

Peckham & McKenney
All about fit



Director of Human Resources

CITY OF ROCKLIN, CALIFORNIA



THE COMMUNITY

The City of Rocklin is located in southern Placer County at the intersection of Interstate 80 and State Highway 65 and is characterized by rolling hill terrain with 360-degree panoramic views of the Sierra Nevada Mountains to the northeast and to the Sutter-Butte mountain range to the west. With an estimated population of 70,000 people, Rocklin is one of the fastest growing cities in California with approximately 65% of its growth occurring since the year 2000.

Rocklin was first recognized as a destination along the transcontinental railroad in 1864, about the same time granite mining began in the city. The City was incorporated in 1893 during the heyday of railroad and granite mining activity. By 1910, 22 quarries operated in Rocklin and in 1912 nearly 2,000 train carloads of granite were shipped out of town to become part of the State Capital Building in Sacramento and numerous buildings in San Francisco.

The people who live and work in the City of Rocklin today are the heart of the community and have built a special place for residents and visitors. Rocklin has a mixture of first-class business, retail, and recreational opportunities often offered by larger cities, but also combines those amenities with neighborhoods that maintain their sense of community and small-town values.

Rocklin was recently named the best place in Placer County to raise a family by Niche.com, and the reputation is well-deserved. Rocklin schools are consistently listed with the best in the Sacramento region, and the low crime rates and top-notch public safety departments have placed Rocklin as one of the top 20 safest cities in the state. It is also significant for residents and visitors to know that a park is located within a half a mile of nearly every door in the city.

Public and private development is also creating an environment that supports vibrant entertainment, commercial activity, and residential options. Business attractions in the City feature large retailers like Bass Pro Shops, farm-to-fork restaurants including the Chef's Table, and award-winning breweries such as the Moksa Brewing Company.

To learn more about the incredible City of Rocklin, please visit <https://www.rocklin.ca.us>.

THE ORGANIZATION

The City of Rocklin is an organization of approximately 263 professionals dedicated to serving residents, businesses and stakeholders. City Departments include Police, Fire, Community Development, Public Services,

Human Resources, Parks and Recreation, Finance, and the City Manager, City Attorney, and City Clerk Offices.

Rocklin employees take pride in operating on efficient budgets (the city's total operating budget for 2019-20 is \$72.7 million) while maintaining appropriate levels of staffing. Employees at all levels of the organization are encouraged to innovate and continue their personal growth, which in turn improves City programs that benefit the citizens of Rocklin.

THE DEPARTMENT

This full-service Human Resources Department, with a total staff of four and a departmental budget of \$819,700, is responsible for the following program activities:

- Recruitment and selection
- Classification and compensation
- Employee and labor relations
- Employee benefits and leave administration
- Policy development and administration
- Training
- Legal compliance



- Worker's Compensation
- Organizational and employee development
- Administration of the City's Equal Opportunity Program

THE POSITION

Appointed by, and reporting to the City Manager, the Director of Human Resources position is a single-position executive management classification with overall responsibility for planning, directing, managing, and evaluating the activities, programs, and staff of the Human Resources Department.

Unique to this particular opportunity is the quality of the management team the selected candidate will be joining and the team oriented culture that



exists within the office environment. The City Manager has assembled a team of professionals who work together well and regularly apply creative and nontraditional approaches to challenges.

THE IDEAL CANDIDATE

The ideal candidate will have exceptional interpersonal, communication and collaboration skills coupled with an ability to provide leadership and direction to a department that continues to strive for excellence.

It will be important for the selected candidate to have knowledge of:

- All aspects of human resource administration including appropriate methods, procedures and technical expertise.
- Contemporary and emerging human resource practices, particularly related to recruitment and benefit administration.
- Public sector collective bargaining and negotiations.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations regarding human resource management, EEO/Affirmative Action and the collective bargaining process.
- Principles and practices of organization, administration, recruitment and personnel management.

And the ability to:

- Demonstrate a high level of personal integrity and ethics.
- Manage relationships and navigate political sensitivities.
- Be courageous and consistent in policy implementation.
- Be successful and thoughtful in managing change.
- Be creative and collaborative in approaches to problem solving.
- Be a proactive team builder who empowers staff.

The candidate of choice will be a visionary leader, respecting the abilities of the management team, and valuing professional input from staff. The Human Resources Director will quickly gain credibility within the organization through strong interpersonal skills, an ethical





and honest approach, mutual respect, effective communication and listening skills, and a desire to promote a culture of employee engagement.

EDUCATION AND EXPERIENCE

Candidates must possess a Bachelor’s degree from an accredited college or university with major course work in human resources management, public or business administration, organizational development, industrial psychology, or a closely related field and at least seven (7) years of increasingly responsible, professional experience in human resources, including at least four (4) years in a supervisory or management position.

THE COMPENSATION

The annual salary range for this opportunity is from \$135,142 to \$186,295 and appointment will be made depending upon the qualifications and experience of the selected candidate. In addition,

the following generous benefits are provided:

MEDICAL – A variety of plans are offered through CalPERS. The City contributes up to \$1,200 per month to active employees and eligible retirees, and the employee pays the difference.

DENTAL AND VISION – City pays for employee and dependents.

LEAVE ACCRUALS:

- **Management Leave** – up to 80 hours per year.
- **Sick Leave** – 12 sick days per year.
- **Vacation** – 20 days first year, progresses up to 27 days per year based upon years of service.
- **Holidays** – 10 paid holidays per year.

RETIREMENT – CalPERS 2% @ 55 for Classic employees; 2% @ 62 for PEPRA employees.

DEFERRED COMPENSATION – The City offers two optional 457 plans for employee participation.

INSURANCE:

- **Life Insurance and AD&D:** City paid \$200,000
- **Long-term Disability:** coverage is 60% of monthly salary up to \$6000/month.

Flexible Spending Plan – The plan allows eligible employees to set aside up to the maximum amount allowed under IRS Section 125 per year pre-tax income to pay for costs associated with health insurance premiums and health care costs not covered under the benefits plan.

SEARCH SCHEDULE

Filing Deadline February 24, 2020
 Preliminary Interviews February 26 –
 March 13, 2020
 Recommendation of Candidates March 16, 2020
 Finalist Interview Process March 27, 2020

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 visit our website:

Peckham & McKenney
www@peckhamandmckenney.com

Please do not hesitate to contact Phil McKenney toll-free at (866) 912-1919 or direct to (916) 616-9173 if you have any questions regarding this position or the recruitment process.



www.peckhamandmckenney.com