



# Director of Human Resources





## THE CITY OF SAN BERNARDINO

Founded in 1810, San Bernardino is a progressive community rich in history and cultural diversity. Recognized for its scenic beauty and strategic location, the City of San Bernardino, serves as the county seat and is the largest City in the County of San Bernardino, with a population of over 218,000 and more than 62 square miles. To keep its vision for the future at the forefront, the City of San Bernardino follows the guiding principles to be strong and prosperous by adopting the shared values of Integrity, Accountability, Respect for Human Dignity, Honesty, and Fairness.

Residents of the City can expect quality, cost-effective services and an excellent public safety program dedicated to providing the highest level of police and emergency services. The two hospitals within the City limits, Community Hospital of San Bernardino and St. Bernardine's Medical Center, are state-of-the-art facilities. City residents also have access to the nearby Arrowhead Regional Medical Center and the world-renowned Loma Linda University Medical Center.

Home to one of only a few premier soccer facilities in Southern California, visitors and residents of the City of San Bernardino will find no shortage of entertainment. With 35 parks and 11 community centers, residents and visitors can enjoy playgrounds, swimming, youth sports, adult sports, senior activities, and special interest classes. The City's menu of programs and services includes a public library system comprised of one primary and three library branches, which provide life-long learning to the world of ideas, information, and creative experience for all citizens of San Bernardino. There are multiple venues for art, performing art, and concerts in the City, such as the historic California Theater, Sturges Center for the Arts, Roosevelt Bowl, National Orange Show Events Center, Glen Helen Amphitheater, and the Garcia Center for the Arts. Several colleges provide quality education and programs, including San Bernardino Valley College, California State University, San Bernardino, and Loma Linda University Health – San Bernardino Complex.

With a look to the future, the City is working hard to move the community forward and improve city services and quality of life. San Bernardino is, now more than ever, a city of opportunity.

## CITY GOVERNANCE

The City of San Bernardino is a Charter City and governed by the Council-Manager form of government. The governance structure is comprised of an at-large, elected Mayor and seven Council Members elected by constituents in the specific ward. Each elected official serves a four-year term.

### MISSION STATEMENT

Our mission is to provide quality and cost-effective services to the people of San Bernardino. We will provide excellence in leadership through the allocation of public resources to City programs that are responsive to community priorities and maximize opportunities for economic, educational, and cultural viability.

To learn more about the City of San Bernardino, go to: <http://www.ci.san-bernardino.ca.us/>.

# THE HUMAN RESOURCES DEPARTMENT

The Human Resources Department consists of the Personnel Services, Recruitment, Workers' Compensation, and Risk Management Divisions:

The **Personnel Services Division** is responsible for classification and compensation plans, labor management and employee relations, employee benefits, recruitment, hiring and separations, supervisory training, and service retirements.

The **Recruitment Division** is responsible for the appointment and retention of a qualified, effective workforce.

The **Workers' Compensation Division** is responsible for managing the City's self-insured Workers' Compensation programs. (City employees only)

The **Risk Management Division** is responsible for the administration of the City's insurance coverage and employee Safety and Wellness programs.

## THE POSITION

The Director of Human Resources is responsible for directing, managing, and integrating broad, comprehensive human resources and risk management programs and services for the City to achieve effective employment, utilization and development of staff, high morale and productivity, and effective communications between management and employees and their bargaining representatives. The incumbent is also responsible for a variety of programs and services designed to minimize risk and manage costs associated with workers' compensation and other risk areas. This position will also provide oversight of other City-wide human resources functions, including recruitment, employment, classification, compensation, employee relations, training and development, performance evaluation, benefits, workers' compensation, and other services such as the City's own progressive in-house temporary hiring service (SBTS). This position will be supported by approximately twelve (12) full-time and three (3) part-time direct reports.

### Key Functions and Priorities

- Plan, organize, manage, and evaluate the work of the Human Resources department to meet department and city-wide goals and objectives; implement programs, processes, procedures, and policies required to achieve overall department performance results.
- Participate with the City Manager, elected officials, and other managers in establishing strategic plans for the City.
- Establish performance requirements and personal development targets; monitor performance and provide coaching for performance improvement and development; provide or recommend compensation and other rewards to recognize performance.
- Provide leadership and works with supervisors and staff to develop and retain highly competent, customer service-oriented staff through selection, compensation, training, and day-to-day management practices that support the City's mission, strategic goals, and core values.
- Provide expert advice to management on a wide range of human resource management issues and practices, including complex, sensitive, and confidential organizational and human resources issues.

- Serve as lead negotiator with bargaining units. Conduct meet and confer sessions and participate in administering labor contracts after an agreement is reached; advise on employee relations matters, including grievance and disciplinary procedures and actions.
- Directs recruitment activities for all classified City positions, the development and maintenance of comprehensive classification and compensation plans, administration of City performance evaluation practices and programs, training and development programs, workplace safety training for employees, supervisors, and managers, administration of a tuition and education program, and equity, diversity, and inclusion programs.
- Propose and direct administration of the City's program of health and welfare benefits; recommend benefits program design changes and negotiate benefit plan provisions and rates and coordinate City administration of retirement programs.
- Direct the development and administration of risk management programs, including audits and investigations, to ensure compliance with safety, health, and environmental safety regulations and requirements.
- Represent the City in meetings with professional and community groups and provide other human resource duties as needed.

### Priorities and Opportunities

- Continue to build on the City's diversity, equity, and inclusion plan and vision.
- Increase employee training, education, and development opportunities.
- Create alignment and structure in the risk management transition.
- Ensure the success of the City's classification and compensation study currently underway.

## THE IDEAL CANDIDATE

The ideal candidate will be an innovative, flexible, and collaborative leader. As a problem solver with excellent communication, the successful candidate will have the necessary interpersonal skills to build positive working relationships with staff, department heads, leadership, and elected officials. The successful candidate will be solutions-oriented, have strong political acumen, and have the ability to adapt to changing and competing priorities. A background in public sector budget development, policy administration, staff management, and team building are key. Experience in a union environment and knowledge of negotiations is a must.

### Key Attributes and Characteristics

- Excellent leadership skills with a calm demeanor; a leader that reassures staff while inspiring confidence.
- Detail-oriented and accurate with the ability to articulate concepts and ideas clearly and directly.
- Politically astute. Understand political implications while remaining apolitical.
- Understand the importance of acting as a mentor. Be adaptable and creative and look at situations from all perspectives to assess and improve efficiencies and implement best practices.
- The ability to work with a wide variety of personalities and communicate effectively with different personality types. A collaborator and consensus builder.



## QUALIFICATIONS

A typical way of obtaining the knowledge, skills, and abilities outlined above include:

- A Bachelor's Degree in public or business administration, human resources, psychology, or a closely related field
- Ten (10) plus years of progressively responsible human resource management experience, including labor relations
- Five (5) plus years in a supervisory or program management capacity.
- Certifications in human resource management issued by IPMA-HR or SHRM are highly desirable.

## COMPENSATION AND BENEFITS

The salary range for the Director of Human Resources is **\$143,244.00 - \$174,108.00**, commensurate with the candidate's experience and qualifications.

In addition to a competitive salary, the City offers an attractive compensation and benefit package that includes:

- Retirement – Participation in the California Public Employees' Retirement System (CalPERS). Classic members with less than six (6) months separation: CalPERS 2% at 55, single highest year plan. New members, CalPERS 2% at 62, three highest year average plan.
- Health Insurance – Monthly City contribution of \$1,125 employee-only or \$1,250 employee + family towards Medical, Dental, and Vision Care Insurance Plans.
- Leave – Vacation beginning at 80 hours after one year, 96 hours of sick leave annually, 12 holidays, plus 18 hours of floating holiday time, and administrative leave of 80 hours per fiscal year.
- A reimbursement allowance of up to \$50 per month to cover work-related employee events.
- After three (3) months of continuous service, you will be granted sick leave at ninety-six (96) hours per year.
- A bank of eighty (80) hours of administrative leave upon hire, up to an additional twenty (20) hours may be granted for a total of one hundred (100) hours per fiscal year.
- After six (6) months of continuous service, eighteen (18) hours of floating holiday time.
- After twelve (12) months of continuous service, you will have a bank of eighty (80) hours of vacation leave.
- Car Allowance – The City provides a car allowance of \$725 per month

- City-issued business cell phone.
- Life & Accidental Death and Dismemberment Insurance – The City provides Term Life and Accidental Death & Dismemberment (AD&D) Insurance.
- Other – Optional Deferred Compensation Plan, flexible benefits plan, pre-tax childcare plan, employee assistance program, and all other benefits received by Management/Confidential employees of the City per Memorandum of Understanding.

## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

**The final filing date is Friday, September 17, 2021.**

To be considered, please submit a resume, cover letter, and five work-related references (who will not be contacted in the early stages of the recruitment) to:

<https://koffassociates.com/director-of-human-resources/>.

Resumes should reflect years and months of positions held, as well as the size of the past organization(s).

For additional information, please contact:



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Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Koff & Associates will report the results to the City. The City will then select candidates to participate in City interviews. Extensive reference and background checks will be completed on the selected candidate.

