

City of Novato is recruiting for a

HUMAN RESOURCES MANAGER



A LASTING LEGACY ... A VISION FOR THE FUTURE

The City of Novato is seeking a dynamic Human Resources Manager to provide high level professional support to the City's departments and employees. The ideal candidate is a confident and compassionate leader who will assimilate quickly into the organization by instilling confidence and earning trust. The new Human Resources Manager will have excellent human resources management, analytic and strategic planning skills and will embrace complex challenges with enthusiasm and creativity. This is an excellent opportunity for a talented HR professional to lead and create a vision for the Human Resources Division and participate in the City's initiatives, such as the implementation of our new HRIS module as part of a broader enterprise resource planning and financial management system. Come join our dynamic team as we move forward on a number of new and exciting initiatives!

THE POSITION

The City of Novato is seeking an experienced and dynamic individual to serve as its next Human Resources Manager. The position reports to an Assistant City Manager and supervises a professional and administrative staff of three. The HR Manager oversees the delivery of traditional HR services, including recruitment, selection and retention, classification and compensation, benefits administration, labor relations, workers' compensation, and employee engagement, recognition and development. The position has overall responsibility for supporting a talented and dedicated workforce of 208 employees. In Novato's fast-paced and evolving work environment, the HR Manager must have a high energy level and enjoy juggling a multitude of priorities while retaining personal balance.



THE ORGANIZATION

The City of Novato was incorporated on January 20, 1960 as a general law City with a Council/Manager form of government, made up of five members, elected at-large, serving four-year terms. The Mayor is selected for a one-year term from among the members of the City Council and the Council appoints the City Manager and City Attorney.

The City delivers administrative, police, community development, parks, recreation and community services and public works services through our current 208 full-time employees in six departments. Fire protection and paramedic services are provided by the Novato Fire Protection District. Other services, such as water distribution and waste management, are provided by special districts.

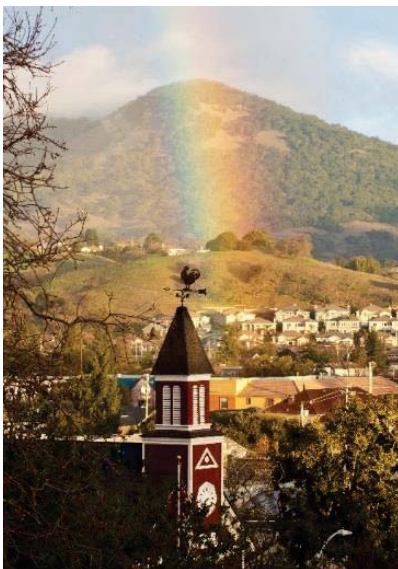
For the fiscal year 2017-2018, the City's General Fund budget is approximately \$39 million. Like all public agencies, the City felt the impacts of the Great Recession, but is recovering and now adding staff and expanding services.

The organization is led by a creative and forward-thinking Executive Management Team comprised of experienced public service professionals, some having several years with the organization and others who are relatively new to Novato. At the helm is City Manager Regan Candelario, who joined Novato in 2016.

The City's organizational culture is friendly, service-oriented, fast-paced, collaborative and eager for new technology. It is also a "young" organization, with many new employees having been hired in the last five years.

MISSION STATEMENT

TO PROVIDE EXCELLENT SERVICES AND ENRICH THE QUALITY OF LIFE WITHIN THE COMMUNITY
IN A FISCALLY-RESPONSIBLE MANNER.



THE COMMUNITY

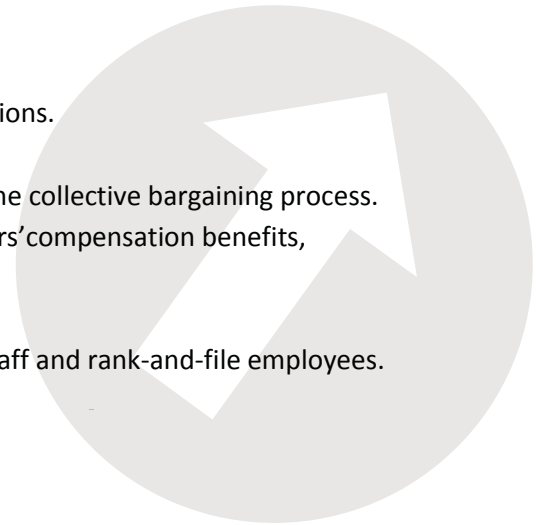
One of the Bay Area's premier communities, Novato is located in Marin County 30 miles north of San Francisco and Oakland/East Bay. The second largest city in the County, Novato has a current population of 55,000 and covers 28 square miles. The community fosters a small town atmosphere due to its low population density, high amount of open space and parks, and engaged community members. Novato residents enjoy a thriving and family-oriented community with abundant educational, recreational, retail, and business opportunities. The residents are actively involved in important local decisions about quality of life issues and the future direction of their city. The City Council encourages a high level of interaction between its citizenry and city government so that important issues are vigorously debated and discussed.



IDEAL CANDIDATE PROFILE

Human Resources Knowledge and Experience

- ✓ Demonstrated experience in a broad range of human resources services and functions.
- ✓ Able to apply process and systems improvement concepts in the HR environment.
- ✓ Well-developed knowledge and experience with employment and labor law and the collective bargaining process.
- ✓ Understands the administration of CalPERS pension and medical programs, workers' compensation benefits, deferred compensation, and other key employee benefits.
- ✓ Can facilitate the continued growth and development of Human Resources staff.
- ✓ Comfortable making presentations to elected and appointed officials, executive staff and rank-and-file employees.
- ✓ Experience with risk and liability management.



Culture and Values

- ✓ Embraces the role of Human Resources as a business partner with the departments and a service provider to employees.
- ✓ Is a compassionate, aware and encouraging leader.
- ✓ Understands the value and importance of employee engagement, recognition and development.
- ✓ Supports a collegial, cooperative and collaborative workplace.

Intangibles

- ✓ Nimble, flexible and adaptable to evolving organizational demands and circumstances.
- ✓ Has the ability to take a fresh, objective look at opportunities and issues and develop innovative yet practical solutions to solve problems in a manner that contributes to the City's long-range goals and objectives
- ✓ Exhibits strategic and critical thinking skills and demonstrates sound judgement and decision-making.
- ✓ Is an approachable, astute leader with a management style that quickly fosters trust, loyalty, respect, commitment and partnership with other executives, managers and employees.
- ✓ Track record of public service and commitment to honesty and integrity.
- ✓ High ethical standards and proven courageous decision making.
- ✓ A relationship-builder who is able to gain cooperation through discussion and persuasion

OPPORTUNITY TO EXCEL



Novato's next Human Resources Manager will be able to apply his or her knowledge, skills and experience to a variety of key initiatives and opportunities.

- ✓ Creating a long-term vision for the Human Resources Division.
- ✓ Working directly with the newly hired Assistant City Manager and Finance Manager as a key staff member in the Administrative Services Department.
- ✓ Integration of the HRIS module into human resources operations as part of the New World ERP system being implemented by the City.
- ✓ Working with staff and the City's insurance and claims administrators to address rising workers' compensation claims costs.
- ✓ Working with the City Manager, Assistant City Manager, Finance, and outside experts to develop a long term funding strategy for pension and OPEB costs.



Novato City Hall

SELECTION PROCESS

All application materials will be thoroughly reviewed to identify the candidates possessing the most relevant qualifications for the position. These top candidates will be invited to continue through the selection process. The examination portion of the process may consist of one or more of the following: oral interview(s), written examination, or performance test.

The City's actual job offer will be based on the depth and breadth of the candidates' experience and technical knowledge and skills, as well as on their ability to collaborate, communicate effectively, problem-solve, anticipate and take initiative.

APPLICATION AND RECRUITMENT SCHEDULE

To be considered for this exceptional opportunity, please apply online through the City's website or go directly to GovernmentJobs.com and create an account. (Registration is free). If you have already created your GovernmentJobs.com personal account, please login and continue with the online application process.

Please remember to submit all your application materials by the closing date and time. Incomplete or applications received after the closing date and time cannot be considered. All information on the application is subject to investigation and verification.

The City will accept applications until:
September 29, 2017 at 5:00 p.m.

THE COMPENSATION

Monthly Salary

\$8,971 - \$10,905

Depending upon qualifications

Upcoming Salary adjustments:

3.0% COLA 7/1/18

Retirement Programs

CalPERS Classic 2% @ 55

CalPERS New 2% @ 62

Deferred Compensation Program

City does not contribute to Social Security

Leaves

Vacation - Initial: 80 Hours/year; up to 160/year at year 5

Holidays: 11 designated, 2 floating/year

Executive Leave - 90 Hours/year

Sick Leave - 40 Hours @ hire; 1 day per month accrued

Work Schedule

9/80 Schedule

Life Insurance

City-paid \$100,000 policy



THE CITY OF
NOVATO
CALIFORNIA

**FOR MORE INFORMATION
CONTACT:**

HUMAN RESOURCES

922 Machin Avenue
Novato, California 94945
415.899.8900 main
415.899.8973 fax

Or visit: www.novato.org

MINIMUM QUALIFICATIONS

Experience:

Five years of progressively responsible professional human resources experience, preferably for a public agency, including two years of supervisory and project experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in human resources, public administration, organizational development or related field. Master's Degree in Public Administration or related field and professional HR certification is highly desirable.