



Now accepting applications for

HUMAN RESOURCES MANAGER

\$96,557 - \$ 113,969 Annually



THE POSITION

Are you a senior professional in the field of Human Resources looking for a high-level leadership role in an established public sector agency? Are you a self-starter who excels at working with others to provide a strategic human resource program and excellent service? And are you excited to help a team to grow and develop their skills? If so, the City of Sausalito would welcome your application to be the next Human Resources Manager.

The Human Resources Manager performs a variety of technical, professional, and confidential work involved in the administration of the human resources programs and activities of the City, which include recruitment and selection, employee compensation and benefits administration, job analysis and classification, employee training and development, labor relations, and general human resources administration; provides consulting services and coordinates activities with City Divisions, officials, outside agencies, and the public; fosters cooperative working relationships among City Divisions and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the Assistant City Manager and Administrative Services Director in diverse areas of expertise; and performs related work as required.

THE IDEAL CANDIDATE WILL

- Be ethical, self-motivated, creative, adaptable, organized and comfortable working in a dynamic and team-oriented environment.
- Have the capabilities to work independently and perform the technical, daily transactions, and routine level tasks while at the same time providing technical and managerial guidance to the City for Human Resources activities and programs.
- Have demonstrated abilities in the principles, practices, and techniques of human resources in a public agency setting, including recruitment, selection, equal employment opportunity, and employee orientation; job analysis and classification; compensation and benefit analysis and administration; risk management, worker's compensation, and occupational safety; and employee and labor relations, including the interpretation of laws, regulations, policies, and procedures.
- Exercise sound judgment, tact, discretion, impartiality, diplomatic demeanor and professionalism when providing exemplary customer service to members of the general public, employees, elected officials, and colleagues.
- Maintain confidentiality and exercise solid judgement on whether information is sensitive or not.
- Coordinate on-going assigned activities, events and projects requiring independent thinking, analysis, creativity, and problem-solving skills.
- Represent the City as a professional, poised and competent staff member at meetings, group settings, community events and public forums.
- Work quickly, efficiently, and calmly under stressful conditions.
- Work well with other staff and maintain cooperative working relationships others.
- Effectively and professionally communicate orally and in writing, with an ability to understand and speak to the concerns of others.

THE CITY

Sausalito is a beautiful, San Francisco Bay front city of 7,400 residents within 2.2 square miles that serves a visitor population that may be several times the size of the year-round population. The blend of historical buildings, wooded hillsides, sweeping Bay and San Francisco views nestled against the Golden Gate National Recreation Area combine to make Sausalito a community of unparalleled charm and natural beauty.

Sausalito is a General Law City incorporated in 1893 and has a City Council/City Manager form of government. The City provides a full range of services , through 75 FTE, including Administration, Finance, Police, Public Works, Parks and Recreation, and Community Development. The City Council and staff value positive relationships with the residents, businesses, visitors and outside agencies.

BENEFITS

Retirement: The City is a part of the CalPERS retirement plan and does not contribute to Social Security.

Classic employees – 2% @55 formula, highest 3-year average compensation

PEPRA employees – hired after 1/1/13 or Classic employee with 6-month break in service are eligible for a 2% @ 62 formula, highest 3 year average compensation

Deferred Compensation: The City offers an optional 457 plan. Employees who actively participate receive a contribution by the City of 1% of their base pay on a bi-weekly basis.

Cafeteria Benefit Plan: The City offers a healthy cafeteria benefit program including choices among plan options for: medical, dental, vision, life insurance, dependent care, flexible spending account, short and long-term disability, and PERS long-term care insurance.

Auto Allowance: \$250 a month or assigned use of a City vehicle.

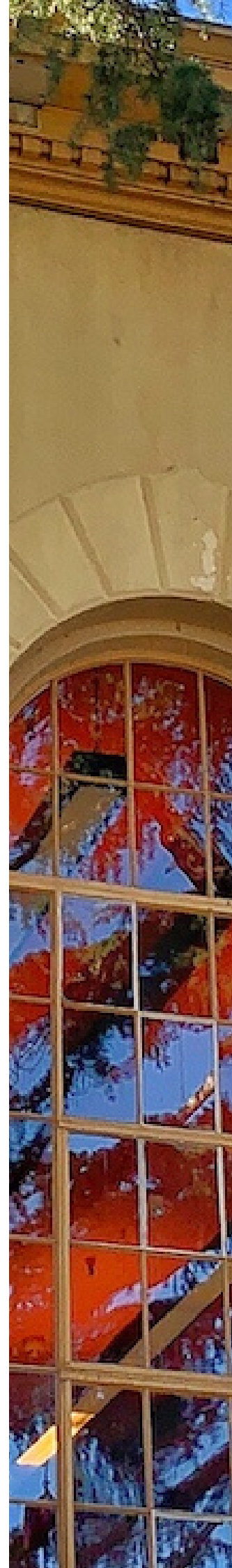
Employee Development: \$2,000 annual reimbursement for educational programs.

Commuter Check Program: City pays 50% of the cost for vouchers used for commuting, up to \$50 per month.

Holidays: 10 authorized holidays per year, plus 16 hours of floating holiday time.

Administrative Leave: 80 hours of leave per calendar year.

Vacation: Employees earn 136 hours of vacation and 96 hours of sick leave per year.



QUALIFICATIONS

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

Training: Equivalent to graduation from an accredited four-year college or university with major coursework in human resources, business or public administration, or a related field.

Experience: Three (3) years of professional experience in human resources administration.

Desirable: Managerial level experience in leading a Human Resources team.



SELECTION PROCESS

The deadline to apply is May 24, 2020 before 11:59 PM PST.

To be considered for this exciting opportunity, candidates should apply at

<https://www.governmentjobs.com/careers/rgs/clientrecruit/jobs/2770262/human-resources-manager-for-the-city-of-sausalito?pagetype=jobOpportunitiesJobs>

Qualified candidates are invited to submit a Letter of Interest and a focused resume detailing their recent (within the past 10 years) experience and demonstrated career accomplishments relevant to this position along with their application.

Each candidate's background will be evaluated on the basis of information submitted at the time of application, and qualified candidates will participate in a preliminary phone interview. Only the most qualified candidates will be invited to the next step in the selection process a possible Written Exercise and Oral Panel interview if held. Only the names of the most-qualified candidates who pass the panel interview process will be submitted to the City for consideration for final selection.

Additional inquiries about the position may be directed to Kay Randolph-Pollard at krandolphpollard@rgs.ca.gov neither Regional Government Services nor the City are responsible for failure of internet forms or email transmission in submitting your application. Candidates with a disability who may require special assistance in any phase of the application or selection process should advise us by emailing krandolphpollard@rgs.ca.gov.



Recruitment services provided by
Regional Government Services

Contact: Kay Randolph-Pollard
krandolphpollard@rgs.ca.gov 650.587.7314