversity Outreach** – Take an active role in addressing diversity outreach in the City's workforce (e.g., increasing the number of female firefighter recruits).

The ideal candidate will be a good leader who can set direction and provide support for the talented staff. The Human Resources Manager will also be:

- Friendly, outgoing, and approachable.
- Credible and confident in areas of professional expertise.
- Able to communicate effectively, both orally and in writing.
- Responsive, thoughtful, collaborative and creative in problem solving.
- Innovative and able to lead organizational change.
- Honest, trustworthy, and acts with integrity.
- Someone who treats all people with dignity and respect.
- Able to meet deadlines and commitments.

- Able to use technology to enhance operations.
- Someone who effectively manages staff, budget, and resources.
- Fun to work with and has a good sense of humor.

The position is open due to the retirement of the incumbent.

## **Education, Certifications and Experience**

Any combination of relevant education and experience that provides the required knowledge, skills, and abilities may be considered. A typical way to obtain the required knowledge, skills and abilities would be the equivalent of a Bachelor's degree in Human Resources Management, or a related field, plus a minimum of 5 years of professional level experience in human resources and employee relations, including 3 or more years of management and supervisory experience, preferably with a public sector employer. Experience with public safety is a plus. A master's degree, certification, or other specialized advanced training in human resources management, employee/labor relations, public administration or related areas is highly desirable.

## **COMPENSATION**

The annual salary for this position is \$124,805 to \$151,701. In addition, generous benefits are provided which include:

- **Work Schedule** - The City operates on a 9/80 work schedule with closures on alternate Fridays.
- **Retirement** -
  - CalPERS "Classic" members: 2.7% @ 55; employee contributes 10.726% of pre-tax salary.
  - "New" CalPERS members: 2% @ 62; employee contributes 6.75% of salary.
  - Santa Barbara does not participate in Social Security, so there are no related deductions.
- **Health Insurance** - Insurance includes medical, dental and vision benefits available under a Cafeteria 125 Plan. The City contributes \$1,676 per month. If the allotted amount is not fully utilized for required benefits coverage, the employee will receive the remaining balance in "cash back."
- **Leave** - *Vacation Leave* is accrued at 120 hours per year and increases to 224 hours with City service. Credit toward the vacation accrual rate will be considered for recent government service. *Management Leave* of 40 hours and *Personal Leave* of 32 hours are granted annually on July 1st (prorated in the first year) *Sick Leave* is accrued at the rate of 96 hours per year. Sick leave hours may be credited upon appointment for recent government service. The City observes 10 *holidays* each year.
- **Medicare** - Employees pay 1.45% of salary toward Medicare and the City pays an equal amount.
- **Deferred Compensation** - Deferred Compensation 457 Savings Plans are available.
- **Life Insurance** - City-paid term life insurance (equivalent to one year's annual salary) is provided.
- **Disability Insurance** - Long-term disability insurance is provided; short-term disability insurance is available.
- **Employee Assistance Program** - A city-paid EAP is available for employees and members of their household.
- **Relocation Assistance** - Relocation assistance may be available.

The City is also a member of the Coastal Housing Partnership, which offers home loan assistance and rental reductions.

## **HOW TO APPLY**

Please apply **on-line** by **September 28, 2018** at [www.allianceRC.com](http://www.allianceRC.com). For questions, inquiries or candidate recommendations, please contact:

Sherrill Uyeda or Cindy Krebs

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