Retiree Health Savings (RHS) Plan: City contributes $150 per month to the RHS Plan.

Long-Term Disability: City-paid long-term disability coverage providing 2/3 salary after 30-day waiting period.

Life Insurance: Coverage equal to 1x annual salary paid by City.

Sick Leave: Earned at the rate of one day per month, with no maximum accrual.

Vacation: 12 vacation days per year in the first year, increasing with accrual of service years.

Administrative Leave: Management employees may earn and take up to 16 hours of administrative leave each month on a non-cumulative basis.

Holidays: 13 paid holidays per year.

Medicare: New employees contribute 1.45% to Medicare with employer match (city does not participate in Social Security or State disability).

IRS 125 Plan: Dependent care and out-of-pocket medical costs may be paid on a pre-tax basis.

Immigration Reform and Control Act: To comply with the Immigration Reform and Control Act, all employees are required to provide proof of U.S. citizenship or authorization to work in the United States on their first day of employment.

Equal Opportunity Employer: In accordance with the Americans with Disability Act (ADA), anyone requiring accommodations at any stage of the examination process should provide the Human Resources Division with at least one week’s advance notice so that reasonable accommodations may be arranged.

The Recruitment Process

To apply for this exciting career opportunity, please send your resume and cover letter electronically to:
Peckham & Mckenney
apply@peckhamandmckenney.com

Resumes are acknowledged within two business days. Call Bobbi Peckham toll-free at (866) 912-1919 for more information.

Following the review of candidates with the City of Pleasant Hill, the City will conduct the remainder of the selection process. All candidates will be advised of their status, and those selected as finalists will be scheduled for interviews by the City tentatively scheduled for December 16, 2015. Employment offers are contingent on successful completion of a pre-employment physical exam, including drug screen, and a thorough background check.

Resume filing deadline: November 12, 2015
Preliminary Interviews: November 19 and 20, 2015
Recommendation of Leading Candidates: Late November 2015

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

Search Schedule

Resumes due......October 7, 2015
Recommendation of Leading Candidates......November 7 and 19, 2015
Resume filing deadline......November 12, 2015
Preliminary Interviews......November 19 and 20, 2015
Recommendation of Leading Candidates......Late November 2015

Human Resources Manager
City of Pleasant Hill, California
The Community

Pleasant Hill is a vibrant, progressive city that is rich in educational resources, recreational open space, and a flourishing business community. Located in central Contra Costa County, Pleasant Hill covers 8.2 square miles and has a population of over 34,000. The City is bordered to the south by Walnut Creek, the north by Martinez and Pacheco, the east by Concord, and the west by Lafayette. Pleasant Hill is just 30 miles each of San Francisco and a few miles west of one of Northern California’s major landmarks, Mt. Diablo.

Featuring lovely, tree-lined streets and gently rolling hills, Pleasant Hill and the surrounding area offers cultural opportunities, diversified shopping, recreation, a wide choice of housing, and good public and private schools. The City is home to Diablo Valley Community College, John F. Kennedy University, and the Contra Costa County library system’s main branch. Recreational opportunities abound, both in the immediate area and in the surrounding region. Yosemite National Park, Lake Tahoe and the Sierras, the Monterey Peninsula, and many other appealing recreational areas are within a few hours’ drive of Pleasant Hill.

The City enjoys a beautiful downtown that includes a variety of restaurants and retail shops, townhomes, a 3,000-seat multiplex theater, and many other amenities. Pleasant Hill’s City Hall complex is conveniently located adjacent to the downtown.

Pleasant Hill is a truly unique community that was built on a foundation of community involvement and civic pride. Community attributes include the following:

• The City is characterized by a long-standing commitment to enhancing the community’s quality of life through preserving and improving the neighborhoods, ensuring quality development, and providing a rich array of community activities.
• The community’s quality of life is further enhanced through the City’s commitment to public safety, which is reflected in the City’s low crime rate.
• Pleasant Hill residents are actively engaged in the community through advisory boards and commissions, community-based organizations, and open access to the City’s decision-making process for all citizens.

To learn more about Pleasant Hill, the City invites you to visit www.ci.pleasant-hill.ca.us.

The Organization

A general law city, Pleasant Hill has a City Council/Manager form of government. The five City Council members serve overlapping four-year terms, with elections held every two years. Every year, the Council elects one of its members to serve as Mayor and another to serve as Vice Mayor for one-year terms. In addition, the City Clerk and City Treasurer are elected by the public to four-year terms. Assisting the Council in an advisory capacity are various boards and commissions.

The Council appoints the City Manager and City Attorney. The City Manager in turn appoints department heads over Public Works & Community Development, Police, and Administrative Services. The City currently has 114 full-time employees and an annual budget of approximately $23.46 million. In addition to the core services provided by City staff, the community is served by a variety of other local governmental agencies that provide library, fire, leisure, and water and wastewater services.

The Position

Reporting to the Assistant City Manager, the Human Resources Division serves within the Administrative Services Department. The Human Resources Division has a staff of 3.7, including the Human Resources Manager, Human Resources Technician, and shared Secretary and Receptionist. Operating with a FY 2015/16 budget of $530,000, the Division is responsible for benefits coordination, recruitment and selection, classification and compensation, health and safety, employee relations, labor relations support, workers’ compensation, training and records management.

Qualifications and Duties

The ideal candidate will demonstrate the education and experience that will enable them to effectively perform the following duties.

• Develop Human Resources Division goals and procedures to ensure that it is operating efficiently, in compliance with all applicable State and federal requirements, and meeting the City needs.
• Communicate effectively in writing and orally.
• Work with a high level of independence, initiative, creativity, and attention to detail, and make timely, sound decision on complex issues.
• Establish and maintain excellent relationships with and provide excellent customer service to City officials, employees, other government agencies and officials, business representatives, and members of the community.
• Provide support and professional development for City employees.
• Wisely, effectively, and sensitively address personnel issues including performance evaluation, discipline, grievances, interpretation of personnel policies and procedures, labor contracts, and related matters.
• Plan and perform administrative work related to employee benefits programs that include Workers' Compensation, retirement, deferred compensation, long-term disability, FMLA, health, dental, life and employee assistance plans.
• Provide labor relations materials, and participate in labor negotiations and meet and confer sessions.
• Design in-house workshops as required, including coordination of workshop content with subject matter experts, and facilitate and present in-house training as required.
• Review, interpret, and recommend changes and additions to the City personnel policies and procedures.
• Conduct classification and job analysis.
• Participate in meetings and other functions to represent the City and to promote division activities.

A Bachelor’s degree from an accredited college or university is required with major coursework in Human Resources, Public or Business Administration, or a related field. Five years of professional experience in human resources are required, at least two of which are in a senior, lead or supervisory capacity. Some public agency experience is desired.

The Compensation

The annual salary range is $115,524 to $153,648. Appointment within the range is dependent on qualifications and experience. The City offers an attractive benefit package, including:

ICMA 401(a) Plan: City contributes 3% of salary each month into ICMA Retirement Corporation 401(a) Money Purchase Plan.
Retirement Plan: CalPERS administered in accordance with the Public Employees’ Pension Reform Act of 2013. Classic members 2½%@60 and new CalPERS members 2½%@62.
ICMA 457 Deferred Compensation Plan: Available to all employees.

Medical Coverage: City pays 75% of Kaiser monthly premium at each level of coverage. Choice of medical coverage under either Kaiser or Health Net.

Medical “In Lieu”: City contributes $400 per month into ICMA 457 deferred compensation plan in lieu of medical coverage.

Dental Coverage: City-paid dental coverage, $1,500 per family member per calendar year coverage level.

Vision Care: City-paid vision plan.
Retiree Health Savings (RHS) Plan: City contributes $150 per month to the RHS Plan.

Long-Term Disability: City-paid long-term disability coverage providing 2/3 salary after 30-day waiting period.

Life Insurance: Coverage equal to 1x annual salary paid by City.

Sick Leave: Earned at the rate of one day per month, with no maximum accrual.

Vacation: 12 vacation days per year in the first year, increasing with accrual of service years.

Administrative Leave: Management employees may earn and take up to 16 hours of administrative leave each month on a non-cumulative basis.

Holidays: 13 paid holidays per year.

Medicare: New employees contribute 1.45% to Medicare with employer match (city does not participate in Social Security or State disability).

IRS 125 Plan: Dependent care and out-of-pocket medical costs may be paid on a pre-tax basis.

Immigration Reform and Control Act
To comply with the Immigration Reform and Control Act, all employees are required to provide proof of U.S. citizenship or authorization to work in the United States on their first day of employment.

Equal Opportunity Employer
In accordance with the Americans with Disability Act (ADA), anyone requiring accommodations at any stage of the examination process should provide the Human Resources Division with at least one week’s advance notice so that reasonable accommodations may be arranged.

Search Schedule
Resume filing deadline: November 12, 2015
Preliminary Interviews: November 19 and 20, 2015
Recommendation of Leading Candidates: Late November 2015

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

The Recruitment Process
To apply for this exciting career opportunity, please send your resume and cover letter electronically to:

Peckham & McKenney
apply@peckhamandmckenney.com

Resumes are acknowledged within two business days. Call Bobbi Peckham toll-free at (866) 912-1919 for more information.

Following the review of candidates with the City of Pleasant Hill, the City will conduct the remainder of the selection process. All candidates will be advised of their status, and those selected as finalists will be scheduled for interviews by the City tentatively scheduled for December 16, 2015. Employment offers are contingent on successful completion of a pre-employment physical exam, including drug screen, and a thorough background check.

Resume filing deadline: November 12, 2015
Preliminary Interviews: November 19 and 20, 2015
Recommendation of Leading Candidates: Late November 2015

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