



CITY OF NOVATO
CALIFORNIA

Human Resources Manager

NOVATO, CALIFORNIA

Human Resources Manager



THE OPPORTUNITY

This is an exceptional opportunity for an innovative and technically experienced Human Resources professional to make an impact and shape the future of both the Human Resources Department and the City as a whole. The Human Resources Manager plans and directs all activities of the Human Resources Department, with a focus on benefits administration, labor negotiations, employee relations, recruitment, risk management and policy-regulations interpretation and development.

A strong sense of customer service toward all stakeholders and a focus on open communication, collaboration, and coaching will serve the candidate well. The Manager will be responsible for revamping the City's employee relations program, developing a management training and city-wide training program, creating a new performance management system, and initiating a succession planning model; as well as developing a comprehensive risk management program and directing the review and updating of the City's personnel policies and procedures.

THE REGION

Recently named as one of the "Best Places to Live in 2018" by Livability.com, Novato is ideally situated in the North Bay Region of the San Francisco Bay Area, just a 20-minute drive to San Francisco and a 40-minute drive to the beautiful Point Reyes Seashore and Muir Woods National Park, a coastal redwood forest that is home to expansive trails and breathtaking views. With a population of 55,000, Novato is surrounded by more than 3,600 acres of open space, including Stafford Lake Park (139-acre expanse) and Mount Burdell (1,558 feet high), making it a haven for hiking and mountain biking. Novato also has two public golf courses and a network of 27 oaks-studded parks.

Novato was given high marks by Livability.com for high-achieving Novato Unified School District, as well as having a thriving local economy of biotech and technology companies along with a variety of retail centers, including the Vintage Oaks Shopping Center; anchored by Costco and Target, which includes more than 50 retail stores and restaurants welcoming visitors and residents to shop and dine. Novato is an active community with some great community events and amenities such as the Fourth of July Parade, Rock the Block, Winter Festival, Summer Concerts on the Green and community movie nights in the park. Historical buildings dot downtown Novato, including the Novato





History Museum, City Hall (a former Presbyterian church built in 1896), and Druid's Hall (1899). Novato's Old Town hosts traditional stores, boutiques and restaurants, and speaks to an earlier time in Novato's history.

THE POSITION

Reporting to the Assistant City Manager, the Human Resources Manager oversees all activities of the department, including labor/employee relations, risk management, policy and procedure review and development, recruitment, examination, classification, salary and benefits administration, mediation/facilitation, equal employment opportunity, and training. A primary focus of this position will be the coordination of labor relations activities and assisting the City's Executive Management team with creating organizational culture, assisting department managers and supervisors with employee conflict-resolution, disciplinary practices and performance management techniques. The Human Resources Manager will be seen as a resource and a referral for the management staff in the various City departments for guidance, structure, systems and processes for human resources best practices that will facilitate a healthy and positive organizational culture that will allow the city to inspire and retain exceptional City employees in a consistent and equitable manner.

The next Human Resources Manager will be tasked with reviewing the City's personnel policies and procedures and implementing best practices to better serve City employees, management, and job applicants. The Human Resources Manager will foster a culture of customer service and teamwork, developing a clear understanding of the human resources needs of City departments. The Human Resources Manager

will provide training, mentoring and coaching to both managers and a relatively new Human Resources team. As a part of this effort, the successful candidate will model a collaborative work environment.

Other Human Resources Manager duties include:

- Supervising, training and evaluating professional and technical staff.
- Supervising and participating in recruitment activities, conducting high-level or difficult recruitment as assigned. Developing, evaluating and validating selection instruments and examination methods.
- Administering risk, liability and workers' compensation insurance programs.
- Administering employee benefits.
- Supervising and conducting position classification studies; developing class concepts based on job analyses, position audits and organizational studies; writing class specifications and recommending salary rates for new classifications.
- Supervising and conducting salary and benefit surveys, analyzing data and making recommendations; supervising and participating in organizational and staffing studies in City departments.
- Assisting in preparing information for City Council agendas and making presentations before City Council, community organizations, and other interested groups.
- Interpreting and administering City, State and Federal Personnel Rules and Regulations
- Preparing departmental budget and a variety of correspondence and reports..
- Counseling employees, management, other departments, outside agencies and the public on personnel-related matters.



THE IDEAL CANDIDATE

Superior leadership, strategic thinking, team building, conflict resolution, and coaching/mentoring skills are critical in this role as well as excellent writing and verbal communication skills. The Human Resources Manager must have the ability to mentor and lead a Human Resources team, whose members are relatively new to the field, and foster an environment of enthusiasm and commitment to customer service. This position requires an individual who has solid technical knowledge in all areas of Human Resources, who excels at building teams and communicating effectively with the Human Resources staff and other departments, who is effective at problem solving, and who is personable and able to build collaborative relationships.

For a full description of duties and the role see <https://novato.org/government/human-resources/jobs-recruitment/job-descriptions>

MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Four (4) years of progressively responsible professional experience in general personnel administration, including some experience leading or directing the work of others. (Experience working in Human Resources for a public sector agency is critical).
- A Bachelor's Degree in Business Administration, Public Administration, Organizational Development, Human Resources, or other related field is desirable.

COMPENSATION AND BENEFITS

The annual salary range for the Human Resources Manager is **\$110,892 to \$134,784**. This salary range is **CURRENTLY UNDER REVIEW**. Starting salary will be dependent upon experience.

The City offers a competitive benefit package. View current benefit information on the City website at <https://novato.org/government/human-resources/salary-benefits>

APPLICATION AND SELECTION PROCEDURE

This recruitment is open until **Monday, January 14, 2019**. To be considered, please submit a detailed resume, cover letter, and a list of six (6) work-related references (who will **not** be contacted until the late stages of the recruitment and will be coordinated with the successful candidate). Your resume should indicate the size of staff and budgets you have managed and reflect both years **and** months with regard to the employment dates for current and prior positions held. Please submit your materials through our website at: <https://secure.cpsr.us/escandidate/JobDetail?ID=404>

For additional information about this position please contact Teresa Webster at (916) 471-3462 or twebster@cpsr.us or Jill Engelmann at (530) 306-0575 or jengelmann@cpsr.us.



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