



HR DIRECTOR

DEADLINE: March 12, 2025

SALARY: \$230,235.20 - \$276,265.60 DOE



Newark, California



THE COMMUNITY

The City of Newark is a family-oriented community nestled at the southeast end of the San Francisco Bay. Located 35 miles south of San Francisco, and 20 miles north of San Jose, Newark offers a unique small-town charm within the heart of the bustling Silicon Valley. With a growing population of over 47,000 residents, the City spans approximately 14 square miles.

Incorporated in 1955, Newark's history stretches back more than 150 years. Originally rooted in agriculture, manufacturing, and railroads, the City has evolved into a hub for high-tech, biotech, advanced manufacturing, and the health science industries. Newark's diverse and thriving economy serves as a gateway to some of the world's most affluent markets.

The community has abundant recreational opportunities, from boating and fishing to mountain biking and hiking. Newark combines its small-town values with the advantages of lower housing and development costs, proximity to a highly skilled workforce and prestigious universities, and is strategically located in the region. These attributes make Newark a prime destination for growth and innovation.

Newark continues to demonstrate resilience with its notable housing costs, strong median income figures, and low unemployment rate. Recent U.S. Census data highlights Newark's economic strength, with median household incomes exceeding both state and national averages. Despite housing affordability concerns, Newark remains an appealing destination in the competitive Bay Area real estate market. The City's economic outlook is optimistic, supported by steadily increasing revenue projections, low unemployment, and a stable housing stock. While challenges persist, Newark's commitment to proactive measures and strategic planning positions it for sustained resilience amidst evolving economic conditions.

THE GOVERNMENT

The City of Newark operates as a general law city under the Council-Manager form of government. Policy-making and legislative

authority are vested in a five-member elected City Council, which includes the Mayor and four Council Members. The City Council is responsible for passing ordinances, adopting and amending the operating and capital budgets, appointing committee members, and hiring the City Manager and City Attorney. The City Manager oversees the implementation of Council policies, manages the City's daily operations, and appoints department heads.

Newark prides itself on a highly capable Executive Team, a stable financial foundation, a supportive Council and community, and a state-of-the-art Civic Center complex completed just four years ago.

The City provides a comprehensive range of municipal services, including public safety; the construction and maintenance of streets, parks, storm drains, and other infrastructure; recreational programs and human services; environmental protection; planning, zoning, and economic development activities; emergency preparedness; code enforcement; and administrative functions such as human resources, information technology, and finance. Fire protection services are delivered through a contract with the Alameda County Fire Department.



THE GOVERNMENT CONTINUED...

Newark adopts a biennial budget and Capital Improvement Plan, which includes a five-year financial forecast. For Fiscal Year 2025, the adopted Operating Budget is \$85 million, with a \$12.7 million Capital Improvement Budget.

Recent financial stability actions the City of Newark has taken are:

- Since 2021, made two additional discretionary payments to CalPERS totaling \$15 million.
- Established a Section 115 Trust with an initial \$12 million deposit.
- Established a maintenance reserve fund to address long-term maintenance facilities with an initial \$7 million deposit.
- Updated the reserves policy to ensure reserves remain at or above the minimum of 30% of the General Fund operating budget and debt service expenditures.
- Voters passed a 4% hotel tax increase in November; anticipated additional annual revenue of \$2 million - \$2.5 million.



THE DEPARTMENT

The Human Resources Department consists of (1) one executive level Human Resources Director, (1) one Management Analyst and (2) two Human Resources Technicians.

Human Resources provides specialized and strategic administration to all employees in the following areas: employee relations; negotiations with labor associations and employee groups; recruitment and selection; equal employment opportunity; classification and compensation; employee development and training; employee recognition; benefits administration; workers' compensation; employee safety and wellness; and confidential records management. Human Resources is the resource point for employees ensuring compliance with federal and state employment laws. Human Resources also oversees the City's risk management program, including general and property liability.

The mission of the Human Resources Department is to empower City employees to achieve excellence in public service, thereby making a positive difference for the larger community. Through innovative Human Resources practices and fostering a culture of engagement, safety, and professionalism, HR strives to maximize individual and organizational performance.

City services are delivered and administered through the contributions of approximately 185 permanent positions and 55 temporary full-time equivalent employees.

The Human Resources Department's budget for FY2024-25 is \$1.8M.



Human Resources Objectives for FY2024-25 include:

- Implement citywide employee development opportunities that further enhance the success of City employees in service delivery to the community, promote the City's PRIDE values, and support succession planning.
- Utilize recruitment strategies and implement a comprehensive onboarding program to attract and retain a talented and diverse workforce.
- Foster an inclusive workplace culture by promoting and supporting Diversity, Equity, Inclusion, and Belonging initiatives.
- Support employee wellness and safety that effectively promotes, communicates, and acts to protect and enhance employee health and safety.
- Identify and mitigate risks to protect the City and enhance its resilience.

THE DEPARTMENT CONTINUED...

- Foster a positive work environment and proactively address employee and association concerns through collaboration, effective communication channels, and cultivating a culture of mutual respect.
- Ensure that all City departments have viable performance management tools, and resources to provide timely, accurate, and relevant performance feedback and professional development guidance to employees.
- Utilize technology to streamline Human Resources processes and promote data driven decision-making.
- Create and revise internal policies and procedures to ensure compliance with laws and regulations.

THE POSITION

This is an executive level, at-will department director classification. The City is seeking a forward-thinking and collaborative Human Resources Director to join its leadership team. Reporting directly to the Assistant City Manager or City Manager (currently the director reports to the Assistant City Manager), the position serves as the City's Risk Manager and oversees, directs, and participates in all activities of the Human Resources Department. The HR Director will play a critical role in fostering a vibrant workplace culture.

They will oversee all human resources functions including:

- Enriching employee engagement and learning, and organizational development.
- Boosting performance management and talent acquisition and retention activities.
- Leading labor negotiations and maintaining productive relationships with employee associations.
- Serving as the City's Risk Manager, managing safety, workers compensation, and general risk management programs.
- Administering comprehensive benefits, class and compensation, and regulatory compliance.

Any combination of education and experience that would provide the required knowledge, skills and abilities is qualifying. Public sector related experience is preferred. Click link: [Human Resources Director Job Description](#). A typical way to obtain the required qualifications would be:

Competitive candidates will have a bachelor's degree from an accredited college or university in public administration, human resources, industrial psychology, or

a closely related field, and seven (7) years of progressively responsible experience in various areas of personnel administration, including labor relations and three (3) years of supervisory experience. A master's degree is desirable.

The Human Resources Department supports all City departments, including the City Manager's Office, Community Development, Finance, Information Technology, Police, Public Works, and Recreation & Community Services.





THE IDEAL CANDIDATE

The ideal candidate will support the City's mission to serve and partner with our community to continually enhance the quality of life of everyone in Newark, and exemplify the City's PRIDE Values:

Personal Service: Our success and relationships are built upon a foundation of trust and transparency. We conduct ourselves with the highest degree of ethics, integrity, accountability, and professionalism, to ensure we are championing exemplary service to each other and to the community we serve.

Resourcefulness: We actively manage our resources in the most efficient and responsible way possible. We take initiative and build dynamic teams. We train, adapt, and persist to overcome challenges and optimize value and benefit for our community.

Innovation: We are committed to evolving for the future. We generate and execute new ideas to maximize progress for our community and organization. We leverage and invest in technology and other tools to cultivate an environment that

inspires imagination, creative problem-solving and forward-thinking.

Diversity: Diversity is vital to our success. We ensure accessibility and a welcoming environment for everyone. We foster equity, inclusion and belonging by honoring our differences, nurturing sensitivity, and creating opportunities so everyone can contribute in meaningful ways.

Engagement: We promote a culture of well-being, empowerment, appreciation, and recognition. We practice impactful communication and collaborate to foster teamwork that nurtures lasting connections within our organization and community.

COMPENSATION & BENEFITS

Annual Salary Range for this position is \$230,235.20 to \$276,265.60. Placement within this range depends on qualifications and experience.

The City also offers a competitive benefits package that includes:

Retirement - CalPERS 2.5% @ 55 formula for Classic Members and 2% @ 62 formula for PEPRA members.

- Health Insurance Coverage - the City contributes the following amounts (which includes the PEMHCA Minimum) toward each employee's Cafeteria Plan for medical, dental, and vision insurance: Employee Only \$932 per month; Employee + 1 Dependent \$1,862 per month; and Employee + Family \$2,460 per month.
- Life Insurance - City-paid \$50,000 policy.
- Long-term and Short-term Disability - Voluntary participation.
- 457 (b) Deferred Compensation Plan - Voluntary participation.
- 401(a) Plan - 6% mandatory employee contribution, with 6% match by City.
- Nationwide Retirement Health Savings Plan - \$100 per month.
- Vehicle Allowance - \$400 per month.
- Flexible Spending Account - Health Care maximum employee contribution per year is \$3,300.
- Flexible Spending Account - Dependent Care maximum is \$5,000 for married couples filing jointly; \$5,000 for single persons; or \$2,500 for married couples filing tax returns separately.
- Educational Reimbursement - Up to \$10,000 lifetime benefit.
- Pet Benefits - Voluntary participation.
- Employee Assistance Program.

COMPENSATION & BENEFITS CONTINUED...

- Health & Fitness -Employees and eligible family members enjoy free use of the gym, exercise equipment and pools at the Silliman Activity and Family Aquatic Center, as well as resident rates for classes and rentals.
- Wellness - On-site bicycle lockers, relaxation space and employee wellness activities.
- General Leave - 184 to 264 hours of general leave accrual each year, depending on length of service. Up to 80 hours of general leave may be converted to pay per fiscal year.
- Management Leave: Up to 56 hours per fiscal year.
- Holidays - 13 paid holidays per year.
- Career Development: We make career development a priority by providing mentoring, coaching, job shadowing, leadership academies as well as other career development opportunities.
- For additional Compensation and Benefit details please click on the following link: [City of Newark 2025 Employee Benefits Guide.](#)

APPLICATION:

Following the closing date, resumes will be screened based on the minimum and desired qualifications outlined in this brochure and job description. The most qualified applicants will be considered for interviews and may be contacted by Liz Brown, MRG Affiliate Consultant (Executive Recruiter) for a screening interview. Candidates considered to be the most qualified will be invited to an in-person interview with the City of Newark tentatively set for April 2, 2025. Please note that references will not be contacted until the end of the recruitment process and, at that time, will be done so in close coordination with the candidate.

APPLICATION & SELECTION PROCESS

The closing date for this recruitment is **midnight on Wednesday, March 12, 2025.**

To be considered for this opportunity please submit a cover letter and resume to apply@solutions-mrg.com.

For questions contact Liz Brown at lizbrown.hrconsulting@gmail.com.

In Person Interviews: *Tentatively scheduled for April 2, 2025.*



LOCATION: 37101 Newark Blvd, Newark, CA 94560
WEBSITE: www.newark.org