



Watch a City Council meeting and State of the City Address

Mayor Hannon recently became the fourth Mayor in 50 years of direct elections.



Review the Job Description and Human Resources homepage

Note a Class & Comp Study is currently underway.



Human Resources Department | 37101 Newark Blvd. | Newark, CA 94560
(510) 578-4267 | hr@newark.org | www.newark.org



CITY OF NEWARK, CA is now **RECRUITING** for HUMAN RESOURCES DIRECTOR

FINAL FILING DEADLINE: JUNE 5, 2023

Apply at: www.calopps.org



CITY OF NEWARK

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City of Newark, CA Human Resources Director Recruitment

apply at www.calopps.org by June 5, 2023

Why are we recruiting?

Our amazing HR Director is relocating. We are excited for her though it will be a great loss to the City of Newark. We are grateful for the expertise, energy, and care she brought to Newark each and every day in her tenure. She developed innovative employee engagement and professional development programs, revamped our safety and performance management programs, and made significant progress in other areas positively impacting the entire organization. We now need someone to keep the momentum going and further the partnerships and relationships she built citywide.



[Apply now!](#)

Why should you apply?

Because you are looking for safe space to be an enthusiastic leader and strategic thinker, share and explore wild ideas, and approach people and issues with empathy and compassion. And as an active director you will be engaged in every aspect of Human Resources, including leading employee relations, engagement and development, participating in labor negotiations, managing workers' compensation and other benefits, administering performance management programs, and talent management. Our compensation package includes an annual base salary range of \$217,006 – \$260,416 (plus a 3% COLA July 1, 2023) and the following benefits:

- Required 6% employee contribution and 6% City match to a 401(a) plan
- Cafeteria Health Plan - up to \$2,364 monthly City contribution
- Generous leave and holiday allowances
- CalPERS retirement - 2.5%@55 for classic members - employee contributes 11.468%; PEPRAs members contribute 10.218%
- Retirement Health Savings Plan - \$100/month
- Vehicle Allowance - \$400/month
- Educational reimbursement up to \$10,000
- [Click here](#) for a brochure of all employee benefits



[Click here to learn more about the City of Newark community, located mid-way between San Jose and Oakland, CA](#)

What makes Newark unique?

We have INCREDIBLE City Council support and stability. The City Manager and other members of the City's cohesive leadership team trust and respect Human Resources' role in the organization. Directors work a 9/80 schedule (every other Friday off) and may telework 1-2 days per week. The City is fiscally sound; our Fitch AA+ rating was recently affirmed.

Workforce development is the overall theme for the City this year, demonstrating our commitment to our employees' personal and professional growth and recognizing their value with meaningful appreciation. We have a collaborative relationship with our three employee associations.

We have a new City Hall with natural lighting throughout and all new furniture and equipment, adjacent to a park setting, library, outdoor plaza area, and employee bike lockers. Employees have drop-in access to the gym and pools at the Silliman Activity and Family Aquatic Center, just two miles from City Hall. We are a mid-size City with a small-town atmosphere. The City operates with seven departments, including police, with fire and utility services provided by the County or special districts.

What is the selection process?

The most qualified candidates will be invited to panel interviews tentatively scheduled for June 15. Finalists will be invited to an interview with the City Manager and Assistant City Manager tentatively scheduled for June 22. The selected final candidate will be required to complete a background check, including fingerprinting, credit check and basic physical exam. The target hire date for the successful candidate is as early as July 24, 2023. Please contact Assistant City Manager Lenka Hovorka at 510.673.7640 or lenka.hovorka@newark.org if you would like more information about this opportunity.