



Director of Human Resources

Final Filing Date:
Open until Filled;
First Cut-off is June 9, 2018



311 Vernon Street
Roseville, California 95678
www.roseville.ca.us



The Community

The City of Roseville, California (approximate population 135,000) is a dynamic, pioneering city that embraces the future while treasuring its more than 100-year history. Located 25 minutes from California's capital at the base of the Sierra Nevada foothills, Roseville is the largest city in Placer County. Within driving distance to world-class destinations like San Francisco, Napa, Lake Tahoe, and Yosemite, Roseville is well-positioned in a region where amenities and options for recreation, leisure, and entertainment are seemingly boundless.

Cultural and entertainment venues within and around the City provide a way to take a break from the hustle and bustle of life. Vernon Street Town Square offers everything from free yoga and story time to concerts, wine festivals, movies, and farmers' markets. Live music can be heard at Roseville's Music in the Park or in many venues in its historic downtown. During the summer, Downtown Tuesday Nights allow residents to mix and mingle with different vendors and live bands all along historic Vernon Street. Other avenues of family fun include Topgolf, iFly Indoor Skydiving, Golfland Sunsplash, Denio's Farmers Market & Swap Meet, or cycling or running along miles of connected, paved trails. Residents have plenty of day-trip options for entertainment. Whether it is the wineries of Napa; the outdoor activities of Lake Tahoe, Folsom Lake and Lake Natoma; the city life of San Francisco; or a little further south to the beauty of Yosemite, Roseville is within driving distance of the best that Northern California has to offer.

Roseville is an ideal place to raise a family and takes pride in its robust parks and recreation programs and award-winning educational system. A Mediterranean climate provides plenty of opportunities for outdoor activities like hiking, biking, and swimming in the spring and summer months and for skiing and snowboarding in the winter months. People of all ages can choose from an abundance of recreational programs, over 60 neighborhood parks, golf courses, state-of-the-art fitness centers, and thousands of acres of open space.



The City

Roseville is a full service city, including an electric utility, with a dedicated staff of approximately 1,150 full time employees, supported by a FY 2018-19 total budget of \$542 million, inclusive of \$270 million in utilities and a General Fund budget of \$146 million. City departments include: City Attorney's Office, City Clerk's Office, City Manager's Office, Development Services, Economic Development, Finance, Fire, Human Resources, Information Technology, Library, Parks and Recreation, Planning, Police, Public Affairs & Communications, Public Works, and three (3) enterprise departments—Electric Utility, Environmental Utilities, and Transit.

The Department

The Human Resources Department is a progressive, responsive and fast paced office with a focus on supporting the City's mission and its employees. The Human Resources Department is responsible for the recruitment and





selection process, supporting labor relations with five bargaining groups, personnel action processing, employee training and development and volunteer services. The department also administers the City's Risk Management, Workers' Compensation and Liability programs. The Human Resources team is a cohesive group who support fourteen diverse departments. They are known for their ability to partner with their customers and seek viable and creative solutions.

The Position

The Human Resources Director plans, directs and organizes the City's Human Resources Department which provides a full range of services to include: recruitment and selection, classification and compensation, employee and labor relations, organizational and employee development, policy development and administration, benefits, legal compliance, and risk management; provides expert professional assistance to City Executives and departmental management in areas of responsibility; and coordinates assigned activities with other departments, outside agencies, and the community. This is an at-will position reporting to the Assistant City Manager.

Duties

Essential functions of the Director of Human Resources include, but are not limited to, the following:

- Direct and evaluate the City's human resources administration activities including recruitment and selection, classification and compensation, personnel actions, benefits, employee and labor relations, organizational and employee development, and risk management.
- Serves as the City's Labor Relations Officer; may serve as Chief Negotiator during collective bargaining and meet and confer sessions.
- Directs and supports City's risk management program including safety, liability and worker's compensation.
- Supports the development and implementation of organizational development programs including team building, training, recognition and succession planning programs.
- In coordination with City Attorney's office, analyzes and implements legislation and legal matters that impact City operations to ensure compliance.
- Explain and interpret Human Resources Department programs, policies, and activities, including negotiating and resolving sensitive human resources issues.
- Develop, plan and implement department goals and objectives; recommend and administer policies and procedures; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the department.
- Coordinate department activities with those of other departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence.
- Direct the preparation and administration of the Human Resources budget; direct the forecast of additional funds needed for staffing, equipment, materials supplies and services; monitor and approve expenditures.





- Represent the department to City Council, Personnel Board, outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Ensure the City's Core Competencies of "Focus on People", "Build Trust", "Ensure Accountability", "Communicate effectively", "Collaborate Inclusively" and "Make Quality Decisions" are integrated into the workplace; model the City's Core Competencies in all interactions with the workforce and the community.

The Ideal Candidate

The City of Roseville is seeking a progressive and dynamic leader who is committed to excellence as its next Director of Human Resources.

The ideal candidate will be a creative problem solver dedicated to continuous improvement, customer service and involving stakeholders in decisions that impact them; can anticipate issues and act strategically to position the city to meet the changing demands of an evolving workplace and multi-generational workforce; and possess the ability to adapt to competing priorities within a very fast paced environment.

It is important that candidates have demonstrated success making quality decisions, collaborating inclusively and building consensus, developing and leading a strong, progressive human resources team, leading in a high performing organization, ensuring consistent application of policies and procedures to ensure a fair and equitable work environment; and promoting a diverse organization.

Exceptional interpersonal and organizational skills with the ability to communicate clearly and concisely, both orally and in writing at all levels of the organization, astute interpersonal and political savvy along with being an honest, trustworthy team player will be key to success.

Successful candidates will possess a strong background in public sector organizational development, succession planning and labor relations. Experience acting as a chief negotiator and/or overseeing public sector collective bargaining is essential.

To qualify for this position, candidates must possess a Bachelor's degree from an accredited college or university preferably with major course work in human resources, public administration, organizational development, business administration, or a closely related field, and have seven (7) years of increasingly responsible experience in human resources including three years of administrative and management responsibility, preferably in the public sector. Possession of a valid California Driver's License by date of appointment is required.

Salary and Benefits

The annual salary range for the Director of Human Resources position is \$129,567 - \$173,633. The City offers a comprehensive benefits package that includes:

Retirement – The City participates in the California Public Employees' Retirement System (PERS) under a 2.7% @ 55 formula for Classic Members.





Retiree Health – Tier III RHS contribution program.

Life Insurance – City paid at two times the annual salary.

Short and Long-Term Disability Insurance

Holidays – 12 paid holidays per year.

Vacation – 12-20 days per year based on years of service.

Sick Leave – 12 days per year.

Management Leave – up to 100 hours per year of cashable leave.

Deferred Compensation Plan – City contribution after five (5) years of service.

Other Benefits – Expense reimbursement for business, travel budget, relocation assistance.

To Apply

If you are interested in this exceptional opportunity, please apply online at www.calopps.org.

Filing Deadline: Open until filled. **First cut-off is June 9, 2018**

Following the first cut-off date, resumes/applications will be screened according to the qualifications outlined above. The most qualified candidates will be invited to interviews with City Executive staff. Candidates will be advised of the status of the recruitment following finalist selection. If you have any questions, please do not hesitate to call Gayle Satchwell at (916) 774-5374.



Human Resources Department

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