

CAREER OPPORTUNITY

CITY OF SANTA MARIA

"Shape your career while shaping your community."

CHIEF HUMAN RESOURCES & ORGANIZATIONAL DEVELOPMENT OFFICER

SALARY: \$146,827.20–\$178,469.46 DOE/DOQ

ARE YOU LOOKING FOR affordable Coastal, Central California living, and a career with an innovative, forward thinking organization where you will have exceptional opportunities to advance your career, take on exciting projects, and be a part of a dynamic leadership team? *Then the City of Santa Maria is a great match for you!*

The City of Santa Maria is looking for a **Chief Human Resources & Organizational Development Officer (Chief HR Officer)** to oversee the City's human resources, risk management, and organizational development and innovative change projects. The Chief HR Officer should have experience with labor and employee relations, policy and procedures, long-range strategic planning, employee development and training, workplace safety and risk management, classification and compensation, and the ability to oversee other HR functions such as benefits administration, wellness, recruitment and selection, workers' compensation, etc. The successful candidate will have a history of bridging the public-private divide, thinking beyond bureaucracy, and providing excellence in service and programs while balancing a culture of professionalism and fun.

Be a part of a progressive & pioneering community.



the CITY

THE CITY OF SANTA MARIA is a full-service, Charter City with a City Council/ City Manager form of government which has over 700 employees within 10 departments, an annual budget of approximately \$222 million for FY 2019–20, and serves approximately 108,000 constituents. The City of Santa Maria is located on the beautiful Central Coast of California and covers over 23 square miles. The City is a harmonious balance of maintaining coastal and agricultural lands while promoting business. Santa Maria has been recognized nationally as an All-America City by the National Civic League and offers reasonably priced housing, community festivals, quality schools, and is in close proximity to beaches, cultural arts, a local airport, wineries, and higher education institutions.



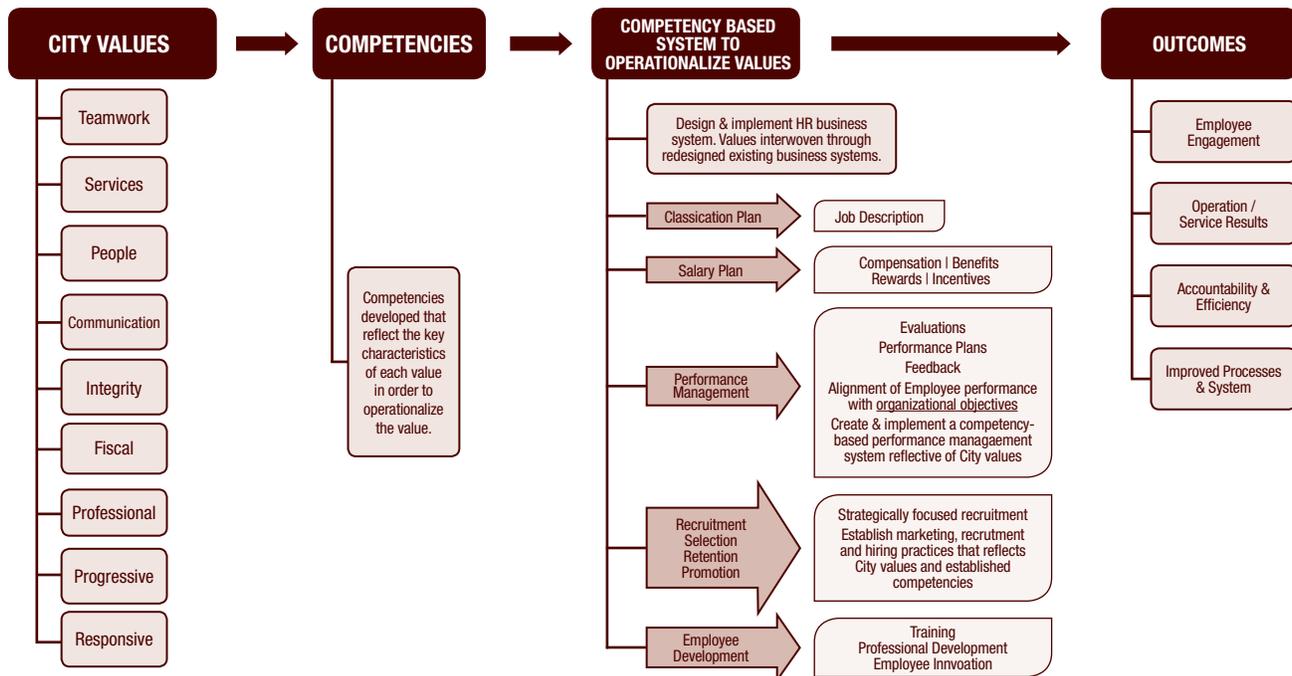
our CULTURE

MISSION: To provide the highest quality service in the most efficient, cost-effective, and courteous manner possible.

OUR EMPLOYEES are our greatest asset, and we seek talented individuals with diverse backgrounds who are excited about a challenge and dare to make a difference. We are a results-driven team who care about each other and the needs of residents in our community.

We are currently making strides to improve human resource systems and build a more efficient, effective, and accountable governance model that strives to achieve the highest level of customer service at every level of the organization. To achieve this, we have started the “Alignment Project.” The Alignment Project is intended to create and sustain an organizational culture that continuously improves the quality of City services, and inspires customer-based solutions linked to the City’s Mission and Organizational Values, and accomplished with an engaged workforce.

To achieve the City Council’s goals, existing City processes need to be improved, aligned, and fully integrated into business systems that will support a customer-centered culture and encourage exceptional leadership and employee performance. These systems will become the foundation for the City’s recruiting, hiring, promoting, employee development, performance management and marketing, and integrating everything we do, and the HR Officer will play a key leadership role in this initiative.



the JOB / DIVISION

THIS IS A GREAT POSITION for a candidate who brings excellent communication and leadership abilities and is looking to work for a City Administration that focuses on reducing process and bureaucracy, seeks out innovation, and makes things happen. This is an at-will position that reports directly to the City Manager and leads a division of eight support staff and a \$1.4 M operational budget, and a \$7.8 M risk management budget. In addition to overseeing all HR activities for the City, the HR Officer is responsible for the overall direction and vision of the division, provides professional support and consultation, and makes recommendations regarding operational, policy guidance, and personnel matters. We are looking for an HR professional that has a BIG picture perspective across the whole organization, and not just a micro focus on California compliance, laws and regulations; but you will need to know those too. The department oversees the following:

- Long Range Strategic Planning
- Benefits Administration and Wellness
- Employee and Labor Relations
- Workplace Safety
- Workers' Compensation and Risk Management
- Employee Development and Training
- Recruitment and Selection
- Classification and Compensation
- HR Policies and Procedures

The City has four bargaining units and two unrepresented management groups. The HR Officer will be the lead negotiator, or work closely with outside consultants, to negotiate on behalf of the City. In addition to the traditional core oversight functions, this position will be a business partner, change agent and leader.

Our **Strategic Leadership Competencies**, that executive leaders should possess, include:

MISSION FOCUS: understand and support the organization's mission—its core purpose for being and believe in the mission and value it.

VISIONING: imaginative, and able to create a vision of a preferred future for their teams and the organization.

STRATEGIC THINKING: act with the future in mind, plan for and make decisions within the framework of the enterprise's strategic intent; know and understand the factors influencing strategy (core competence, customers, competition and the organization's current strengths and limitations).

BUSINESS THINKING: see the organization as a series of integrated and interlocking business processes. Understand business concepts that govern these systems and their interfaces. Create or realign these systems in response to changing business needs and understand that a change in one process can have unintended impact across the entire organization.

DIPLOMACY: Work well within the organization's power network, perceptive to social cues, recognize personal agendas, and handle situations without arousing hostility, while navigating the political landscape of the organization effectively.

GLOBAL MINDSET: look beyond your own borders for business opportunities.

RISK TAKING: a history and propensity for taking calculated chances to achieve goals, while balancing between analysis and action.

LEADERSHIP IDENTIFICATION: identify with the role of a leader, enjoy responsibility and exercise authority.

PRESENTATION SKILLS: able to organize and deliver public speeches, and effectively inform or persuade audiences.

EMPLOYMENT STANDARDS

- Graduation from a four-year college or university, with specialization in public or business administration, or human resources management. Increasingly responsible experience in human resources, employee relations, risk management, personnel administration, or a related field will be accepted in lieu of a degree, with two years of experience counting toward one year of education.
- Preferred: Master's Degree in Public Administration.
- Experience: considerable years of increasingly responsible municipal government/public administration, administrative or managerial and supervisory experience.
- **OR** any combination of education, training and/or work experience to demonstrate knowledge, skills, and abilities to meet the above minimum requirements.

Preferred:

- Background serving municipal clients either in private practice, or within a municipal organization, and familiarity working in a union environment.
- Bilingual English/Spanish.



FUTURE PROJECTS

- Revamp and implement an updated version of our City's job descriptions that incorporate the competency model we have adopted www.cityofsantamariaonline.com/Videos/AlignmentProjectVideo.mp4.
- Analyze, update, and develop new training.
- Continue the work that has started to incorporate the Polaris Competency Model throughout all HR systems.
- Municipal Code Update.
- Review and update other human resources systems, including annual performance evaluations.
- Migrate to a HRIS system.
- Establish a benefits portal for employees.
- Act as an internal consultant to affect organizational strategy: succession planning, integrate competencies and strategize labor costs.



COMPENSATION & BENEFITS

THE ANNUAL SALARY range is: **\$146,827.20–\$178,469.46** DOE/DOQ; salary will be negotiated depending upon qualifications and experience. For a link to more detailed benefits, go to www.governmentjobs.com/careers/santamaria/classspecs/1147363?keywords=Human%20Resources&pagetype=classSpecifications

AUTO ALLOWANCE: An allowance of \$290/month.

FLEXIBLE SCHEDULE: 9/80 schedule available.

TELEPHONE/PDA STIPEND: Stipend of up to \$115/month.

RETIREMENT: CalPERS with a 2% at 55 formula for classic members and 2% at 62 for new members. New members could contribute up to 8% of member share.

DEFERRED RETIREMENT: City contributes \$11.54/pay period toward a 457 deferred compensation plan.

HEALTH INSURANCE: City contributes up to \$1,064/month towards a choice plan.

POST-EMPLOYMENT HEALTH PLAN (PEHP): City contributes \$92/pay period to a fund that will provide reimbursement for out-of-pocket cost of qualified medical expenses and medical insurance premiums upon separation or retirement.

DENTAL AND VISION INSURANCE: City pays for entire family.

VACATION: Minimum 2 weeks/year and up to 4 weeks.

MANAGEMENT LEAVE: 80 hours/year.

HOLIDAYS: Seven holidays/year; and eligible to receive, on a pro-rated basis, 40 hours of floating time/year to be scheduled off or cashed-out.

SICK: 12 days/year.

OTHER: Short-/Long-term disability; life insurance, tuition reimbursement, as well as a variety of optional employee-paid plans.

SUCCESSION PLANNING: Academics are offered to all employees to advance or hone leadership skills to ensure we are growing leaders within our organization.

HOW *to* APPLY

Apply by **SEPTEMBER 5** for first consideration. wbcpsc.com/job-board/

Please contact your recruiter,
Wendi Brown, with any questions:

866.929.WBCP (9227) toll free

541.664.0376 direct

wendi@wbcpsc.com

SECURE THE DATES

Interviews will be held on **OCTOBER 4 & 5**
(candidates invited to interview will need to
be available for both days)