

CITY OF TULARE, CALIFORNIA

Human Resources Director





■ THE COMMUNITY

The City of Tulare is an exceptional, family-oriented community with a population of 73,908, situated in the Central San Joaquin Valley along Highway 99, just 47 miles south of Fresno and 64 miles north of Bakersfield. Our mid-state location benefits businesses needing same-day access to key California markets as well as residents seeking recreational opportunities in the beautiful Sierra Nevada Mountains to the east and the spectacular California coastline to the west.

Founded in 1874 by the railroad, Tulare overcame numerous disasters in the 1880s. Following three major fires and the departure of the railroad, the community's saving element was bringing water and farming to the area. Situated in the heart of some of the most productive farmland in the world, Tulare is very attractive to food processors and distributors (such as Haagen-Dazs, Land O'Lakes, Saputo, and Lactalis) because of our central location and abundant supply of locally grown products. Tulare County is the number one milk-processing county in the nation, and now the second largest agricultural producing county in the world, second only to neighboring Fresno County.

With its strong agricultural vitality, Tulare seeks to diversify its industrial and retail base through a focus on economic development. The City not only welcomes new industries and businesses, but it has also become a regional attractor. Tulare has a historical downtown, first class historical museum, and an expanding outlet center providing up to 2.6 million square feet of retail space. In addition, Tulare is home of the International Agri-Center, sponsor of the largest farm equipment show in the world – the World Ag Expo.

Tulare is known for its volunteerism and community spirit. Tulare has an attractive housing market with exceptionally priced quality homes and many new homes under construction. Tulare is a city challenging itself to provide new opportunities for all who call it home. The community is growing, yet it retains the caring and connected atmosphere of a small town. The City honors and celebrates its culturally diverse heritage. The City Council works closely with the City Manager and members of the public to ensure the “voice of the citizen” is heard.

■ CITY GOVERNANCE

The City is governed by a five-member City Council elected by district. The City Council has a robust strategic planning and goal development process.

Tulare is a full-service charter city with approximately 400 full-time and more than 200 seasonal employees in the departments of Administration, Finance, Human Resources, Community Services, Community & Economic Development, Public Works, General Services, Police, and Fire.

The Human Resources Director works collaboratively as a member of the City's leadership team, which consists of hometown talent as well as seasoned professionals who were recruited to join the City.

The fiscal year 2025-26 budget includes \$177.9 million in total expenses, with \$69.8 million being general fund. Healthy revenue sources include a sound property tax base, a utility user's tax, and an 8.25% local sales tax. The City owns and operates the drinking water distribution system, sewer system, storm drain system, and provides solid waste service.

A renaissance of community and economic development activity is underway that will transform the City. Priorities and key projects include:

- Zumwalt Park renovation and addition of the Adventist Health Amphitheater (completed)
- Rehabilitation of the old courthouse into the Tulare Business Innovation Zone (TBIZ) in partnership with the Tulare Chamber of Commerce (completion in summer 2025)
- Traditional and Permanent Supportive Housing revitalization programs (ongoing)
- A new Emergency Homeless Shelter equipped to house up to 400 unhoused individuals (completion in early 2026)
- K9 Bane Community Dog Park (completed)
- State Route 99 & International Agri-Center Way interchange (completion 2026) and widening of State Route 99 to six lanes (funding underway)
- ERP Implementation (ongoing)

MISSION STATEMENT: To promote a quality of life making Tulare the most desirable community in which to live, learn, play, work, worship and prosper.

Candidates are encouraged to visit the City's website at <http://www.tulare.ca.gov> for a broader understanding of the City's organization and our community.

■ THE POSITION

Reporting to the Assistant City Manager, the Human Resources Director plans, organizes, manages, continuously improves, and provides administrative direction and oversight for the City's human resources functions including labor relations, learning and development, recruitment, classification and compensation, benefits administration, employee performance evaluation, employee engagement and recognition, safety and regulatory compliance, and risk management, including the City's insurance, loss control and benefits programs. The Director supervises a team of four, and also serves as an individual contributor.

Essential functions include, but may not be limited to the following:

- Develop, direct, and coordinate the implementation of goals, objectives, policies, and procedures.
- Manage and participate in the development and administration of the department's budget including forecasting of funds needed for staffing and operations.
- Responsible for the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs.
- Lead the work of staff, directly or through subordinate levels of supervision.
- Direct, plan, and manage the administration of the risk management program including workers' compensation, employee benefits, general liability, loss control and property insurance, and claims.
- Direct the City's health and safe work environment programs to ensure regulatory compliance, and mitigation of risk.
- Participate on the City's leadership team; assist in decision making and policy advice to the City Manager and department heads.
- Develop and implement modern recruitment, testing, and selection processes.
- Perform or direct the performance of job analysis and classification studies, conduct compensation studies, and develop compensation and benefit strategies.
- Clarify, interpret, ensure compliance with, and suggest changes to Personnel Rules and Regulations, City policies and procedures, Memoranda of Understanding (MOU), and other pertinent rules and regulations. Participate in labor relations and negotiations.
- Administer the City's benefit plans. Serve as liaison with benefit carriers, serve on and insurance benefits committee.
- Perform special projects and other duties as assigned.



■ THE IDEAL CANDIDATE

The ideal candidate is energetic, flexible, and collaborative. The ideal candidate is a problem solver who also has the necessary interpersonal skills to quickly build and maintain positive working relationships with staff, department heads, labor representatives, and elected officials. The ideal candidate is solutions-oriented and possesses the ability to adapt to changing and competing priorities. Experience with core human resources functions is imperative, including a solid background in public sector budget development, policy development and administration, process improvements, labor relations and negotiations, and employee learning and development. In addition to human resources acumen, the Director has a strong working knowledge of public policy, municipal functions and activities, including the role of an elected City Council. The City's next Human Resources Director will be creative and people centric as they continue to build on the current culture of high performance and stability, while bringing innovative programming in this post pandemic organizational structure, providing expert guidance around recruitment initiatives and succession planning, benefits' plans, risk management, classification and compensation, and overall staff support.

Key Attributes and Characteristics

The ideal candidate...

- Can demonstrate superb leadership skills.
- Comfortably navigates uncertainty.
- Is approachable, with a positive and calm demeanor.
- Has attention to detail and can articulate concepts and ideas clearly and directly.
- Skillfully handles public speaking.
- Listens more than they speak.
- Is politically astute and understands political implications, while remaining apolitical, and knows when to escalate items.
- Champions staff mentoring and professional development.
- Is adaptable and creative and looks at situations from all perspectives to assess and improve efficiencies and implement best practices.
- Shows emotional intelligence and easily works and communicates with various intelligences, work styles, and personalities.
- Collaborates and focuses on innovative solutions.



■ QUALIFICATIONS

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to graduation from a four-year college or university with major coursework in human resources management, public administration, business administration, or a related field.
- Five (5) years of responsible human resources and risk management experience.
- Three (3) years of management experience.

■ COMPENSATION AND BENEFITS

The annual salary for this position is \$135,942.60 - \$165,238.92

The City of Tulare offers a competitive benefits package that includes:

- **Retirement:** In accordance with the California Public Employees' Pension Reform Act of 2013 (PEPRA), the City of Tulare will offer the following retirement benefit (2.0% @ 62) to new PERS members beginning January 1, 2013 with three (3) year's final compensation. Existing miscellaneous PERS members, with no break in service, will receive 2.5% @ 55 formula with single highest year.

- **Insurance Benefits:** Health Insurance - City pays a portion of the employee and dependent coverage costs of group medical, dental and vision insurance. An opt-out plan is also available.
- **Life Insurance:** Based on annual salary. Short and Long-Term Disability Insurance.
- **City Healthcare Wellness Center:** Free Participation in the City Healthcare Wellness Center which opened March 3, 2025.

Leave/Holidays:

- **Management Leave:** Eighty-eight (88) Hours per year (prorated based on date of hire).
- **Sick Leave:** Twelve (12) days per year (earned on a pay period by pay period basis).
- **Vacation Leave:** Ten (10) days per year. Additional days based on service years. (Buy-back option available).
- **Holidays:** Twelve (12) holidays observed annually.

Additional Leave: Employees receive one (1) day for birthday credit and two (2) floating holidays.

Other Allowances: Auto Allowance: \$400 per month; Cell Phone/Data Plan Reimbursement: \$100 per month.

Optional Benefits: Additional Life Insurance, Voluntary Deferred Compensation Program (457 Plans), Flexible Benefit Program (IRS Section 125 Plan).

■ APPLICATION AND RECRUITMENT PROCESS

The final filing date is Monday, July 28, 2025.

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/tulare-hr-director/>

Resumes should reflect years and months of positions held.



Frank Rojas
(510) 495-0448

frank_rojas@ajg.com

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 panel interviews. Extensive reference and background checks will be completed on the selected candidate.