



**CITY OF
LA MESA**
JEWEL of the HILLS



Director of Human Resources



OUR COMMUNITY

Founded in 1912 and centrally located in the rolling hills of San Diego County with a population of approximately 60,000, La Mesa is known as the *Jewel of the Hills*. A near perfect climate, tree-lined streets, walkable neighborhoods, easy access to retail and commercial areas, and a quaint Downtown Village make La Mesa a highly desirable community in which to live and work. There is more to the *Jewel of the Hills* than just geography. It's about the myriad of people who have called La Mesa home for the last 100 years whom we honor for their extraordinary accomplishments as well as their devotion to the community. Spanning nine square miles, the City's increasing popularity is not going unnoticed. Niche's 2023 Best Places ranks La Mesa as one of the best suburbs for young professionals in California and one of best and most diverse places to live in the San Diego area.

La Mesa is also a much sought-after business location due to its regional centrality and superior transportation network that includes three major freeways and two trolley lines, plus quick and easy access to a major international airport. The City is home to more than 5,000 businesses representing a wide array of industries with Sharp-Grossmont Hospital, the La Mesa-Spring Valley School District, Walmart (two locations), Kaiser Permanente, and Costco being the largest employers. A main attraction for many La Mesans is the ability to live, work, shop and play in the community in which they live. The Downtown Village serves as the historic center of the community and is filled with one-of-a-kind retail shops, vintage stores, and dining options, while also being a gathering place for many civic events and celebrations including a weekly [farmers market](#), summertime classic [car shows](#) and annual [Oktoberfest](#) which is one of the largest in the west. Also, within city limits, [Grossmont Center](#) serves as a regional dining, shopping and entertainment hub with over a million square feet of space.

The community's amenities support a healthy living lifestyle. Fifteen beautiful municipal parks are located within La Mesa's borders as are award winning urban trails, jogging paths, and other recreational facilities including a municipal pool and sports complex.

La Mesa is served by two school districts. The La Mesa-Spring Valley School District operates most of the elementary and middle schools while Helix Charter High School is part of the Grossmont Union High School District. There are also numerous private schools in the area. Local higher education options do not get any better with the University of California San Diego, San Diego State University and the University of San Diego all in close proximity. In addition, several community colleges serve the region.

CITY GOVERNANCE

La Mesa is a general law city which uses a council-manager system of government with a directly elected mayor. The city council consists of a mayor and four councilmembers, all of whom are elected from the city at large and serve four-year terms. La Mesa employs a Council-Manager form of government. In this arrangement, the council is responsible for determining policy, and the City Manager ensures that such policy is implemented. The City Council appoints the City Manager and City Attorney, as well as a full complement of Boards and Commissions.

In addition to the Police Department and offices of the City Manager and City Clerk, other city departments include Community Development, Community Services, Finance, Fire and Public Works. The Director of Human Resources is a "department head" level classification and receives administrative direction from the City Manager. As a member of the City's Senior Management Team, the Director of Human Resources carries out general policy direction from the City Manager and elected officials, fulfilling assigned responsibilities within broad guidelines. The City has 272 full-time budgeted employees. The 2023-2024 budget is \$151,804,620.

Mission: Our mission is to reliably deliver high-quality public services that enhance the quality of life for all.

Organizational Values: Welcoming, Accessibility, Accountability, Excellent Customer Service, Integrity

City of La Mesa Five-Year Goals

Maintain a community where residents and visitors feel safe.

Ensure a strong financial outlook through careful planning, sustainable service levels, and fiscal sustainability.

Promote a high quality of life that current and future generations can afford to call home.

Invest in infrastructure to serve the needs of the community.

Nurture an organizational culture where employees are recognized for the delivery of high-quality services to the community.

To learn more about the City of La Mesa, go to:

<https://www.cityoflamesa.us>

THE HUMAN RESOURCES DEPARTMENT

The Human Resources Department is committed to attracting, retaining, and developing talented, productive, and motivated employees. The Risk Management function is housed within Human Resources. Human Resources and Risk Management are an internally servicing functions that support the City's other departments: City Manager's Office, City Clerk, Community Development, Community Services, Finance, Fire, Police and Public Works.

Responsibilities of the Human Resources Department include:

- Conducting employment recruitment
- Evaluating and coordinating training and development needs
- Maintaining personnel records
- Maintaining the city's classification, compensation, and benefit plans
- Providing assistance in labor relations, negotiations, performance evaluation, and discipline
- Providing assistance to employees and management in the interpretation and enforcement of applicable labor law and city personnel rules

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 Director is also responsible for overseeing 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. This position will be supported by approximately five (5) 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.
- 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 work 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.
- Participate in negotiations 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.

- Direct 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

- Recruitment is currently a key initiative to compliment and offset recent retirements, promotions, newly approved positions and other vacancies.
- Increase employee training, education, and development opportunities.
- Create alignment and structure in the risk management function.
- Continue to build the Employee Wellness Program.

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, labor, 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

- A hands-on, working manager with a creative approach to problem solving.
- Excellent leadership skills with a positive demeanor; a leader that reassures staff while inspiring confidence.
- The ability to think 'outside the box' while still being detail-oriented and accurate; having 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 and coach, with a skill set in career development, training programs, and succession planning.
- Be adaptable 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 with a skill set to find solutions and positive results.

QUALIFICATIONS

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:

- A Bachelor's degree, or equivalent, from an accredited college or university with major course work in personnel administration, business administration, public administration, or related field.
- A Master's degree is desirable.
- At least seven years of increasingly responsible public human resources experience.
- Three years of management and administrative responsibility.
- Certifications in human resource management issued by IPMA-HR or SHRM are helpful.

COMPENSATION AND BENEFITS

The salary range for the Director of Human Resources is \$158,112 - \$192,204, commensurate with the candidate's experience and qualifications. A 3.5% salary increase is scheduled for July 1, 2024.

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). If you were hired before December 31, 2012 2.5% @ 55 (8% employee contribution plus 1% cost sharing) 1 Year final compensation formula. If you were hired on or after January 1, 2013 2% @ 62 (7% employee contribution) 3 Years final compensation formula.
- **Social Security** – The City participates in Social Security.
- **Cafeteria Benefits Plan** – City contributions for the purchase of health, dental and vision benefits for employee and eligible dependents. Monthly city contributions: Employee only \$754.72; Employee + 1 dependent \$1,294.32; Employee + 2 or more dependents \$1,694.58.

- **Vacation** – Vacation accumulation begins on the first day of employment. Employees earn: 0-60 Months of Service, 80 hours; 61-120, months 120 hours; over 120, 160 vacation hours.
- **Vacation Buy Back** – Management employees may sell back anywhere from 40 to 80 hours of vacation in December of each year, based on their number of years of service.
- **Sick Leave** – Earned at the rate of 3.692 hours per pay period (96 hours per year).
- **Sick Leave Conversion** – Management employees may convert a portion (above 192 hours) of accumulated sick leave to an equal amount of vacation or pay, based on formula.
- **Holidays** – The City currently observes 14 paid holidays, that includes three floating holidays annually (Admission Day, Cesar Chavez's Birthday, and Presidents Day).
- **Administrative Leave** – 80 hours per calendar year (use or lose).
- **Mobility Allowance** – \$375 per month (\$0 if issued a City vehicle).
- **Technology Allowance** – \$80 per month.
- **Deferred Compensation** - City employees have the opportunity to build their retirement savings and reduce taxable income by participating in the City's Section 457 deferred compensation program or the post- tax 457 Roth deferred compensation program. The City's plan is administered by the ICMA Retirement Corporation. Participation is handled through payroll deduction. The City does not make any contributions to this plan.

To view additional benefits, please go to: <https://www.cityofflamesa.us/DocumentCenter/View/20483/Management-Benefits-November--Rev-Mar-2023>

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing date is Friday, January 19, 2024.

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/la-mesa-director-of-hr/>

Resumes should reflect years and months of positions held.

For additional information, please contact:



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Website: <https://koffassociates.com/>

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.