



The Orchard City  
*Campbell, California*

**Great Career  
Opportunity!**

**Final Filing Date:  
June 14, 2024**

**Salary Range:  
\$192,462 - \$234,000**

THE CITY OF CAMPBELL IS RECRUITING FOR A  
**HUMAN RESOURCES MANAGER**

## THE CITY

The City of Campbell is centrally located in the Santa Clara Valley, 50 miles south of San Francisco, and bordered by San Jose, Los Gatos, and Saratoga. Campbell was officially incorporated as a city in 1952 and has grown from a small agricultural community to a progressive community with a population of approximately 44,000.

Campbell is a suburban community with a balance of land use including commercial, industrial, and quality housing – within its six square miles. The City is a cohesive community in which city officials, city employees, volunteer organizations, community leaders, and citizens work together for the betterment of the community.

The City is a safe, vibrant, and family-friendly community offering its residents amenities such as the Campbell Community Center; the Historic Heritage Theatre; the Ainsley House, a historical museum and garden; the Campbell Library; the Los Gatos Creek Trail; and a variety of parks and recreational activities. The charm of Campbell provides its residents with an unmatched quality of life including highly rated community events such as the Boogie Music Festival, Oktoberfest, recreational activities, shopping, and dining. Campbell's historic downtown is filled with gourmet restaurants, cafes, galleries, and boutiques, and hosts one of the best farmer's markets in the Silicon Valley each Sunday.

Education has always been one of the highest priorities within the Campbell community. Three (3) public school districts serve approximately 20,000 students in the Campbell area. In addition to offering strong academic programs, the City's elementary, middle, and high schools provide art, music, drama, athletics, and technology instruction. Alternatives, such as charter school and parent participation schools, are available as well.

The City has ongoing efforts to strengthen neighborhoods and invest in youth, and the coordination and sharing of information assists in attaining its vision as a safe community. Campbell's attractions range from historical neighborhoods to high tech companies. Along with the excitement of being in the center of the high-tech world, the area provides easy access to the city-life of San

Francisco, as well as getaways to Napa wine country, the Monterey peninsula, or Sierra Mountains. With its temperate climate, excellent schools, and historical small-town feel, Campbell continues to be one of the hidden gems of California.



## THE CITY GOVERNMENT

Incorporated in 1952, Campbell is a general law city operating under a Council/Manager form of government. The City has a stable political environment, seasoned staff, a reputation for great services, and support from the community. Five City Council members are elected by district and serve a four-year term in office. Annually, one of the members is selected to serve as Mayor. City departments, in addition to the City Manager's Office, include Police, Public Works, Community Development, Finance, and Recreation and Community Services.

The City Manager is the Chief Administrative Officer of the City and acts as liaison between the City Council and employees. The City Manager's Office is responsible for the full management of City operations. This office oversees the administrative service functions of the City including Human Resources, Information Technology and Economic Development. The City Manager's Office develops and implements the City's goals, objectives, policies, and priorities while advancing the vision articulated in the City's strategic plan. This office also supports and interacts regularly with elected officials, appointed commissioners, residents, and businesses that make up the community of Campbell.

The City's Fiscal Year 2024 Adopted Operating, and Capital Expenditure Budget across all fund is \$105.8 million. Of this amount, \$92.2 million is dedicated towards operations and \$13.5 million is

directed towards capital improvement. The City's Fiscal Year 2024 Adopted Operating and Capital expenditures for the General Fund Budget is \$69.1 million.

## HUMAN RESOURCES DIVISION

Human Resources is a division of the City Manager's Office and is currently made up of (3) three full time equivalent (FTE) positions. Positions include the executive level Human Resources Manager, (1) one Human Resources Analyst and (1) one Human Resources Representative.



Human Resources provides essential services including recruitment and testing, employee benefits, classification and compensation, workers' compensation administration, and employee relations to all City departments. In addition, Human Resources conducts and facilitates labor negotiations with employee groups including Carpenters Union - Local 405(CARP), Campbell Municipal Employees Association (CMEA), Campbell Police Civilian Employees Association (CPCEA), and Campbell Peace Officers Association (CPOA).

The Division is committed to providing excellent customer service and is a strategic business partner that provides support to the organization's six primary operating departments. In addition, the Division is responsible for developing and supporting employee health and wellness programs to promote a safe and positive work environment for all employees. City services are delivered and administered through the contributions of Human Resources Major Work Plan items for Fiscal Year 2024 include:

- In collaboration with Finance and Information Technology, complete the implementation, testing, and training for a new Human Resources Information and Payroll System.
- Coordinate and plan Benefits Fair and Volunteer Program for City staff.

- Develop a plan to fill key leadership and vacant positions with a strategic approach.
- Work with Liebert Cassidy Whitmore on meet and confer items with CMEA, CPCEA, CPOA, and CARP.
- Launch Citywide Mandatory Training Series to cover essential topics such as Harassment Prevention, Ethics, Anti-bias, Front Counter Security Training, and Active Shooter Training.
- Conduct a needs assessment to determine which policies and procedures require updating and prioritize them based on their level of importance and impact on the organization.

## THE POSITION

The Human Resources Manager is an executive level position, reporting directly to the City Manager. He or she will work closely with the Assistant City Manager and lead a division of 3 full time employees. The Human Resources Manager oversees the more complex personnel matters in the City. In addition to overseeing the planning, organizing, and follow through of the Division's projects and assignments, the Human Resources Manager will interpret and apply personnel rules and regulations; and, establish and maintain cooperative working relations with City employees and officials, employee organizations, and other public agency personnel. As a member of the Executive Team, the Human Resources Manager will support and advise on Human Resources related matters to achieve departmental and Citywide goals. This position supports various internal as well as inter-jurisdiction committees as assigned, supervises the City's Volunteer Program, serves as a member of the Workplace Violence Team, and functions as the Safety Committee Chairperson.

The incumbent will have a background in the following Human Resources competencies to include but not limited to: Principles and practices of Human Resources administration; Testing and interviewing methods and practices; Disciplinary rules and procedures; Labor Relations; Classification and Compensation; and Supervisory principles.

**See link: [Human Resources Manager Job Description.](#)**



## THE IDEAL CANDIDATE

The ideal candidate will be a forward-thinking professional with a well-developed blend of leadership, and technical and interpersonal skills to oversee the Division and ensure that quality services are offered to all internal and external customers. The professional selected will have a pro-active, customer service attitude and be energized by the opportunity to modernize a culture, promote quality work, and support employee wellness and morale.

The ability to build positive working relationships and work well with employees, labor representatives, the community, business partners, and stakeholders is critical to the success of the Human Resources Manager. In addition to outstanding verbal and written communication skills, this professional must demonstrate their ability to establish and maintain trust and ability and credibility throughout the organization by applying their knowledge and abilities and delivering results.

In addition, the candidate will have a strong understanding of the current Human Resources and Labor Relations issues and requirements facing public sector employers combined with a desire to help people. A character that demonstrates sound decision making that reflects open mindedness, impressive critical thinking, and the ability to be resolute when warranted is strongly desired.

The incumbent will have emotional intelligence balanced with the ability to demonstrate and understand both leadership and management skills, along with having excellent political acumen and decorum. The Human Resources Manager is expected to be an approachable professional and will be comfortable with having candid and sometimes difficult conversations when needed, be prepared to lead, and manage in a moment's notice, supplemented by the ability to deliver as well as accept constructive feedback. Being an effective

listener and encouraging and embracing new ideas and innovative solutions is also essential for success in this role. The candidate selected will be capable of building and maintaining a positive and supportive work environment, committed to excellence and continuous improvement.

Experience that conveys in-depth knowledge of full cycle recruitment and appreciation of the nexus between employee engagement, job satisfaction and an organization's brand and competitiveness is strongly preferred.

Competitive candidates will have a bachelor's degree in human resources, business administration, public administration, or a related field along with three years of progressively responsible experience in Human Resources administration. A broad background that includes labor relations and negotiations, developing and implementing policies, and creating programs that enhance employee morale will be considered favorably.



## COMPENSATION & BENEFITS

The annual salary range for this position is **\$192,462 - \$234,000**. Placement within this range will be dependent on qualifications and experience. The City also offers a competitive benefits package that includes:

**Retirement** - CalPERS formula dependent on hire date and member status. Classic members hired prior to March 7, 2011 - 2.5% @ 55 formula (8% employee contribution); Classic members hired after March 6, 2011 - 2% @ 60 formula (7% employee contribution); PEPR new members hired after December 31, 2012 - 2% @ 62 formula (7.75% employee contribution).



**VEBA Plan (Voluntary Employee Benefit Association)** - City contributes \$86.16 per month.

**Health Insurance** - Effective January 1, 2024, the monthly Cafeteria Plan Allowance will be based on the selected level of coverage, as follows:  
Employee Only Coverage: \$986.84, Employee Plus One Coverage: \$1,973.64, Employee Plus Family: \$2,565.78 to use towards a CalPERS medical plan or cash out opt: \$750/month.

**Dental Insurance** - The City pays the monthly premium for employees and their eligible dependents through Delta Dental.

**Vision Insurance** - The City pays the monthly premium for employees and their eligible dependents through VSP.

**Life Insurance** - \$50,000 + \$50,000 AD&D

**Deferred Compensation** - Mission Square Retirement 457 Plan available.

**Administrative Leave** - 60 hours annually.

**Sick Leave** - Accrued at an unlimited rate of 3.69 hours per pay period.

**Vacation** - Accruals are based on length of service. Start of year one through completion of year four accrues eleven (11) days per year. Consideration of prior years of service in local government may be used to calculate accrual rate of candidate selected.

**Holidays** - The City observes 9.5 holidays in addition to five (5) floating holidays.

**Tuition Reimbursement** - \$3,000 per fiscal year.

**Car Allowance** - \$160/per month.

The City also offers a flexible spending plan, employee assistance program, long term disability, long term care and other voluntary insurance plans.

## APPLICATION & SELECTION PROCESS

The closing date for this recruitment is **midnight on Friday, June 14, 2024.**

To be considered for this Opportunity, please submit Cover Letter and Resume along with six (6) References to MRG at [apply@solutions-mrg.com](mailto:apply@solutions-mrg.com). References will not be contacted until we ask for authorization.

For questions contact Liz Brown at [lizbrown.hrconsulting@gmail.com](mailto:lizbrown.hrconsulting@gmail.com).

## TENTATIVE CALENDAR DATES

Position Opens:	May 24th
Position Closes:	June 14th
Screening:	June 17th
Interviews:	Week of June 24th
Tentative Hire Date:	July TBD



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Following the final closing date, resumes will be screened based on the minimum and desired qualifications outlined in this brochure and [Human Resources Manager Job Description](#). The most qualified applicant(s) will be considered for interviews and may be contacted by a recruiter for a screening interview. Candidates considered to be the most qualified will be invited to interview with the City of Campbell in June. Please note that references will not be contacted until the end of the recruitment process and, at that time, will be done so with authorization with the candidate.