

A scenic photograph of the Petaluma River and the Steel Arch Bridge. The bridge is a large, arched steel truss structure spanning the river. The water is calm, reflecting the sky and the bridge. On the left bank, there are trees with vibrant autumn foliage in shades of yellow and orange. In the background, there are industrial buildings and a brick building. The sky is a clear, pale blue.

C A R E E R O P P O R T U N I T Y

DIRECTOR OF HUMAN RESOURCES

CITY OF PETALUMA ANNUAL SALARY: \$151,012-\$195,964 DOE/DOQ*

THE CITY OF PETALUMA SEEKS A CREATIVE, ENTERPRISING, AND VISIONARY Director of Human Resources (HR Director) with proven strategic leadership skills and the ability to position the City as the employer of choice in Northern California and beyond. We invite you to participate in an exciting time of community rebuilding, leading innovative changes, and establishing essential core people-centered functions. The HR Director will oversee organizational development, strategic planning, employee development, policy and procedures, classification and compensation, benefits administration, wellness, recruitment, selection, labor, and employee relations. Contingent upon the selected individual's skills and expertise, workplace safety, risk management, and workers' compensation may also be included in their scope of work. The HR Director will lead the Human Resources Department and currently oversees a budget of approximately \$8.4 million and seven staff, including professionals and administrative support staff, and consultants who lead negotiations for the City's ten bargaining units. The successful candidate will have a vision for a values-driven organizational culture, an enthusiasm for public service, and an ability to lead and motivate others. They will be committed to fostering a culture of excellence, professionalism, and fun. Overall, they will play a vital role in making *Petaluma a city that works for everyone! Apply and join our team today.*

****Salary Review Pending****

#PETALUMAPROUD— A City That Works for Everyone

OUR CITY HAS ENORMOUS civic pride, celebrating multiple approaches and viewpoints. When we say we are a City that “Works for Everyone,” we mean everyone. To do that successfully, we are creating an inclusive workforce that listens to the multitude of voices and views of our employees and our community. Diversity is an integral part of our organization’s identity. Inclusion is the way we treat and perceive our differences. Equity is treating all our employees fairly and acknowledging that everyone has value. This drives innovation and motivation and brings us closer to our community.

Our City also understands that as the world evolves, so should the way we work. As such, we:

- ▶ Offer flexible work schedules (4/10 schedule).
- ▶ Provide paid parental leave.
- ▶ Expect staff to work hard AND have time to enjoy their life outside of work.
- ▶ Embrace meaningful work in a safe work environment.
- ▶ Offer a generous healthcare contribution as well as medical cash back.

THE CITY/COMMUNITY

AS A MEMBER OF THE CITY OF PETALUMA’S TEAM, you’re a part of a dedicated and vibrant team that is committed to finding cutting-edge strategies to keep the City at the forefront of innovation. Petaluma is a full-service city that also maintains a marina and airport and manages a public transit service. To ensure service excellence to the thriving community, the organization has grown by 53 new full-time equivalent positions over the last five years and now employs over 370 employees, serving a population of 62,000 people. Petaluma has a vibrant history, excellent public amenities, and a robust business community. The City has a strong focus on sustainability and climate action.

Life in Petaluma is the perfect mix of country and city, quirky and conventional. You can explore the eclectic downtown area, do a quick errand run, see some art from Burning Man, and go to the symphony all on the same day. If you’re looking for something active to do, our city has countless biking, hiking, and recreational opportunities. Want some culture? Check out Petaluma’s thriving arts, music, and shopping scene. When it’s time for a bite to eat, check out Petaluma’s many local restaurants, wineries, and craft breweries. This is a place that celebrates family and cultural diversity.

Find out more in the **Petaluma Career & Lifestyle Guide**

◀ [CLICK LINK](#)

THE DEPARTMENT

THE HUMAN RESOURCES DEPARTMENT strives to create a positive, diverse, and productive workspace where all employees are respected, valued, and empowered to deliver excellent service to Petaluma. The HR Department provides a full range of people-centered resources, services, and support to departments within the City. Those services include recruitment and staffing; employee orientation, onboarding, and training; classification and compensation; policy development and documentation; performance management; and labor and employee relations. Contingent upon the selected individual’s skills and expertise, workplace safety, risk management, and workers’ compensation may also be included in their scope of work. The HR Department also ensures compliance with federal, state, and local employment laws and manages the City’s benefit programs. Led by the Director of Human Resources, this Department currently operates on an approximate budget of \$8.4 million and employs seven staff.

[LEARN MORE
HERE](#)





THE JOB

THE DIRECTOR OF HUMAN RESOURCES will lead exciting projects shaping the organization and positively impacting the community. As a member of the City of Petaluma's leadership, the Director will oversee a dedicated and vibrant team committed to developing strategies to create a premier municipal government, striving for excellence in all that we do. The HR Director will be a hands-on working manager committed to supporting the team honoring the values of collaboration, adaptability, consistency, impact, and compassion. This is an at-will position reporting to the Assistant City Manager and oversees all people-centered functions of the City. They are responsible for the overall direction and vision of the Department, providing professional support and consultation and making recommendations regarding operational, policy guidance, and personnel matters to the City Manager, Assistant City Manager, department heads, and the City Council.

UPCOMING PROJECTS, CHALLENGES, & OPPORTUNITIES

- ▶ Developing a progressive employee recognition program
- ▶ Developing a City-wide employee onboarding program
- ▶ Collaborating on the implementation of a new ERP
- ▶ Leading business process improvement in Human Resources, leading to more agile systems
- ▶ Stabilizing the workforce through policies and programs designed to meet the changing needs of the community and organization

THE IDEAL CANDIDATE

THE IDEAL CANDIDATE WILL UNDERSTAND that our employees are our most precious resource—and that the key to ensuring organizational excellence is the recruitment, development, and retention of high-performing and engaged staff. They will strive to foster a values-driven culture that motivates employees to collaboratively meet the diverse needs of a dedicated and thriving municipal organization. The ideal candidate has extensive knowledge and hands-on expertise in all areas of HR, including effective supervision, organizational development, recruitment, classification and compensation, benefits administration, employee recognition, mentoring, HR policy and procedures, long-range strategic planning, employee development and training, labor and employee relations, and the ability to potentially oversee other HR functions such as risk management, workplace safety, and workers' compensation.



The ideal candidate will also...

- ▶ Have an in-depth working knowledge of core HR functions.
- ▶ Be a strategic thought partner and advisor to the City Manager's Office and all departments.
- ▶ Embrace diversity, equity, inclusion, and belonging.
- ▶ Be diplomatic, apolitical yet politically aware, and capable of building collaborative partnerships with unions and executive and department leadership.
- ▶ Demonstrate emotional intelligence, communicate effectively, and value customer service.
- ▶ Be a visionary leader who anticipates trends and issues.
- ▶ Be committed to ongoing professional development.
- ▶ Move issues forward and execute at a high level consistently.
- ▶ Consider new ideas and take reasonable risks to improve programs, processes, and services.



MINIMUM QUALIFICATIONS

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would qualify. A typical way to gain such knowledge and abilities would be:

- ▶ Bachelor's degree with major coursework in public administration, business administration, human resources, or a related field.
- ▶ Five years of progressively responsible, professional public sector experience in human resources administration, including three years in a supervisory capacity.
- ▶ Possession of a valid California Class C driver's license.

Desired

- ▶ Master's degree with major course work in a related field.
- ▶ Direct experience working with local government labor relations and experience with sworn public safety.

COMPENSATION & BENEFITS

A current salary of **\$151,012–\$195,964 DOE/DOQ*** and future salary increases that include:

- ▶ *July 2024, the position will receive a 3% COLA; the top-step salary will increase to \$201,018.*
- ▶ *July 2025, the position will receive another 3% COLA, bringing the top-step salary to \$207,048.*

HEALTH INSURANCE: Choice of various CalPERS Health Plans with a City contribution of up to \$2,530.74 monthly for family health coverage (2024 plan year) or an alternative option to receive Medical Cash Back (if you have medical coverage elsewhere). **CalPERS Memo for Health Benefits.**

CLICK LINK

*Learn more about Petaluma's significant contribution to healthcare costs and how this benefits our employees **HERE!***

CLICK LINK

DENTAL & VISION INSURANCE:

Coverage for employees and eligible family members.

RETIREMENT PACKAGE: 2% at 60 for classic CalPERS members; 2% at 62 for PEPRAs CalPERS members.

LIFE INSURANCE & LTD: Competitive life insurance and LTD benefits.

WELLNESS BENEFIT: \$500 annual allowance (is subject to the annual budget approval process and may change in the future).

DEFERRED COMPENSATION PLAN:

Voluntary participation in your choice of three plans.

STUDENT LOAN FORGIVENESS: Local government employees may qualify for student loan forgiveness if certain eligibility criteria are met.

EMPLOYEE ASSISTANCE PROGRAM:

Support and benefits for employee and eligible family members.

FLEXIBLE WORK WEEK: Various alternative work schedules, including a 4/10 work schedule, with Fridays off.

PAID TIME OFF:

- ▶ **Administrative Leave:** 80 hours per fiscal year.
- ▶ **Vacation Leave:** 80 hours annually, increasing with years of service (the City will count prior service credit with another City, County, or public agency towards years of service for the purpose of granting a vacation accrual rate).
- ▶ **Sick Leave:** 96 hours annually.
- ▶ **Holidays:** 12 fixed and 1 floating.

Our Newest Benefits:

REMOTE WORK FLEXIBILITY: Depending upon City and departmental staffing needs.

PAID PARENTAL LEAVE: Up to 8 weeks of paid time for qualifying family bonding.

HOW TO APPLY

For first consideration, apply by **JANUARY 19** at:

WBCP JOB BOARD



SAVE THE DATES. Interviews will occur in person on **FEBRUARY 7 & 8**. Selected candidates must be available for both dates.

Please contact your recruiter, Terri, with any inquiries: **805.450.8296** (direct) | **866.929.WBCP (9227)** toll-free **terri@wbcpinc.com**