



The City of
SAN MARINO
California



invites applications for the position of

HUMAN RESOURCES DIRECTOR

RECRUITING SERVICES PROVIDED BY



THE COMMUNITY

Situated 12 miles from the majestic foothill mountains, the beautiful City of San Marino is located northeast of Los Angeles in the San Gabriel Valley, with a population of approximately 13,000. Incorporated in 1913, San Marino is primarily a residential community and is known for expansive properties surrounded by beautiful gardens, wide streets, well maintained parkways, and top performing schools.

A city of 3.75 square miles, the City is home to numerous recreational and cultural opportunities that complement all interests. Residents and visitors enjoy [hiking in the foothill mountains](#), exhibits at [The Huntington](#), historical culture at the [Old Mill Foundation](#), and [Lacy Park](#). The City's appeal as a small community, its attention to residents, and being ranked as the [12th safest city](#) in California, makes San Marino among the region's [best places to live](#). San Marino residents are well educated, successful, and highly engaged with (and proud of!) their City.

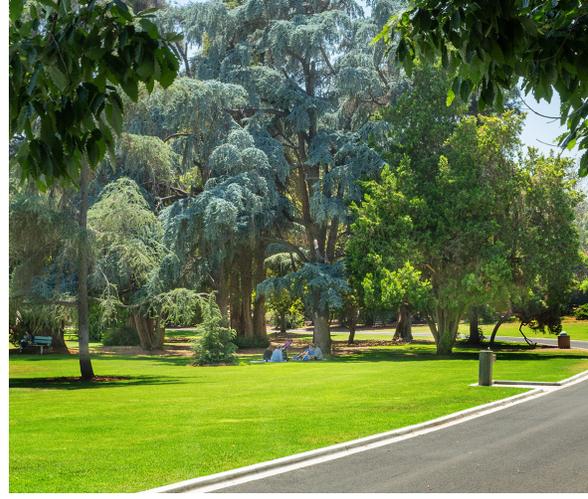
THE ORGANIZATION

The City of San Marino is a General Law city and operates under a Council/Manager form of government. The City Council consists of five members that are elected at-large and typically serve staggered, four-year terms. Mayor and Vice Mayor seats typically are one year in duration and are selected by the Council Members. The City Council appoints the City Manager, the contract City Attorney (Burke, Williams, & Sorenson), and the City Treasurer (expected to be a San Marino resident).

The City has approximately 130 FTEs within the departments of the City Manager's Office, Community Development, Community Services (Recreation and Library), Finance, Fire, Human Resources, Parks & Public Works, and Police. Directors, managers, and part-time employees are unrepresented; all other employees are part of the City Employees Association (CEA), Firefighters Association (FFA), or Police Officers Association (POA).

Since being appointed as City Manager over four years ago, Dr. Marcella Marlowe enjoys and trusts a high performing team of skilled and talented professionals who are dedicated and empowered to move the City forward. This position is part of the City's Executive Team, which consists of positive, committed, enthusiastic, and high-spirited directors who enjoy their work, are committed to public service, and value thoughtful conversations, high achievement, and laughter.

Dr. Marlowe advocates for human resources to be a critical strategic partner, embraces an action-oriented approach for the Executive Team, and prioritizes respect, candor, and team-building. The leadership culture is based on a commitment to excellence, professionalism, and fun. Dr. Marlowe supports a work-life balance whenever possible, maintains an open-door policy, and enjoys informal conversations. Team members are encouraged to challenge each other (and her) in order to achieve successful shared victories. She is committed to fostering a supportive environment in which to learn, take risks, and grow. The Executive Team is also expected to proactively engage with the community and participate in community events and programs.



THE POSITION

In recognition of the complex and highly specialized nature of San Marino's human resource program needs, the City Council recently authorized this Human Resources Director position to replace the previously-budgeted Human Resources Manager position.

An integral member of the City's Executive Team, the Human Resources Director manages all operations and projects of the Human Resources Department. The Director supervises, and is supported by, a full-time Administrative Assistant, who functions as a highly capable Human Resources Specialist.

The Human Resources Director plans, coordinates, and administers a full-service human resources and risk management program including recruitment, retention, and selection; benefits administration; labor relations; training and development; employee relations; workers' compensation via AdminSure (the City's third-party administrator); classification and compensation; general liability via the California Joint Powers Insurance Authority (CJPIA - the City's risk pool); policy writing and interpretation; records management; and various HRIS platforms. (Payroll is managed by the Finance Department.)

The City Manager is committed to making San Marino an employer of choice and is looking for a strategic partner in this effort. The Human Resources Director will be empowered (and expected!) to make recommendations for new programs and innovative solutions, represent the City on human resource related matters, advise senior leadership (including the City Council), and advocate on behalf of the employees, City Manager, and/or City Council.

PROJECTS & OPPORTUNITIES

The City of San Marino is about to embark on a renewed focus on employee culture and engagement. While some steps have been made to professionalize the City's human resources program over the past few years, the Human Resources Director will be responsible for establishing both a firm functional foundation as well as an aspirational development program.

In addition to day-to-day operations and issues, key special project areas include development of the following:

- A learning academy with hard and soft skill training courses for employees at all levels, with a particular focus on supervisory skills;
- A comprehensive onboarding and offboarding program;
- A new performance evaluation process and system; and
- A revised set of Personnel Rules & Regulations (in conjunction with our employment counsel), along with any other needed policies

Additional projects include the following:

- Implementation of a more personalized, marketing-based approach to recruitments based on the organizational branding efforts underway in the City Manager's Office;
- An audit of our benefit programs and supplemental insurance vendors, with potential changes as necessary;
- Implementation of meet and confer with all employees (MOUs expire on June 30, 2022), which is currently underway.

Other projects will be happily supported based on the successful candidate's interests and capacity, so bring your energy and your ideas!

QUALIFICATIONS

Any combination of education and experience likely to provide the required knowledge and abilities will be considered. A typical way to gain such knowledge and abilities would include:

- **EXPERIENCE** - Seven years of increasingly responsible generalist human resources experience in a municipal government setting (including at least two years of managerial experience)
- **EDUCATION** - Master's degree in public administration, human resources, or closely related field
- **LICENSE** - Possession of a valid California Class C driver's license is required.



IDEAL CANDIDATE

We are seeking an engaging and dynamic Human Resources Director who exhibits proactive and creative approaches to addressing challenges and demonstrates a hunger for continual learning. The ideal candidate is independent, motivated, professional, detail-oriented, and has excellent written and verbal communication skills – someone who is not afraid to roll up her/his/their sleeves! We are looking for someone who is technologically savvy, displays outstanding judgment, and enjoys the challenges of a fast-paced and change-oriented work environment.

The Human Resources Director will be collaborative, inclusive, and committed to exceptional service, both to internal and external customers. She/he/they will be someone who appreciates operational effectiveness and process improvements, but also has an intrinsic passion for building relationships, earning trust, and modeling leadership. While human resources will be the successful candidate's area of expertise, she/he/they will be excited to put on a general leadership "hat" as a member of the Executive Team.

The Human Resources Director is also required to comply with, and serve as the primary face of, the City's COVID-19 vaccine mandate.

APPLICATION AND SELECTION PROCESS

First Review Date | May 20, 2022

To apply for this exciting career opportunity, please send a compelling cover letter and your detailed resume electronically to apply@bobhallandassociates.com.



Please contact Bob Hall at (714) 309-9104 should you have any questions regarding this position or the recruitment process.

Application materials will be screened in relation to the criteria described in this brochure. Candidates deemed to be the most highly qualified will be invited to participate in the selection process. The selection process will include virtual screening interviews with the most qualified candidates and final interviews in person with the City Manager on June 2, 2022. Appointment is subject to completion of thorough background and reference checks and concurrence by the City Council.

BENEFITS

SALARY RANGE - \$11,958 to \$15,181 per month depending on candidate qualifications.

WORK SCHEDULE - City Hall hours are Monday-Thursday (7am-5pm) and Fridays (7am-11am), with evening and weekend responsibilities as needed.

ANNUAL LEAVES - 90 hours of vacation (escalates with years of service), 120 hours of sick leave, 11 holidays, and up to 80 hours of administrative leave.

CAFETERIA PLAN - The current monthly contribution is \$1,500 for CalPERS medical, Delta dental (HMO or DPO), VSP vision, and other ancillary benefits.

RETIREMENT - CalPERS: The City belongs to the California Public Employees' Retirement System. CalPERS is 2% @ 60 for "classic" members (which maxes out at 2.418% @ 63) and 2% @ 62 for new CalPERS members. The City does not participate in Social Security.

OTHER - Short- and long-term disability, life insurance, supplemental insurance programs, catastrophic leave bank, EAP, and voluntary deferred compensation (457) plan.

