



City of Fresno

invites your interest in the position of

Director of Human Resources/ Chief Labor Negotiator

The Opportunity to Lead

The City of Fresno is conducting a national search for an experienced, executive-level, service-oriented, and innovative human resources professional with a strong labor relations background, to serve as the City's next Director of Human Resources/Chief Labor Negotiator. The ideal candidate will be a confident, strong, energetic, assertive, and ethically grounded leader who can provide a vision for the Human Resources Department, be a strong team builder, engender loyalty among staff, collaborate with internal customers, and partner with the Executive Team.



The Community

The City of Fresno is located in the heart of the state of California in the fertile San Joaquin Valley. From the agricultural fields on the valley floor to the snow-capped peaks of the Sierra Nevada Mountain range, the Fresno area offers something for everyone. With a population of approximately 540,000 residents, Fresno is the fifth-largest city in California and serves as the financial, industrial, trade, and commercial capital of the central San Joaquin Valley.

The City is located between two National Parks, residents and visitors enjoy Fresno's proximity to Yosemite, Kings Canyon, and Sequoia National Parks. With approximately 300 days of sunshine each year, the Mediterranean climate allows for year-round recreational activities, including sailing, snow and water skiing, fishing, backpacking, and golfing.

Living in Fresno has the benefit of urban amenities and the unique charm of a suburban atmosphere. Housing prices are lower than California's other major metropolitan areas. There are four large school districts including Fresno Unified, Central Unified, Sanger Unified, and Clovis Unified, and a variety of private institutions.

The City is also home to colleges and universities, most notably California State University, Fresno as well as Fresno City College and Fresno Pacific University. Residents enjoy various social, cultural, and athletic activities in an affordable and clean community environment.

FRESNO FACTS:

Founded in 1872

Population: 540,000

Fifth Largest City in the State of California

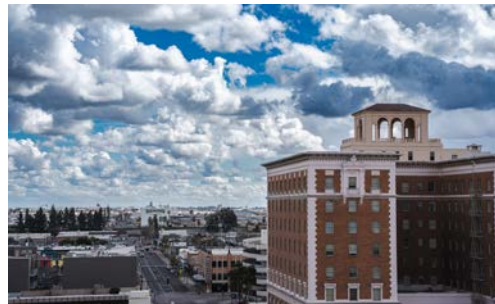
Location: In the heart of the San Joaquin Valley

- ◆ 4 hours north of the Los Angeles basin
- ◆ 3 hours south of the San Francisco Bay Area

Climate: Warm Summers, Mild Winters

Agriculture Sales Exceed \$3 Billion Annually

Fresno Translates to “Ash Tree” in Spanish



The Organization

Fresno is a full-service charter city operating under a strong mayor form of government. There are seven Council Members elected to the City Council. The Council appoints the City Attorney and the City Clerk. The Mayor is elected at-large and does not serve on the Council but has veto power over certain actions taken by Council Members.

The City Manager, who is appointed by the Mayor, is responsible for appointing all other department heads in the City, including Fresno Yosemite International Airport; Finance; Budget; Fire; General Services; Information Services; Parks, After School, Recreation and Community Services; Personnel Services; Planning and Development; Police; Public Utilities, Public Works, and Transportation.

The City of Fresno has 4,500 employees and a FY 2023 Adopted Budget of more than \$1.7 billion.

The Human Resources Department

The Human Resources Department's primary role is to support the City of Fresno in an efficient and customer-focused manner in order to accomplish the Department's mission to recruit and retain a qualified and diverse workforce that meets the needs of the organization; to train and develop the workforce; to serve as the City's Chief Labor Negotiator; negotiates and maintains MOU's with city bargaining units and to recognize and minimize the risk of loss associated with the provision of City services.

The Human Resources Department facilitates the following functions:

- ◆ Recruitment and Testing;
- ◆ Employee Relations;
- ◆ Labor Relations;
- ◆ Equal Employment Opportunity;
- ◆ Employee Training;
- ◆ Workplace Safety;
- ◆ Workers' Compensation;
- ◆ Liability;
- ◆ Insurance Administration; and Employee Benefits

The Department has 58 employees and an operating budget of almost \$57.1 million (\$44.4 million is internal service fund). For additional information click on the links below:

- ◆ [**Dept Budget**](#)
- ◆ [**Department Organizational Chart**](#)

The Position

The Director of Human Resources is an at-will position that works under the general direction of the City Manager or designee to plan, organize, direct, and review the activities and operations of the Human Resources Department. In addition, the Director serves as the City's Chief Negotiator in contract negotiations.

Key Functional areas include:

- ◆ Assumes full management responsibility for the administration and implementation of a variety of human resources programs and services. Develops and implements new policies, procedures, and programs, in order to improve human resources operations or to bring it into conformance with new regulations and laws.
- ◆ Serves as Fresno's chief negotiator with the City's 12 employee organizations and advises on all employer/employee matters.
- ◆ Consults with and advises management on the interpretation and application of civil service rules and policies, provisions of the Charter and Fresno Municipal Code, various Memoranda of Understanding, and personnel policies and procedures.
- ◆ Serves as the City's primary advisor and facilitator on matters related to employee performance/discipline management and consults with employee organizations.
- ◆ Directs, through subordinate managers, the City's employee health and wellness program, workers' compensation benefits, safety programs and unemployment insurance.
- ◆ Oversees the development and administration of health insurance contracts with health plan agencies, employee benefit programs, Section 125 and flexible benefits accounts, group life and disability insurance and new and/or enhanced benefit plans and programs for the city.
- ◆ Develops, interprets, and enforces all personnel rules and regulations; develops City-wide policies and strategies.
- ◆ Represents the Department at various meetings with the Mayor, City Council, Council Committees, Civil Service and Retirement Boards and other departments regarding human resources matters.
- ◆ Oversees the integration of the human resources information system within the Department and ensures that HR related systems are compatible with the Department infrastructure. The Department is currently transitioning from PeopleSoft as its HR management system to Tyler Munis.
- ◆ Confers with, recommends, advises, and elicits cooperation of supervisors and managers on human resources matters including the application of discipline, processing and resolution of grievances, evaluation of performance, and administration of Memoranda of Understanding.
- ◆ Administers the City's merit system and equal employment opportunity programs.
- ◆ Serves as the City's EEO Officer.
- ◆ Reimagines traditional governmental recruitment processes to reduce the time to hire and expedite filling vacancies.

The Ideal Candidate

The top candidate for this position will be a confident, high-energy leader capable of operating with significant independence and initiative, yet open to direction from the City Manager, Assistant City Manager, and policymakers. The ideal candidate will have the ability to contribute at the executive level; provide highly collaborative and ethical leadership; inspire and lead staff; and, be recognized by the organization as being strategic, passionate, and committed.

Critically important in this position is an approachable and engaging communication style that welcomes input and interaction with the City's Department Directors as well as stakeholders and employees at all levels of the organization. Working closely with the City's Administration, this top caliber individual will be confident and experienced at moving various initiatives forward with the ability to strategize and refine as needed to achieve full implementation.

This top caliber candidate functions as the chief people officer of the entire organization and will have the ability to build healthy and supportive organizational-wide relationships, be flexible and work in a team-oriented environment.

This successful candidate will also be capable of planning and directing the full range of human resource services including a strong knowledge of labor relations, which is a key responsibility of the position. Additional understanding and expertise gained in a public agency environment dealing with employee relations is also desired.

The ideal candidate will be of the highest integrity and genuinely committed to the development of a strong customer service ethic, responsive to organizational needs and open and honest in all internal and external relationships. The desired candidate will be known for the use of innovative, forward thinking, and creative methods in planning workforce development. They must be capable of managing highly complex issues in the context of an overall management team and be action oriented, as well as passionate about change and innovation.

The successful candidate will be appropriately assertive in presenting their opinions in a tactful and diplomatic manner. This position requires a person capable of operating with significant independence and initiative, yet open to direction from City Management and policy makers; and must have a great deal of political savvy and sensitivity. A hands-on approach and willingness to lead by example are required as well as the ability to work well in a fast-paced and demanding environment.



The Qualifications

Any combination of experience and training that would likely provide the required knowledge and abilities necessary for a Director of Human Resources is qualifying.

A typical way of obtaining the required qualifications is to possess five years of increasingly responsible management experience in public sector administration, personnel, risk management, or other related field and a bachelor's degree in human resources, public or business administration or related field. A master's degree in public administration or related field is highly desirable.

This position also requires the possession of a valid California Driver's License.

Compensation and Benefits

The City offers an attractive and competitive salary and benefits package. The salary for the Director is dependent upon qualifications. The current annual salary range is up to \$215,748.

The employee benefits package, as noted below, is subject to change and includes:

Retirement: Fresno City Retirement System; reciprocity with other public California systems. The City's pension funds are among the best-funded public systems in California and the nation. The City does not participate in Social Security.

Health Insurance: The City maintains a PPO plan through the City of Fresno Health and Welfare Trust. The City contributes toward the current monthly premium for medical, prescription, dental, and vision for employees and dependents.

Flexible Spending Account Program: The City maintains IRS Section 125 Plan that includes spending accounts for health care and dependent care.

Auto Allowance: Employees in this classification are provided with an auto allowance of \$300 per month.

Deferred Compensation: 457 plan available which allows tax contribution up to IRS determined limits.

Management Leave: 80 hours per fiscal year with an annual cash out provision.

Supplemental Management Leave: May be granted up to 32 hours per fiscal year upon City Manager approval. This leave may be placed in a retiree Health Reimbursement Arrangement account.

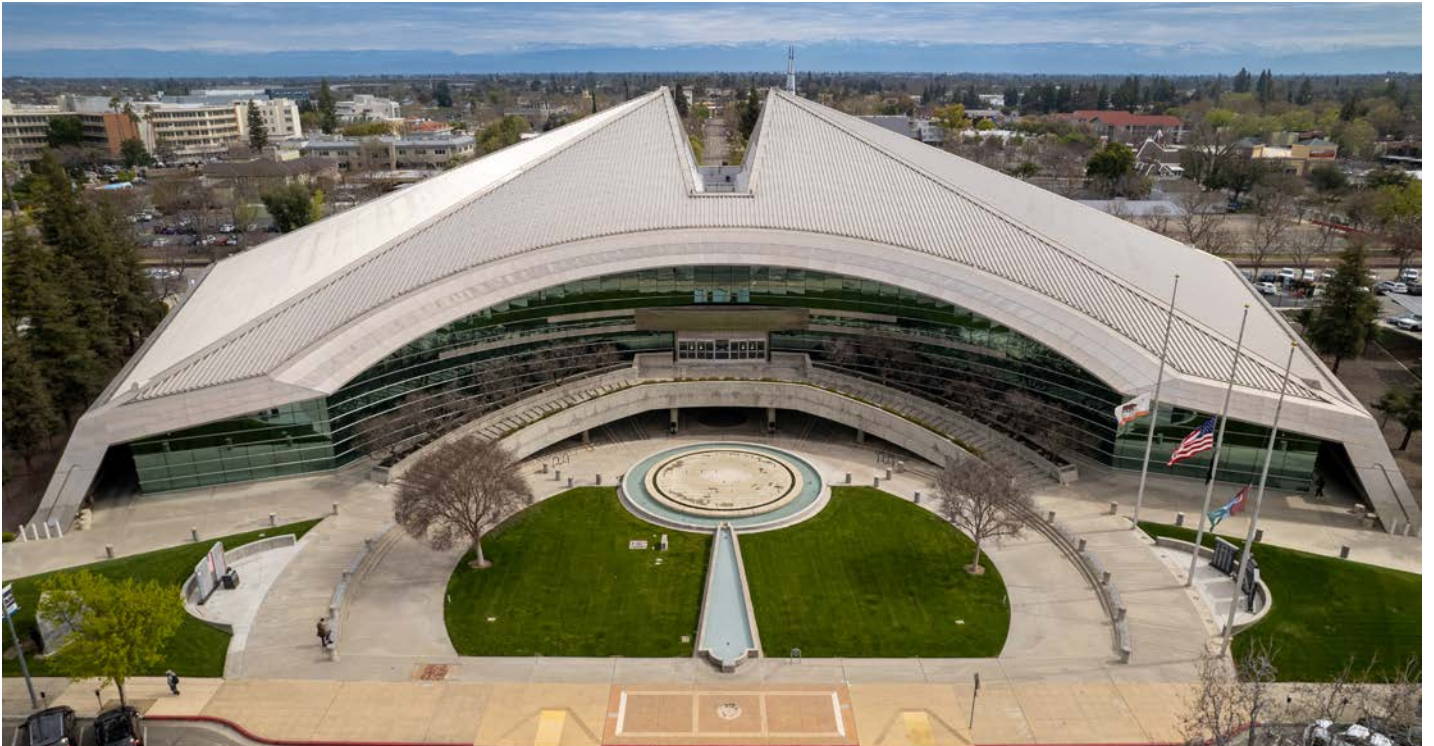
Annual Leave: Accrue 15.50 hours per month, with cash out provisions.

Holidays: Ten (10) City-observed holidays annually, plus birthday and two (2) personal days per year.

Life Insurance: Equal to annual salary; premium paid by City.

Long-Term Disability: City pays premium for 66.66% of monthly salary up to \$7,500 per month after 30 days.

Deferred Retirement Option Program (DROP): DROP is an optional, voluntary program that allows for retirement benefits deposited in a special savings account within your Retirement System while continuing to work for the City of Fresno. To participate, must be at least age 50 with 5 years of service. Benefits include ownership of DROP account monies; compound interest earnings; and alternative distribution options.



To Apply

To be considered, candidates must submit a compelling cover letter, comprehensive resume, and six professional references via email to apply@ralphandersen.com.

This is a confidential process and will be handled accordingly throughout the various stages of the process. References will not be contacted until mutual interest has been established. The first screening of resumes will occur on **Monday, May 29, 2023**. This position is open until filled; however, **candidates are encouraged to apply early in the process for optimal consideration**. This recruitment may close at any time once a strong pool of candidates is received.

Ralph Andersen & Associates will conduct all preliminary interviews.

If you have questions or would like to discuss the opportunity further, please call Mr. Fred Wilson at (916) 630-4900. Confidential inquiries are welcome.

For further information regarding the City of Fresno visit: <https://www.fresno.gov/>.

The City of Fresno is an Equal Opportunity Employer