



Deputy Director of Human Resources
City of San José, CA

The City of San Jose

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 180 square miles at the southern tip of the San Francisco Bay, San José is Northern California’s largest city, third largest in the State, and the 10th 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, Samsung, and eBay as well as start-ups and advanced manufacturing.

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-by-the-Sea; 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 Interactive, 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 the United States. 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.



The 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 ten (10) council members elected by district and a mayor 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 the City Council, and motivates and challenges the organization to deliver high quality services that meet the community's needs. Department heads, including the Director of Finance, are appointed by the City Manager with confirmation by the City Council. 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, 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 San José Sharks.

City operations are supported by 7,033 full-time equivalent positions and a total operating and capital budget of \$6.2 billion (for the 2023-24 fiscal year). San José is dedicated to maintaining the highest fiscal integrity and maintaining its consistently 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 website at www.sanjoseca.gov.

The Department

The mission of the Human Resources Department states: “Our Human Resources team recognized that our employees power the City of San Jose and our success as a city is dependent on our ability to create a dynamic and engaged workforce. Our employees’ ability to provide excellent service is strengthened when we invest 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.”

San Jose’s Human Resources Department offers key strategic support to the City and is responsible for the following core services:

- ▶ **Employee Benefits** – Provide benefit programs that best meet the needs of employees, retirees, their dependents, and the City, and assist participants in effectively utilizing their plans.
- ▶ **Employment Services** – Facilitate the City’s ability to attract and hire a diverse and talented workforce.
- ▶ **Health and Safety** – Provide service that promote employee health, safety, and well-being.
- ▶ **Learning and Development** – Provide Citywide employee training and pipeline development programs that support employee recruitment, growth, engagement, and retention.

The Department also offers strategic support in Citywide Human Resources Systems Management and Records Management, Departmental Administration, Customer Service, Personnel Management, Financial Management, and Emergency Response and Recovery.

The team is in the midst of an aggressive City-wide strategic support initiative to address recruitment and retention challenges that the City and other municipal agencies are experiencing. As part of this plan, the Deputy Director of Human Resources position has been created to provide the executive leadership capacity necessary to drive cross departmental improvements to drive down the City’s vacancy rate through strategic direction, operational oversight, and execute on multiple ongoing projects to modernize the City’s hiring system. The Deputy Director will have up to five direct reports, but will oversee 37 FTEs in Learning & Development Division, Employment Division, and the NeoGov transition team.

The Deputy Director will directly oversee two divisions of the Human Resources Department – Employment and Learning & Development. The Learning & Development Team exists to create and promote an organizational culture where employees at every level are encouraged to value and appreciate the process of learning. The team also engages in “pipeline” activities by creating relationships with local educational institutions to promote the diversity of City functions, services, and occupations to ensure that the next generation of our workforce knows that careers in public service are attractive and viable career options. The Employment Division provides recruitment and selection services, as well as classification and compensation services, to City departments, employees and job applicants to ensure the City employs a qualified and diverse workforce that delivers essential services to the public.

The Opportunity

The City of San Jose seeks a creative and bold human resources professional with a proven track record in innovative recruiting, training and development techniques to apply for the Deputy Director of Human Resources. As the Department embarks on addressing recruitment and retention challenges, it is also taking the time to improve long-standing City human resources processes by creating a more agile and responsive system for filling vacancies at all levels. The Department has set a long-term goal to reduce the City’s vacancy rate to less than 10%, currently the vacancy rate is 13.3%.

Current priorities for the incoming Deputy Director include:

- ▶ **Recruitment** – Closely collaborate with several departments such as Parks, Recreation & Neighborhood Services, Planning, Building & Code Enforcement, and Housing as they refine recruitment processes to focus on new approaches to increase effectiveness and results.
- ▶ **Planning** – Prepare the next work generation for the City. Inspire and lead key programs in long term hiring and retention programs. Mentor, coach and develop new talent on the team. Embrace the use of data and performance metrics in all planning and programming.
- ▶ **Collaboration** – Foster partnerships with hiring contacts in other City departments. Ensure that ongoing synergy is maintained to stay competitive in recruitment timelines.
- ▶ **Technology** – Assist with transition to NeoGov candidate application software and Lead hiring modernization through innovative practices.

For more information on the recruitment and retention strategies, please review:

<https://www.sanjoseca.gov/home/showpublisheddocument/86035/637885813790770000>

<https://sanjose.legistar.com/View.ashx?M=F&ID=11967116&GUID=9BE1AE22-C81C-41E9-AE0F-3DE456DBFD95>



The Ideal Candidate

The City of San José is seeking a Deputy Director of Human Resources who possesses a deep understanding of Human Resources best practices, can stay abreast of latest trends and programs and is passionate about improving training and development programs for the next generation of employees.

The ideal candidate will be a progressive, thoughtful and proactive leader who is thrilled at the opportunity to join a dedicated and dynamic team. This person will be able to develop and maintain relationships with all departments and is open to new ideas. This person will be insightful, energetic and able to connect with fellow employees whether in-person or via video meetings.

The ideal candidate will be inspirational and hands on with both the team and with external communication to the client departments. This person will be key in introducing ongoing organizational learning and not afraid to voice an opinion or idea to others.

Candidates from the public and private sector are strongly encouraged to apply.

Qualifying Education and Experience

This position requires any combination equivalent to successful completion of advanced course work from an accredited college or university in business, public administration, or related field; and six (6) years of increasingly responsible experience in senior level administrative and/or analytic work in a public or private agency. Experience managing a work unit equivalent to a major division within a City operating department is desirable.

It would be helpful if candidates have experience with application software and technology.

Employment Eligibility: Federal law requires all employees to provide verification of their eligibility to work in this country. Please be informed that the City of San José will not sponsor, represent, or sign any documents related to visa applications/transfers for H1-B or any other type of visa that requires an employee application.

Important Information

Upon commencement of employment and subsequently each spring, the incumbent of this position must file the Family Gift Reporting Form together with the Statement of Economic Interest-Form 700. Please view the following link for details related to the State-Required reporting: [Form 700 \(ca.gov\)](#) and the following link for the City of San José Family Gift Reporting Form: [showpublisheddocument \(sanJoseca.gov\)](#).

Per the [City's COVID-19 Mandatory Vaccination Policy](#), the City requires all employees starting on or after February 11, 2022 to provide proof of vaccination as a condition of employment absent a documented medical and/or religious exemption. Proof of vaccination means that employees are required to be “up-to-date” with regards to the COVID-19 vaccine. Consistent with the Santa Clara County Public Health Order issued on December 28, 2021, “up-to-date” means that employees are required to be vaccinated with the entire recommended initial series of a COVID-19 vaccine (two doses of the Pfizer, Moderna or Novavax COVID-19 vaccine or a single dose of the Johnson & Johnson COVID-19 vaccine).

Compensation and Benefits

The Deputy Director salary range is currently **\$147,162.29 - \$237,569.97**; placement within this range will be dependent upon the qualifications and experience of the individual selected. This salary includes an approximate five percent (5%) ongoing non-pensionable compensation. The salary is supplemented by an attractive benefits package that includes, but is not limited to:

Retirement – Competitive defined benefit retirement plan with full reciprocity with CalPERS.

Health Insurance – The City contributes 90% of the full premium cost of the lowest cost priced Non-deductible HMO of the medical insurance provider with the second highest overall employee enrollment for the employee or the employee and dependent coverage. Several plan options are available including those who are free to employees.

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. Vacation accrual may be adjusted for successful candidates with prior public service to reflect a vacation accrual rate commensurate with total years of public service. Executive Leave of 40 hours is granted annually and depending upon success in the Management Performance Program, could increase to up to 80 hours. Sick Leave is accrued at the rate of approximately 8 hours per month.

Holidays – The City observes 15 paid days annually.

Deferred Compensation – The City offers an optional 457(b) plan.

Flexible Spending Accounts – The City participates in Dependent Care Assistance and Medical Reimbursement Programs.

Insurance – The City provides a term life insurance policy equal to two times annual salary. Long-term disability and AD&D plans are optional.

Employee Assistance Program (EAP) – The City provides a comprehensive range of services through its EAP.

Executive Management Benefits –

<https://www.sanjoseca.gov/home/showpublisheddocument?id=21323>

Health Benefits –

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

How to Apply

Resumes and required cover letters will be reviewed as applications are received. The first review of applications will be on **August 11, 2023**. For priority consideration, apply immediately at www.allianceRC.com. The job posting could be taken down when we receive a sufficient number of applications. Therefore, it is strongly encouraged to submit your application as early as possible.

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The City of San José is an equal opportunity employer. Applicants for all job openings will be considered without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, veteran status or any other consideration made unlawful under any federal, state or local laws. The City of San José is committed to offering reasonable accommodations to job applicants with disabilities.