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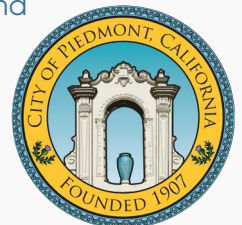
# Human Resources Manager

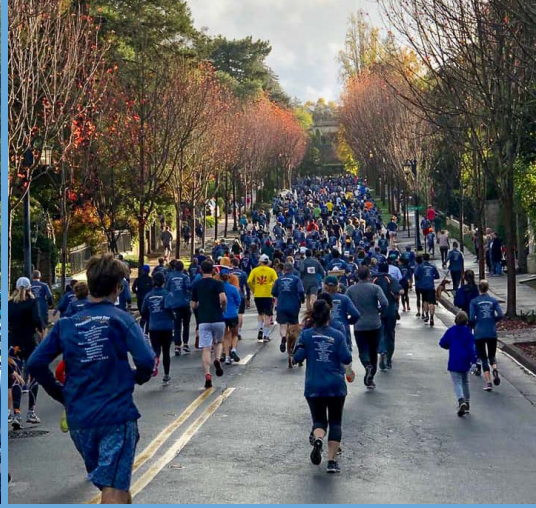
## CITY OF PIEDMONT, CALIFORNIA

**Annual Salary: \$118,889.28–\$144,555.12 DOE/DOQ\***

\*A 3% COLA is scheduled for July 2026.

**T**HE CITY OF PIEDMONT, CALIFORNIA IS SEEKING an experienced and collaborative **Human Resources Manager (HR)** to lead and administer its centralized human resources function. The Human Resources Manager serves as the City's sole HR professional, responsible for delivering responsive HR services, advising department leaders, and supporting a workforce of approximately 100 employees. This role oversees the full scope of human resources programs while partnering closely with departments to ensure consistent and effective practices. This is a unique opportunity to lead key initiatives and enhance the organization's policies and programs in a close-knit, service-oriented environment. The ideal candidate brings expertise in public-sector human resources and demonstrates the ability to build trust, communicate effectively, navigate complex issues, and work independently with professionalism and sound judgment. *Shape the City's workforce and culture, while strengthening a high-performing organization, apply today!*





# the community

**P**IEDMONT IS A SMALL, QUIET, RESIDENTIAL COMMUNITY located in the Oakland Hills. Known for its top-ranked public schools, beautiful tree-lined streets, and strong sense of community, the City provides a close-knit, small-town feel while being just minutes from the dining, shopping, and cultural amenities of Oakland and the greater Bay Area. With a population of approximately 11,000 and spanning just 1.7 square miles, residents enjoy an abundance of outdoor recreation and family-friendly activities, including an aquatics facility, well-maintained parks, sports fields, and year-round community events. Its prime location allows for easy access to downtown Oakland, nearby San Francisco, and major transportation routes.



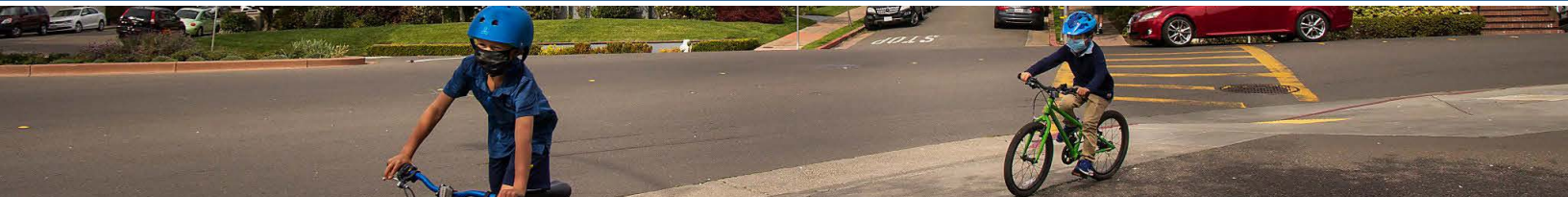
# the organization

**THE CITY OF PIEDMONT WORKS IN PARTNERSHIP WITH THE COMMUNITY** to deliver high-quality services. The City provides municipal services through its departments including Police, Fire, Public Works, Planning & Building, Finance, Recreation, and Office of the City Clerk. With over 100 full-time staff and an approximate FY 2026 budget of \$40.5 million, the City's work is organized around the City Council's five overarching goals: financial stability, community wellness and inclusion, city infrastructure, effective government, and environmental stewardship. Guided by these priorities, the City is committed to efficiency, transparency, and progress.

Piedmont is supported by a highly engaged and civically minded community, reflected in an impressive 84% voter turnout in local elections. Residents are deeply committed to the City's success, with a strong culture of volunteerism and a shared desire to contribute positively to the community. This level of involvement fosters a collaborative environment where residents value good governance and actively support the City's efforts. Paired with a dedicated and high-performing staff, Piedmont benefits from a strong partnership between the organization and the community it serves.

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# the division

**THE HUMAN RESOURCES DIVISION PROVIDES COMPREHENSIVE, STRATEGIC SUPPORT** by overseeing a full range of personnel services and programs. The Division is responsible for recruitment and selection, classification and compensation, benefits administration, workers' compensation, and employee and labor relations. Committed to excellence in public service, Human Resources plays a critical role in attracting, developing, and retaining a highly qualified workforce, while ensuring compliance with employment laws and promoting fair and equitable practices. Through its efforts, the Division fosters a positive, professional work environment and supports the City's mission to deliver high-quality services to the community.

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# the job

## THE HUMAN RESOURCES

**MANAGER (HR)** serves as the City's sole human resources professional providing support for all City staff and HR transactions. This Manager will oversee the full range of HR programs and services. Reporting to the Finance Director, this hands-on role works closely with department heads to support day-to-day HR operations and processes, provides guidance on personnel matters, and ensures consistent application of policies across the organization. This position plays a key role in maintaining compliance, supporting a positive workplace culture, and managing HR functions in a collaborative, service-oriented environment. This is an excellent opportunity for a self-directed professional, who thrives in a small agency setting with broad responsibility and impact.



### Key Responsibilities Include:

- Managing all core HR functions, including recruitment and selection, classification and compensation, benefits and leave administration, and employee and labor relations.
  - Working with and overseeing professional consultants as needed for labor negotiations, compensation studies, etc.
  - Providing guidance and recommendations regarding employee relations, performance management, and grievance matters.
  - Supporting labor relations with data analysis, compensation calculations, etc., for five bargaining units and five non-represented groups, and serving as the primary liaison to the City's contracted labor negotiator.
- Overseeing risk management programs, including workers' compensation, liability, and safety programs.
- Conducting workplace investigations.
- Coordinating citywide training programs.
- Monitoring changes in employment laws and ensuring policies, procedures, and personnel rules remain compliant.
- Responding to public records requests, and employee and department requests.
- Conducting research, analyzing data, and preparing reports.



# the ideal candidate

**THE IDEAL CANDIDATE IS AN EXPERIENCED HUMAN RESOURCES PROFESSIONAL** with strong public-sector experience who can confidently step into a highly independent role and contribute immediately. They bring demonstrated expertise in managing a broad human resources portfolio in a public-sector environment, including experience working in a unionized setting and supporting labor relations activities. The successful candidate is comfortable navigating California labor laws and representing the organization professionally while engaging effectively with the community and external parties on behalf of the City. They are also well-versed in risk management, including workers' compensation, liability, and insurance programs, and possess a strong understanding of compliance requirements and claims administration.

Equally important, this individual thrives in a small, collaborative organization, working closely with department heads to provide structure, guidance, and policy direction while empowering them to effectively carry out their responsibilities. They are approachable, pragmatic, and service-oriented, with the ability to build trust, support a diverse and close-knit team, and foster a positive and inclusive workplace culture where employees feel valued and supported. Flexible and solutions-oriented, the ideal HR Manager is adept at managing competing priorities, operating successfully within a civil service framework, and bringing sound judgment, professionalism, and the ability to connect easily with others.

## The ideal candidate will demonstrate the following core competencies:

**Technical Expertise:** Demonstrates comprehensive knowledge of public-sector human resources practices, including California labor laws, labor relations, classification and compensation, risk management, and compliance requirements.

**Relationship Building:** Establishes and maintains strong, trust-based relationships with department heads, employees, labor representatives, and community stakeholders to support effective collaboration and organizational success.

**Political Acumen:** Navigates a public-sector environment with professionalism and sound judgment, understanding the dynamics of working with elected officials, a civil service commission, unions, and an engaged community.

**Customer Orientation:** Provides responsive, high-quality service to employees, leadership, and the public, ensuring HR programs and interactions are accessible, supportive, and solutions-focused.

# MINIMUM 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:*

**Education:** Equivalent to a bachelor's degree from an accredited college or university with major coursework in human resources management, business or public administration, or a related field.

**Experience:** Five (5) years of professional experience in human resources administration.

## DESIRED

- A certificate in HR is desirable (PHR, SPHR, SHRM, or equivalent certifications).



## UPCOMING PRIORITIES & OPPORTUNITIES

**LABOR NEGOTIATIONS.** Support upcoming negotiations with the Piedmont Firefighters Association, coordinating with the City's labor negotiator and providing data, analysis, and administrative support throughout the process.

**PERSONNEL RULES UPDATE.** Following the last comprehensive update in 2019, lead the review and update of the City's personnel rules to align with current labor laws and organizational needs.

**TRAINING.** Coordinate and ensure completion of required ethics, harassment prevention and other mandated trainings.

**ANNUAL IMPLICIT BIAS TRAINING.** Oversee and support ongoing implicit bias and inclusion training initiatives to promote a respectful and inclusive workplace culture.





# salary & benefits

Annual Salary: **\$118,889.28–\$144,555.12 DOE/DOQ\***

*\*A 3% COLA is scheduled for July 2026.*

**PLUS** an attractive benefits package that includes:

- Medical, with a generous amount of the premium paid by the City. In lieu of medical coverage, the employee may elect to receive \$500/month in cash.
- Delta Dental Premier, with orthodontia @ \$5,000 lifetime maximum, premium paid in full by the City.
- Vision, with the ability for an annual exam, premium paid in full by the City.
- Employee Assistance Plan, with up to 10 counseling visits per person, per issue, per year.
- Life insurance with a value of 2X your annual salary, and long-term disability 60%, premium paid in full by the City.
- Retirement benefit depends upon membership date: Classic employee CalPERS 2% @ 60, employee share is 7%. New Members 2% @ 62, employee share is currently 7.75%. **The City also participates in Social Security.**
- Medicare: Employees contribute 1.45% with employer match.
- Vacation: Accrue 11 days per year to start at the rate of 6.875 hours per month.
- Personal Leave: In lieu of overtime, from 5–10 days of leave with pay each year.
- Holidays: 13 paid days per calendar year +1 floating holiday.
- Sick leave accrual @ 9.38 hours per month.
- Flexible Spending Account (Section 125): Set aside pre-tax funds for dependent care and out-of-pocket medical expenses.
- 457 Deferred Compensation, Roth and Commuter Benefits Program available on a voluntary basis.
- Professional Development Reimbursement of up to \$1,500 per fiscal year for tuition and books for courses of study at an accredited college or junior college, workshops, seminars or adult school classes.
- Children of full-time City employees are eligible to attend school in the Piedmont Unified School District. Employees' children are eligible to attend the Piedmont Recreation Department (PRD) preschool program, Schoolmates programs and PRD run Summer Camps at no charge. Eligibility to attend these programs is based upon availability.



# how *to* apply

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

WBCP JOB BOARD



**SAVE THE DATES.** Round one virtual interviews will take place on **JUNE 8**. Round two in-person interviews will take place on **JUNE 12**. *Selected candidates must be available for both dates.*

**QUESTIONS?** Please contact your recruiter, **Wendi Brown** with any inquiries:

**wendi@wbcpinc.com**

**866.929.WBCP (9227)** toll free

**541.664.0376** direct

