



Peckham & McKenney
“All about fit”

PECKHAM
&
MCKENNEY
EXECUTIVE SEARCH

Director of Human Resources
CITY OF EMERYVILLE, CALIFORNIA

THE COMMUNITY

One of the fastest growing communities in the East Bay, the City of Emeryville is a vibrant and lively community of approximately 12,000 residents and a day time population of almost 40,000, nestled on the waterfront at the foot of the San Francisco Bay Bridge. A sense of pride and innovation permeates this community as it has evolved from its industrial roots into a modern urban center with a thriving art community, entertainment and business centers. The City's active citizen base provides a high level of interest and involvement in local government and brings positive energy to the community.

Emeryville is justly proud of being home to nationally known companies such as Novartis, Leapfrog, IKEA and Pixar. Like other communities in proximity of Silicon Valley, changing demographics reflect a migration of active families and young professionals with high levels of education and drive to achieve the ideal balance of social stewardship and economic vitality. Emeryville's five-member City Council has adopted goals to further the quality of life experienced by its residents and visitors by master planning extensive bike paths and park facilities, public art that delights, public transit

opportunities and a demonstrated commitment to providing a full range of housing to meet the diverse needs of a growing population. Emeryville is proud to be one of eight cities recently honored by the League of California Cities for leadership in environmental sustainability. In all, Emeryville's enviable Silicon Valley location with its stunning views of the San Francisco Bay, burgeoning tech centers and diverse cultural and shopping attractions create an ideal environment in which to live, work and play.

THE ORGANIZATION

Emeryville is a charter city, situated in Alameda County, adjoining the cities of Berkeley and Oakland. The City was incorporated in 1896. Emeryville has a Council/Manager form of government with five City Council members elected at-large for four year staggered terms. Elections are held in even-numbered years and the Mayor and Vice Mayor are selected by the Council members on an annual basis. The Council also serves as the Emeryville Successor Agency. The City and Redevelopment Agency formed a JPA with the Management of Emeryville Services Authority (MESA), which provides administrative, management, safety, special and general personnel support for the operations of the

public entity (the City and Agency). The Council, therefore, serves as the Board of Directors for MESA, as well as the Successor to the Emeryville Redevelopment Agency.

Emeryville is a robust, full-service city with 187 FTEs and an operating budget of approximately \$40 million. The City operates on a two-year budget cycle with alternate years focused on the Capital Improvement Program. City government enjoys the benefits of having a strong and effective staff and management team. City Departments include: Police, Community Services, Community Development, Public Works, City Attorney, Finance, Human Resources, City Clerk, and the Office of the City Manager. The City contracts with Alameda County Fire District for its fire services. There are four MOU's covering the City's employees.

THE POSITION

The Director of Human Resources is responsible for planning, organizing, managing and supervising the department and all its major functions including labor relations, workers' compensation, recruitment and selection, classification and compensation, policies and procedures, training and development, benefits



administration, and organizational development. The Department has 5 full time employees and one part time employee. The Director is also a member of the City's management team and provides assistance directly to the City Council and City Manager. The Director oversees an \$855,227 budget and as an internal consultant, the Director must coordinate and cooperate with other departments and outside agencies to accomplish the City and department's objectives. The Director must be able to analyze problems, identify solutions, project consequences and interpret and apply policies, procedures, regulations and human resource management principles.

Major initiatives and challenges facing the new Director include:

- Continue to build employee morale through recognition and development programs as well as through positive labor relations
- Elevate the role of the department and the organization by implementing best practices
- Use effective recruitment processes to attract new employees that are assets to the organization – be an employer of choice
- Prepare for upcoming labor negotiations

In order to successfully meet these challenges, the ideal Director should embody the following experience and qualities:

- Knowledgeable of current trends and best management practices, including legislation and relevant court decisions
- Knowledgeable regarding the principles and practices of California and federal laws, rules, regulations governing public personnel

administration and labor relations including; benefits, counseling and progressive discipline, grievance management, recruitment, selection, job analysis, classification, compensation, workers' compensation, performance appraisal, records management, and equal employment policies and regulations

- Able to gain consensus and cooperation and to identify and resolve complex and sensitive issues with tact and diplomacy
- A well-developed political acumen and sensitivity
- Excellent written and oral communication skills with the ability to tailor communications to a variety of audiences
- Able to promote diversity and inclusion in a multicultural environment
- Collaborative leader who inspires trust and empowers others: not a micromanager
- Innovative and creative, open to new methods and ideas
- Focused on results as well as mission
- Hard on problems; soft on people

This position requires at least five years of increasingly responsible

professional experience in public human resources management including two years of administrative supervisory responsibility. A Bachelor's degree from an accredited college or university with major course work in human resources, personnel management, public administration, or a closely related field is required.

THE COMPENSATION

The City of Emeryville offers an excellent salary range and benefits package for this position. The salary range is \$140,568 to \$189,780, and appointment will be made within the range depending upon the qualifications and experience of the selected candidate. In addition, benefits include the following:

RETIREMENT – Classic CalPERS members at 2% @ 60 with 7% paid by employee. New members are 2% @ 62 with 6.5% paid by employee.

FLEXIBLE SPENDING ACCOUNT – Employee may contribute up to \$5,000 per year for dependent care expenses and \$2,550 for out-of-pocket healthcare expenses.



RETIREE MEDICAL, DENTAL, AND VISION PREMIUMS – Eligible after 11 or more years of service.

LIFE INSURANCE AND AD&D – City provides group term life insurance equal to individual employee’s annual base salary.

LONG-TERM DISABILITY – Benefit provides 60% of monthly pay, up to \$10,000, less other income.

LEAVE PROVISIONS – Vacation leave provides 10 days per year up to 9 years of service and increasing thereafter. Sick leave is 15 days per year with no limit on accrual. Sick leave cash out available after 10 years of service. Administrative leave of 10 days annually with unused leave cash out at end of fiscal year.

HOLIDAYS – Eleven days plus two floating holidays.

TUITION REIMBURSEMENT – Eligible for reimbursement.

WORK WEEK – 35-hour workweek.

TECHNOLOGICAL STIPEND – \$40 per month.

EMERYVILLE CENTER OF COMMUNITY LIFE MEMBERSHIP (ECCL) – access to pool, gym and recreation classes at resident rates.

INSURANCE – Family Health Insurance coverage with medical premium paid by the City; capped and annual adjustment; City paid family dental and vision premiums. Employees may waive medical coverage and receive

the two-party medical cap, paid as salary or deferred compensation plan.



SEARCH SCHEDULE

Resume filing deadline	December 5, 2016
Preliminary Interviews.....	December 7-14, 2016
Recommendation of Candidates.....	December 16, 2016
Finalist Interview Process	January 6, 2017
City Manager Interviews.....	To be determined

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

an opt-out credit when providing proof of coverage through another medical plan. City pays one-half of

THE RECRUITMENT PROCESS

To apply for this outstanding career opportunity, please send your resume and cover letter electronically to:

Peckham & McKenney
apply@peckhamandmckenney.com

Resumes are acknowledged within two business days. Call Phil McKenney or Ellen Volmert toll-free at (866) 912-1919 for more information.



www.peckhamandmckenney.com

