

The background of the page is a photograph of a building and a fountain. The building is a two-story structure with a brick upper level and a dark lower level. A large, tall evergreen tree stands in front of the building. In the foreground, there is a circular fountain with a brick border and a central sculpture of a lotus flower. The fountain is surrounded by a cobblestone walkway.

# EMPLOYMENT OPPORTUNITY HUMAN RESOURCES MANAGER

# OVERVIEW

## EXCITING CAREER OPPORTUNITY FOR A COLLABORATIVE LEADER

If you embrace collaboration, enjoy independence to develop creative solutions, and enthusiastically approach challenging tasks, you will thrive in our ideal work environment! This is a fantastic opportunity to lead a dedicated team of human resources professionals who continually raise the bar of delivering quality customer service and striving for professional growth. A human resources background, especially in the public sector, is ideal. However, we are interested in considering anyone who can analyze situations and people; apply logic and sound judgment; anticipate and prevent avoidable problems; possess a strong political acumen; advise and supervise consistently and fairly; balance flexibility with compliance; and come to work every day with infectious positivity. The ideal candidate will champion the values recently developed by staff, to express how we work together.

## THE DEPARTMENT

Human Resources is a division of Administrative Services that provides and administers services to all city departments in accordance with Federal, State and local laws. Services include organizing and coordinating the employment recruitment and screening process. The goal for this service is to assure equal opportunity employment for all applicants. Human Resources is also responsible for the comprehensive benefits package for full-time and some part-time employees. The package includes medical, vision and dental coverage, participation in the California Public Employee Retirement System, flexible spending accounts and paid vacation, sick and holiday leave. For specific benefit package information, please refer to the Management Compensation Plan. Safety and risk management are also the responsibility of Human Resources ensuring that the City has an occupational and workplace safety training program that includes evaluating accidents, administering the workers' compensation program and other support services to enhance workplace safety.





## THE POSITION

The City of Menlo Park is currently recruiting for an excellent manager to join our team. The human resources manager plans, manages and oversees the daily functions, operations, and activities of the Human Resources Division. It is essential that the human resources manager is responsive to all customers and takes a proactive and collaborative approach to working with all levels of the organization, recognizing the value each and every employee contributes to the success of the organization. Included among many duties of the human resources manager is to provide highly complex staff assistance to the Administrative Services Director; conducts a variety of organizational and operational studies, special projects and investigations; prepares and presents staff reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees and boards. Also manages the city's labor relations function.

## THE IDEAL CANDIDATE

The ideal candidate will:

- Have increasingly responsible experience in a broad range of human resources services and functions.
- Possess knowledge and experience with employment/labor law and the collective bargaining process.
- Understand the administration of CalPERS pension and medical programs, workers' compensation benefits, deferred compensation and other key employee benefits.
- Facilitate the continued growth and development of the Human Resources team.
- Be comfortable making presentations to elected/appointed officials, staff and the public.
- Embrace Human Resources as a business partner and service provider to departments and employees.
- Be a compassionate, aware and encouraging leader.
- Recognize the value and importance of employee engagement, recognition and development.
- Pay excellent attention to detail with strong communication, writing and collaboration skills.
- Have a genuine desire to serve the Menlo Park community.

## TO APPLY

If you are interested in this outstanding opportunity, please visit [menlopark.gov/jobs](http://menlopark.gov/jobs). The application deadline is Monday, Jan. 30, 2023.

Following the filing deadline, resumes will be reviewed by the department. The most qualified candidates will be invited for an interview. Candidates will be advised of the status of the recruitment following finalist selection.

If you have any questions, please contact Administrative Services Director - Extra Help Retired Annuitant Mary Morris-Mayorga at 650-330-6677 or [mamayorga@menlopark.gov](mailto:mamayorga@menlopark.gov).



# SALARY AND BENEFITS

## SALARY

The City is committed to pay equitable and competitive pay levels. The annual salary range is \$130,350–\$175,695 and is augmented by a generous benefits package designed to achieve total compensation above the market median among comparable agencies.

## BENEFITS

The City promotes employee health, wellness and work-life integration including:

- A city-paid Caltrain Go Pass. City Hall is less than one block from the Menlo Park Caltrain station, and walking distance from downtown Menlo Park. Other programs available for non-Caltrain riders.
- 100% city paid medical, dental and vision insurance for employee and dependents.
- Health reimbursement account: \$2,500 per year city contribution.
- Life insurance: city-paid policy equal to 1.5 times regular annual wage.
- Long term disability and AD&D insurance: city-paid coverage.
- Auto allowance: \$6,500 per year (adjusted annually by CPI).
- Employees are provided with access to an on-site gym at no cost.
- Subject to annual budget appropriations: The City Manager may award employees a bonus of up to \$20,000 each fiscal year.
- General leave: 338 hours of leave accrual each year.
- Management leave: 80 hours of annual leave granted every October, pro-rated based on date of hire.
- Holidays: 11 official paid holidays.
- CalPERS retirement: 2.0% @ 60 formula for classic members; 2.0% @ 62 formula for all others.
- Deferred compensation: city matches employee contribution up to 4% of salary or to the IRS maximum, whichever is less, for Tier 2 "classic" and all "new" members.
- Employees may be reimbursed up to \$3,600 per year for tuition expenses and/or student loan payments.

## Our values

- Enhancing the quality of life
- Creating a sense of community
- Creating a vibrant, healthy community
- Creating a beautiful, environmentally sound community
- Creating a safe community
- Preserving public trust
- Adapting to change
- Providing opportunities for personal development
- Developing leaders inside the organization and within the community
- Striving for professional excellence
- Encouraging innovation, resourcefulness, and sustainability

### City of Menlo Park

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