CITY OF MANTECA, CALIFORNIA
Manteca
the family city
INCORPORATED MAY 28, 1918

The City of Manteca invites your interest as we recruit our next

DIRECTOR OF HUMAN RESOURCES

TRIPEPI SMITH
—TALENT SOLUTIONS—

ABOUT THE COMMUNITY: MANTECA

MANTECA: A SNAPSHOT

1918
Year incorporated

87,000
Current population

70
# of Parks

$585,000
Average home price

MANTECA CITY VISION

The City of Manteca is a thriving city with a small town feel whose heart is rooted in family values, patriotic tradition, and community service. Our community embraces diversity, innovation, and recreation. We are the Family City.

THE COMMUNITY

This is an exciting time to be in Manteca. Known as the "Crossroads of California" due to its location between the Bay Area and Sacramento region, Manteca is in the midst of evolution, both within the walls of City Hall and throughout the community. The City continues to preserve its "small-town" atmosphere and live up to its designation of "The Family City", yet it is also welcoming progress and modernization as the second fastest growing city in California.

Sitting seventy-five miles southeast of San Francisco and approximately sixty miles south of Sacramento, Manteca's location has spurred rapid population growth, transitioning the City from a farming town to a bedroom community populated by Silicon Valley and Sacramento commuters. The shift to work-from-home culture over the past year has augmented the population even further, turning it toward young families and encouraging those former commuters to settle into the Manteca way of life. With a current population of over 87,000, Manteca is attracting new residents every day with its 70 neighborhood and community parks, public library, municipal golf course, thirteen elementary schools, four high schools and adult education school. Offering both rural and suburban living in its 20.9 square miles, the City provides a balance of diverse housing options, with the average sale price of three- and four-bedroom homes at approximately $585,000.

Manteca's prime location along Highway 120 – a major east-west connector from San Francisco to Yosemite National Park – and Highway 99 – one of California's longest north-south connector freeways – makes this community an ideal location for residents. You could be grabbing dinner on the wharf in San Francisco in just over an hour, or enjoying the great outdoors of Lake Tahoe or Yosemite National Park in under two.

THE ROLE: HUMAN RESOURCES DIRECTOR

THE IDEAL CANDIDATE

The City of Manteca believes progressive leadership from City staff is critical to the future of the community. The City of Manteca team strives to implement positive change, provide creative solutions and identify innovative approaches to advance all departments and better serve the community. Members of the City's leadership team are expected to think, act and operate at a strategic level, and provide programmatic and effective solutions, while adapting and adjusting to an evolving work environment.

The City of Manteca is looking for a professional with a servant leadership philosophy, the highest level of integrity and a track record of increasing responsibility within a Human Resources Department. The Director of Human Resources will be inclusive, collaborative, transparent, empathetic, committed to accountability and able to motivate and maximize the skills of staff. The ideal candidate will need to be self-confident, have an approachable management style and be comfortable addressing and resolving personnel issues head-on. The ideal candidate would also place a strong focus on staff engagement and demonstrate a dedication to continually improve morale and quality of work in the City.The position requires someone who has broad experience working in a city organized with labor groups such as public safety, serving as a Risk Manager and directing the activities and operations of a Human Resources Department. Demonstrated success in labor negotiations is highly desirable.

QUALIFICATIONS

The Director of Human Resources will serve as an integral member of the Executive Management Team and oversee the City's Human Resources and Risk Management functions, including programs associated with employee administration, recruitment, employee labor relations, benefits administration, employee training and development and more. A typical way to obtain the knowledge and abilities required would include:

- Graduation from an accredited college or university with a bachelor's degree in human resources, business management, public administration, organizational development or a closely related field. A master's degree in a related field is highly desirable.
- Five years of increasingly responsible experience in the administration of a human resources department, including three years of supervisory experience.

KEY TRAITS

1. **Integrity**
2. **Leadership**
3. **Problem Solving**

RESPONSIBILITIES & DUTIES

Under general supervision of the City Manager or designee, the Director of Human Resources will execute the following roles and responsibilities:

- Assume full management responsibility for all Human Resources and Risk Management department activities; manage the development and implementation of departmental goals, objectives, and priorities; recommend and administer policies and procedures.
- Provide expert staff assistance to the City Manager as a member of the executive leadership team.
- Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Communicate with other administrators, personnel, and city attorneys to coordinate activities and programs, resolve workers compensation and other issues.
- Direct the administration of insurance and other benefit programs, review contracts for insurance coverages.
- Serve as a primary board member on the City's Joint Powers Authority (JPA)
- Investigate employee grievances and claims filed against the City; administer Workers' Compensation claims; investigate accidents and prepare reports for insurance carrier, represent organization at related hearings.
- Serve as management representative in negotiating collective bargaining agreements.
- Serve as the City's Safety and ADA Coordinator, assessing workplace risks in conjunction with City Safety & Wellness Committee; assure compliance with established codes and regulations to assure safety standards are met; conduct monthly safety meetings, conduct site inspections of City properties. Prepare and present staff reports and other necessary correspondence.
- Design and implement organizational structures and operating models that elevate employee and organizational effectiveness.
- Facilitate the understanding of change management and develop plans that ensure human aspects of change are considered, foster commitment, minimize resistance, align culture, to enable the desired end goal.
- Develop long-term strategies and key initiatives to promote and achieve a culture of excellence and employee engagement.
- Develop employee recognition strategies, including, reviewing, evaluating, and making recommendations for departmental recognition programs.

COMPENSATION AND BENEFITS:

The salary for the Director of Human Resources is between $12,362 and $15,026 monthly dependent upon qualifications. The City also offers an attractive benefits package including:

STIPEND: Employees will receive a non-pensionable, pro-rated stipend equal to 6% of their base salary. The 6% stipend can be cashed out or placed into a deferred compensation account.

LONGEVITY PAY: Employees with over five years of continuous employment with the City of Manteca are eligible to be considered for one longevity bonus per year of 10% of one month's base salary. Employees with ten years of continuous employment are eligible for 20% of one month's base salary.

DEFERRED COMPENSATION/457 PLAN: Employees may voluntarily contribute to this plan with a minimum contribution of $10.00 per pay period (both traditional and ROTH options are available)

RETIREMENT PLAN: CALPERS 2% @ 60 Classic/Tier 2 Members Employee contribution of 7% plus an additional 8% towards the employer contribution for a total of 15%. 2% @ 62 PEPRA Members Employee contribution of 50% of normal cost (as determined by annually by CalPERS) plus an additional 8% towards the employer contribution. Retiree Health: Employees will receive the Minimum Employer Contribution as established annually by CalPERS.

401(a) PLAN: The City will contribute five percent (5%) to this plan, and the participant may voluntarily contribute after-tax dollars. Fully vested after 5 years of employment.

HEALTH, VISION, DENTAL, LIFE INSURANCE: The City paid contribution to the monthly premium, which includes the MEC, ranges from $755.00 for single coverage to $1,990.00 for family coverage; If Employee chooses to decline health insurance coverage, the City will contribute $450 to the Member's deferred compensation account or cash in lieu of deferred compensation each month. City paid premiums for dental, vision and life insurance; Life insurance equivalent to the annual salary +$10,000.

LONG TERM DISABILITY: Provided at no cost to the employee. Maximum monthly income benefit of 66 2/3% of the first $15,000 of base monthly earnings up to a maximum benefit of $10,000/month.

VACATION: 80 hours of vacation annually up to 4 years of service; 120 hours for 5 to 8 years of service; 152 hours for 9 to 12 years of service; and 184 hours for 13 years and over. Vacation is capped at 2.5 times the accrual rate with no cash out provision (currently under review).

ADMINISTRATIVE LEAVE: 120 hours accrued annually, with a cap of 300 hours and a yearly cash-out option of up to 80 hours.

SICK LEAVE: 8 hours sick leave accumulation per month with no limit on accumulation.

HOLIDAY BENEFITS: 11 holidays annually; 2 floating holidays annually.

SELECTION PROCEDURE

To be considered for this opportunity, please submit a compelling cover letter and resume to Bob Hall at **talent@tripepismith.com.** First review will take place **Jan. 27, 2022.** If you have questions about the position or the recruitment process please contact Bob Hall at (714) 309-9104.

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 phone interviews with the most qualified candidates, a panel interview with select department heads, a core strengths assessment, and final interviews with the City Council. Appointment is subject to completion of a thorough background and reference checks, and a pre-employment medical exam.

Open Until Filled.
First Review:
Jan. 27, 2022

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