



# CITY OF SOUTH SAN FRANCISCO, CA

INVITES YOUR  
INTEREST IN  
THE POSITION OF

## HUMAN RESOURCES DIRECTOR



# THE COMMUNITY

The City of South San Francisco is located on the west shore of the San Francisco Bay, in northern San Mateo County, 10 miles south of San Francisco. South San Francisco is a fully independent and highly commercialized full-service city with an estimated population of 65,710 that grows to 100,000 during business hours. The City is strategically located along the Bay Area's main transportation routes, including Highway 101, Interstate 280, Caltrain, San Francisco International Airport, and Bay Area Rapid Transit District commuter rail system. Perhaps best known as the "Industrial City," South San Francisco has grown into a vibrant community that offers its citizens a place in which to live comfortably in fine residential areas; a place of recreation in parks, swimming pools, and marina; and a place to work in more than 2,800 firms and businesses.

Characterized by innovation and growth, South San Francisco is a thriving city with a strong, diverse economy and business friendly climate. The "Birthplace of Biotechnology" and the Biotech Capital of the World, South San Francisco is home to more 200 biotech companies including industry leaders Genentech, Merck, Amgen, and Johnson & Johnson. The City's central location, which provides advantages such as access to some of the top universities in the world and close proximity to transportation, tourist destinations, sports venues, shopping, and dining, attracts businesses, academia, and a highly skilled workforce.

South San Francisco provides a high quality of life for its residents with a variety of housing options in safe neighborhoods, award-winning schools and an active library and learning network, a city-wide public trail and extensive park system, beautiful art displays, and plenty of public transportation options. South San Franciscans enjoy mild winters and dry, cool summers and are shielded by the hills to the west from much of the fog that prevails in neighboring areas.

To learn more about this interesting city, visit the City's website at [www.ssf.net](http://www.ssf.net).

# THE ORGANIZATION

Incorporated in 1908, the City of South San Francisco operates under the Council-City Manager form of government with a five-member city council, elected at large by city residents. The City Council establishes local laws and policies through the enactment of ordinances and resolutions. The Council also determines how the City shall obtain and spend funds, appoint members to all advisory municipal activities, and represent the City by serving on Regional and County committees/boards whose policies may impact South San Francisco (i.e., Associated Bay Area Governments and Metropolitan Transportation Commission). The Council provides direction for the City

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Manager and sits as the Redevelopment Agency Board of Directors.

South San Francisco provides municipal services through the collaborative efforts of 563 full-time equivalent employees, with up to 1,000 employees including part-time staff. The City has an approved 2017-2018 All Funds budget of \$205.1 million, with a General Fund balance of \$110.4 million. City departments include: Office of the City Manager; City Attorney; Economic and Community Development; Finance; Fire; Human Resources; Information Technology; Library; Parks and Recreation; Police; and Public Works.

The City of South San Francisco's mission is to provide a safe, attractive, and well-maintained city through excellent customer service and superior programs, and to have a work ethic that will enhance the community's quality of life. The City and its staff will strive to nurture a partnership with the community by recruiting a diverse and highly skilled workforce, be an active partner in quality education, and attract and retain a prosperous business community, all of which will foster community pride and understanding.

The City and employees of South San Francisco value their role in providing service to one another and the community. As an organization, they are committed to:

- Strengthening each other and the organization through dedication and teamwork;
- Recognizing and respecting diversity and encouraging opinions of the community and workforce;
- Committing to excellence and service;
- Encouraging creativity and supporting problem solving;
- Accepting responsibility and accountability;
- Demonstrating integrity and honesty in all aspects of service;
- Promoting and maintaining open and constructive communication; and,
- Encouraging skill development and professional growth.



## THE DEPARTMENT

Human Resources serves as a strategic partner supporting departments to make the City of South San Francisco an employer of choice by attracting, sustaining, and inspiring excellence in people with great passion to serve the South San Francisco community. Human Resources is committed to working strategically and partnering with other departments to provide programs and services that create a work environment of employee empowerment, continuous improvement, teamwork, and achieving results.

The Department is comprised of a talented and dedicated group of six (6) staff who provide a full-service personnel operation and excellent human resources leadership. Core service and competences include recruitment and staffing, safety/wellness, labor/employee relations, organizational and employee development, workers' compensation, compensation and benefits, human resources information management, and regulatory compliance.

## THE POSITION

Under administrative direction of the City Manager, the Human Resources Director develops, directs and provides human resource programs and services to the City government. The responsibilities and essential functions of the Human Resources Director may include, but are not limited to, the following:

- Represents the City in labor negotiations; establishes and maintains positive and productive working relationships with employee unions and associations.
- Directs and oversees all recruitment, examination and selection activities of the Department.
- Directs the maintenance and administration of the classification and compensation program.
- Oversees the administration of the City's Personnel Rules and Regulations.
- Conducts or oversees a variety of investigations and recommends appropriate action.
- Provides professional advice to the City's officials; makes presentations to councils, boards, commissions, civic groups, and the public.
- Supervises and participates in the development and administration of the Human Resources Department's annual budget.
- Plans and directs the implementation and administration of the City's benefit programs.
- Administers the City's occupational health and safety program, including workers' comp claims management and loss prevention programs.
- Develops and administers employee training, leadership and human resource development programs.



## THE IDEAL CANDIDATE

The City of South San Francisco is seeking a strong leader and experienced human resources professional to effectively manage and lead a talented and service-oriented staff in supporting the City's full-service personnel services operation. The ideal candidate will be a proven self-starter who is highly energetic and motivated, innovative, flexible, and comfortable with multi-tasking. He or she will be a strategic thinker who operates in a results-oriented, active, and hands-on fashion, and offers creative solutions to problem-solving. The successful candidate will be someone with a candid and honest style who is comfortable addressing sensitive and problematic issues and exercises a high level of ethics and integrity, while possessing the ability to gain the confidence and cooperation of public officials, administrators, employees, employee representatives, and the general public.

A key aspect of this role is maintaining a proactive partnership with City operations in providing organizational guidance and human resources expertise in dealing with organizational development, employee relations, and other areas of personnel management. The need and expectation of the incoming Director is to provide leadership towards effectively working with and supporting department heads and management staff as a valued business partner.

This will require an experienced and knowledgeable human resources generalist with diplomacy, excellent verbal and written communication skills, and outstanding interpersonal and relationship-building skills.

The incoming Human Resources Director will possess a combination of education and experience that demonstrates broad and extensive knowledge of public sector human resources, including proven success

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in managing staff. The successful candidate should have knowledge of the objectives, methods, and issues of public administration; purpose, techniques, and issues of personnel administration and their relationship to other areas; principles and practices of public relations, recruitment, examination, classification, pay, training, employee development, affirmative action and equal employment opportunity, employee relations, and office management; principles of management, supervision, training, and employee development; principles and practices of project management, administrative analysis, and report preparation; principles and practices of budget development and administration; pertinent provisions of the Municipal Code, Personnel Rules and Regulations, and other laws and regulations as they relate to human resource programs; computer applications, including word processing, spreadsheet, presentation, and database applications; standard office practices and procedures, including automated records management; techniques for dealing with City staff, representatives of other agencies, organizations, and the public, and resolving problems tactfully and effectively.

Any combination of education and experience that would provide the required knowledge, skills, and abilities, would be qualifying. Typically, a Bachelor's degree from an accredited college or university with major coursework in business or public administration, human resources administration, organizational development, industrial relations, or a related field, and five (5) years of progressively responsible professional experience in human resources administration and employee relations, including two (2) years' experience in a supervisory or managerial capacity, would provide such opportunity. A Master's degree and IPMA-HR CP certification are desirable. Candidates must possess, or have the ability to obtain, an appropriate and valid California Driver's License and a satisfactory driving record.

## THE COMPENSATION

The annual salary range for the incoming Human Resources Director is \$179,787 – \$217,543; placement within this range is dependent upon qualifications. The City also offers a comprehensive benefits package, which includes:

**Retirement** – The City participates in the California Public Employees' Retirement System (CalPERS) under a 2% @ 60 plan (highest 36 months) for Classic members with the employee contributing 7%. New members are under a 2% @ 62 plan (highest 36 months) with the employee contributing 6.5% (2018). The City participates in Social Security.

**Health & Welfare** – The City offers choice of medical HMO (two providers), PPO, or HDHP plans and offers vision and dental coverage. City pays 100% of vision and dental premiums for employee and eligible dependents. Employee contributes 15% of the HMO health premium cost based on the category of coverage (single, two, family). Employees who have medical coverage elsewhere, may waive the City's medical, dental, and vision coverage and elect to have the City contribute \$550 per month into a deferred compensation account.

**Deferred Compensation** – Voluntary 457 program.

**Term Life Insurance Policy** – City paid \$50,000 term life policy. Voluntary Supplemental life police and AD&D available.

**Short- and Long-Term Disability Insurance** – City pays premium for both programs.

**Vacation** – Vacation accrues at a rate of 120 hours per year (capped @ two (2) times the annual accrual).

**Sick Leave** – Eight (8) hours sick leave per month (no cap on accrual).

**Holiday Leave** – 12 paid holidays and one (1) floating holiday per calendar year.

**Administrative Leave** – 40 hours per year.

**Other Benefits** – City contributes equivalent of 1.5% of base salary toward a medical Retirement Health Savings account and employees contribute \$50 or \$200 each pay period (based on date of birth). A wellness benefit of \$1,000 per fiscal year. In addition, childcare subsidy at 50% discount towards City run child care programs, free recreation classes; Section 125 Flexible Spending Account, employee assistance program, and long-term care plan are available.

## TO APPLY

If you are interested in this outstanding opportunity, please visit our website at:

[www.bobmurrayassoc.com](http://www.bobmurrayassoc.com)

to apply online.

**Filing Deadline:  
March 23, 2018**

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray and Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the City of South San Francisco. Candidates will be advised of the status of the recruitment following selection of the Human Resources Director.

If you have any questions, please do not hesitate to call Mr. Joel Bryden at:

(916) 784-9080

