



## CITY OF CERES

*Welcomes your submission for:*

### DIRECTOR OF HUMAN RESOURCES

\$9,812 – \$11,926 monthly

(plus *EXCELLENT BENEFITS*)

(OPEN: September 15, 2020)

*Until Filled*

First review of candidates: **September 30, 2020**

City website: [www.ci.ceres.ca.us](http://www.ci.ceres.ca.us)

Application submissions on: [www.calopps.org/city-of-ceres](http://www.calopps.org/city-of-ceres)





**Ceres**  
California



**The City of Ceres** is located in the heart of California's Central San Joaquin Valley, 95 miles east of San Francisco and 80 miles south of Sacramento. First settled in 1867, Ceres has a strong history and connection to the region's diverse agriculture as its economic base. The city is home to many large industrial businesses including a WinCo Distribution Center, Bronco Winery, and G3 Enterprises, a bottle-labeling division of Gallo Wines. During the past three decades, Ceres expanded its boundaries and increased significantly in population and is now home to almost 50,000 people. Like many cities in the San Joaquin Valley, Ceres weathered a harsh economy 10 years ago and is prepared to handle the current conditions related to COVID-19. The City's progress and development is continuous and our future is exciting. With new leadership in key positions within the City, there is a renewed commitment to change and improvement in all areas of operations.

Many residents cite the City's proximity to a wide range of outdoor activities as one of the primary reasons to live in Ceres. With its accessible location in Central California, easy weekend or day trips to the Sierra Mountains or the Pacific Coast are common, including visiting San Francisco, Lake Tahoe, Monterey-Carmel and Yosemite National Park. While continuing to grow in size and number, Ceres residents desire the best of the characteristics that represent a "small town." Citizens, businesses, and nonprofit community groups and organizations jointly support many local activities during the year; the annual Downtown Street Fair each May, summertime Concerts in the Park, Halloween Children's Fun Festival, and a Christmas Tree Lane venue.

The Human Resources Department operates with three full-time staff members (including the Director, an HR Analyst and HR Technician) with an annual budget of approximately \$700K. There is an current contract in place with CSU Stanislaus' MPA program for interns to assist with research, special projects, and develop future public sector leaders. Human Resources provides full-service to City Departments including Risk Management. The City may consider an alternate work schedule for maximum work/life balance. The Department recently implemented a robust citywide paperless and continuous performance evaluation system.

## THE POSITION

The Director of Human Resources is a regular full-time exempt and at-will position. Under general administrative direction, plans, directs, and manages the activities, staffing, resources and operations of the City's Human Resources Department; acts as a member of the City Manager's Executive Team; and provides confidential guidance to complex and sensitive issues.

The ideal candidate will have a HR generalist background with excellent communication skills, ability to cultivate positive relationships, approachable, responsive, and innovative. The City is seeking a leader with emotional intelligence and knowledge of performance/change management to implement the City Manager and Council's vision. Experience in workforce planning, benefits, employee/labor relations, and risk management are desirable for the successful candidate. The City has a temporary hiring freeze due to the pandemic and the Director must help fulfill analyst responsibilities in the interim.

This is an excellent opportunity for a new or seasoned leader to advance progressive City initiatives. The successful candidate will be offered an employment agreement based on their qualifications for the position.

## ESSENTIAL DUTIES

1. Assume full management responsibility for all HR Department services and activities; manage the development and implementation of department goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures.
2. Administer the recruitment and selection process, training and staff development, and EEO activities.
3. Serve as Chief Negotiator for the City's negotiating team and administer collective bargaining agreements.
4. Direct comprehensive classification, job evaluation, compensation and benefit administration activities.
5. Direct and coordinate the disciplinary process in collaboration with the City Attorney's Office; advise managers on disciplinary actions and the discipline investigation process.
6. Administration of risk management (safety, general liability, and workers compensation.)
7. Conduct or provide oversight of analytical studies; review reports of findings, provide recommendations.
8. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedure; allocate resources accordingly.
9. Plan, direct and coordinate, through subordinate level staff, the HR Department work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
10. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
11. Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures
12. Assist the City Manager; prepare and present staff reports and other necessary correspondence.
13. Represent the HR Department to other departments, elected officials and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
14. Explain, justify and defend department programs, policies and activities; negotiate to resolve sensitive and controversial issues.
15. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the fields of HR and Risk Management; incorporate new developments as appropriate.
16. Respond to and resolve difficult and sensitive customer inquiries and complains.
17. Perform other duties as required.

**For a list of the knowledge and abilities required and the physical demands and working environment, please visit our web-site at: [www.ci.ceres.ca.us](http://www.ci.ceres.ca.us) (Click: Human Resources, Job Descriptions)**

## MINIMUM QUALIFICATIONS REQUIRED TO APPLY

**Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:**

**Education:**

A Bachelor's degree from an accredited college or university with major coursework in human resources management, business or public administration, or a related field.

**Experience:**

Five years of increasingly responsible human resources experience including two years of management and administrative responsibility. Experience in a public agency is highly desirable.

**License or Certificate:**

Possession of a valid, California Driver License.

**Desired Qualifications:**

Master's degree and/or national senior certification(s): IPMACP, SPHR, SHRM-SCP

## BENEFITS

**Retirement/Pension:** The City offers a generous defined benefit plan pension (membership required) in the Stanislaus County Employee Retirement Association (StanCERA), as governed by County Employees' Retirement Law of 1937 and Public Employees' Pension Reform Act (PEPRA). "Classic members" (currently or within the last six (6) months a member of StanCERA or subject to reciprocity with another eligible retirement plan, e.g. CalPERS) are enrolled in the City's 2% @ 55 plan; final compensation at retirement is based on the single highest year. Non-classic or "new members" are enrolled in the 2% @ 62 plan and employees are required to pay 50% of the normal contribution rate as prescribed by PEPRA, on a pre-tax basis; final compensation at retirement is based on the average of the three highest salary years.

**Health:** The City contributes toward the combined monthly premiums for medical, dental and vision a maximum of \$710, \$1,470 or \$2,090, dependent on level of medical coverage enrollment. Some of the monthly plan premium options are currently at NO COST to the employee and family. Any employee contributions to health premiums are taken as pre-tax deductions. Employees eligible to waive medical coverage receive \$200 per month in additional taxable compensation. Carriers include: Blue Shield HMO, Blue Shield PPO, Kaiser HMO; Stanislaus Foundation Dental and Blue Shield MES Vision.

**Base Leave:** 12 days sick leave accrued each year with unlimited accrual cap; vacation accrual based on years of service with maximum accrual of 480 hours and 13 paid holidays (including one personal day) each year; 96 hours of management leave; sick leave conversion options.

*The City also participates in Social Security which requires a 7.65% contribution rate including Medicare.*

## APPLICATION / SELECTION PROCESS

**TO APPLY:** You must submit a completed application on [www.calopps.org/city-of-ceres](http://www.calopps.org/city-of-ceres)

**OPEN UNTIL FILLED—FIRST REVIEW:** **September 30, 2020.**

No incomplete applications will be accepted; all information should be entered into the CalOpps system.

**TO BE CONSIDERED, YOUR APPLICATION MUST ALSO INCLUDE THE FOLLOWING:**

1. A cover letter expressing interest
2. A resume of qualifications
3. Three (3) professional references

The qualifications of each applicant, as set forth in the application will be reviewed by a screening committee. A limited number of qualified applicants possessing the most desirable qualifications may be invited to participate in the subsequent phases of the evaluation process. *Note: Meeting the minimum qualifications does not guarantee advancement in the selection process.* A more detailed job description and information about the City is available on the City's web-site at: [www.ci.ceres.ca.us](http://www.ci.ceres.ca.us)

**SELECTION PROCESS:** Applications will be reviewed and candidates who possess the most desirable qualifications will be invited to interview for this position. Interviews are anticipated to be scheduled in mid to late September. The testing method may consist of a dual oral board panel and/or other skills assessment.

**HIRING PROCESS:** FINGERPRINTING & BACKGROUND: Must pass City-paid, post-offer fingerprint scan which is required before hire. A background investigation, employment check reference check will be conducted.

MEDICAL EXAM: Must pass a post-offer employment fitness medical and/or physical assessment exam and drug screen. At the time of hire, City employees must meet the I9 documentation requirements of the USCIS.

**ACCOMMODATIONS:** The City of Ceres will provide reasonable accommodations to qualified individuals with disabilities who are applicants or employees. If you need an accommodation, you must notify the Human Resources Department in writing prior to the final filing date for this recruitment.

*The City of Ceres is an Equal Opportunity Employer Committed to Diversity*

**If you have any questions, please contact Shirley Ventura at 209-538-5747 or [Shirley.ventura@ci.ceres.ca.us](mailto:Shirley.ventura@ci.ceres.ca.us)**

**City of Ceres, 2220 Magnolia Street, Ceres, CA 95307**