



City of
Santa Monica®

City of Santa Monica

is seeking a transformative leader . . .

Director of Human Resources/ Chief People Officer



A unique opportunity
to create a model of
21st Century government
in one of the nation's premier
communities . . .

to raise the bar for talent
management and organizational
development in the
public sector . . .

and to leave a lasting legacy
to inspire the
next generation of
public service.

The City of Santa Monica is actively seeking candidates for **Director of Human Resources/ Chief People Officer**

The Opportunity

The City Council and executive leadership team of the City of Santa Monica are committed to forging a model of 21st Century government to better serve our community. The Director of Human Resources/Chief People Officer will have a catalytic leadership role in our embrace of an organizational culture that is data-driven and results-oriented. If you are a forward-thinking, innovative and strategic change agent ready to develop and empower talent in pursuit of the highest ideals of public service, this is a unique opportunity to lead a team effort and leave a lasting legacy!



The Ideal Candidate

The ideal candidate will be a strategic leader with a forward-looking and collaborative approach to managing talent in the public sector. A successful track record of effectuating organizational change, workforce engagement and imaginative approaches to talent development is key. The successful candidate will demonstrate a breadth and diversity of experience in a public agency setting or comparable business or non-profit environment.

In a changing world, we are not interested in maintaining the status quo. There is broad support from leadership and throughout the organization for the next Human Resources Director to be a catalyst for constructive change. We are looking for innovation and the ability to deliver improved results by working imaginatively and constructively with the City's executive team, City departments, labor groups and the City's diverse and talented workforce to co-create a model of a 21st Century government. The successful candidate must be tech savvy and show a proven ability to set and meet performance goals and metrics.

The next Human Resources Director will personify an ethic of customer service with outstanding interpersonal and coaching skills. Job One will be leading the Human Resources team in a way that models our aspirations for the entire organization for a motivated, trained, empowered and high-performing workforce. It is vital that the Human Resources Director "walk the walk" on meaningful and lasting change within the City and Department by being completely invested in the "human" aspect of human resources.

The ideal candidate will have passion for:

- Serving the public and inspiring the City's workforce to achieve the highest levels of job performance and satisfaction
- Contributing to making Santa Monica a model of a 21st Century government and leading a 21st Century Human Resources team
- Applying technology and data analytics to raise performance standards and productivity
- Embracing diversity, equity and inclusion
- Being a role model for ethical leadership, continuous learning, and mentoring future leaders

The Community

The City of Santa Monica is one of America's most recognized communities, known for its three miles of sparkling beaches, iconic Pier, innovative tech sector, attractive neighborhoods, and progressive values. Just 8.3 square miles, Santa Monica is situated on the western edge of Los Angeles County, about sixteen miles from Downtown LA, where Interstate 10 terminates at the junction with Pacific Coast Highway. Since May of 2016, Santa Monica has been connected to the Los Angeles region by the EXPO Light Rail line which has already exceeded its daily ridership estimates for 2030.

Santa Monica has a vibrant historic Downtown, regional arts and culture venues, unmatched community amenities and is the epicenter of Silicon Beach. The resident population is approximately 93,000; however, with visitors, shoppers, and employees the summertime daytime population can reach a quarter million. Tourism adds approximately \$1.87 billion in annual visitor spending and more than 13,000 jobs to the local economy.

Santa Monica includes a diverse array of neighborhoods, encompassing a range of housing, parks, civic institutions and business districts. More than 70% of Santa Monica residents are renters and nearly 70% of the adult population have at least a four-year college degree. The median household income is approximately \$80,000 a year and average household income is closer to \$120,000.

Santa Monica is home to the nationally-ranked Santa Monica-Malibu Unified School District. A unique tax-sharing partnership allocates \$26.5 million in annual funding support for the District. Santa Monica College, one of the state's top community colleges, serves over 30,000 full-time and part-time students on several campuses within the City, offering more than 90 fields of study. The City is also home to three renowned health facilities: Providence Saint John's Health Center, Santa Monica-UCLA Medical Center, and the John Wayne Cancer Institute.

Government and Administration

The City of Santa Monica was incorporated in 1886 and adopted the Council-Manager form of government in 1947. The City Council consists of seven members elected by the community at large to staggered four-year terms. The Council selects from its members the Mayor and appoints a City Manager to administer the affairs of the City as well as a City Attorney and City Clerk. An engaged citizenry is a hallmark of

Santa Monica governance, along with stability among Council members.

The City Manager is responsible for a city-wide staff of nearly 2,300 and a budget of \$737 million in FY 2017-18. Santa Monica has long maintained a AAA bond rating from all three national rating agencies and has a positive net worth of more than \$1.5 billion in capital assets and infrastructure. The City provides a unique scope and quality of community services with 11 departments reporting to the City Manager.

In the forefront of best practices for progressive communities from around the country, Santa Monica has connected the budgeting process to a Framework for a Sustainable City of Wellbeing, built upon a foundation of the City's pioneering Sustainable City Plan; the Wellbeing Index, created through the City's winning of the Bloomberg Philanthropy's Mayor's Challenge; and the City's record of good governance. The Framework organizes department-level work around the achievement of seven outcome areas:



As a 21st Century government, Santa Monica strives to be a sustainable city of wellbeing by delivering the results and outcomes that matter most through data-driven innovation, fiscal responsibility, and continuous improvement to foster a city that works for everyone.

The City also launched SaMoStat as a management tool to monitor our progress in achieving these outcomes, work which will soon be reflected in a citywide performance dashboard. Within the Framework, the City Council identified five strategic goals to secure game-changing impacts on specific projects:



- Converting Santa Monica Airport to a 227-acre regional park;
- Creating a diverse and comprehensive network of **mobility** options that residents and visitors will feel comfortable using;
- Maintaining an **inclusive and diverse** community through efforts like increasing affordable housing and raising workers' incomes;
- Establishing the City as a regional leader in addressing **homelessness**; and

- Fostering opportunities for residents to **learn and thrive** across all ages.

The Human Resources Department

The Human Resources Department is responsible for leading and promoting a culture that reflects the City's progressive values and ensures the highest levels of service to the City's departments and workforce. Human Resources activities include candidate recruitment and selection of candidates; position classification and compensation; training and organizational development and employee development; employee benefits, services, and programs; labor relations; and related personnel functions. The Human Resources Department has a team of 27 staff members with a budget of \$4.9 million for FY 2017-18. The Director/Chief People Officer works closely with the City Manager; Assistant City Manager/Chief Operating Officer; Finance Director/Chief Financial Officer and Information Services Director/Chief Information Officer as the support team to the City's operating departments.

Mission Statement

- Provide exceptional service to the public, staff and City departments.
- Support the mission of each City department by attracting, developing and retaining a progressive and effective workforce that will deliver premier municipal services to the community.
- Promote career development, personal well-being and professionalism in staff conduct.

Human Resources Department Divisions

The **Administrative Services Division** provides departmental administrative oversight and leadership and establishes organizational human resource policy, ensuring City compliance with Federal and State employment laws. The Division is responsible for the departmental budget and fiscal tracking; City Council staff report; automated HR/Payroll information systems; and working with the Santa Monica Personnel Board.

The **Organizational Development and Employee Benefits Division** facilitates training and organizational development opportunities, including the Santa Monica Institute, perhaps the most comprehensive and sophisticated in-house training program of any California city government. The Division also coordinates, and administers employee health benefits, new staff orientation as well as deferred compensation and retirement programs.

The **Labor and Employee Relations Division** negotiates and administers agreements with the City's various labor associations; provides assistance to departments regarding staff performance issues and disciplinary matters; and investigates employee complaints. Additionally, the Division administers compliance with employee rights and leave programs.

The **Employment and Classification Division** manages the recruitment and selection and certification of candidates from a pool of more than 20,000 internal and external job applications each year. The division also manages the classification and compensation systems to ensure classifications are current and appropriately compensated.

The Position

The Director of Human Resources/Chief People Officer is an at-will position appointed by and reporting to the City Manager. The Director/CPO is a member of the City's Executive Team and serves as Secretary to the City's Personnel Board. The Director/CPO is the City's chief strategist, advocate and champion of talent management and organizational development and is responsible for leading the Human Resources team on labor relations; recruitment and selection; classification and compensation; training and organizational development; and related personnel functions.

Desired Qualifications

Because this is a strategic leadership role, candidates will need to demonstrate the sophisticated knowledge and experience to be successful, including at least ten years of recent, progressively responsible human resources management experience in the public sector or a comparable environment. Three of the required years of recent, work experience should include the management and supervision of a team of other professionals. Candidates should have graduated from an accredited college or university with a Bachelor's degree in Human Resource Management, Public or Business Administration, Organizational Development, Psychology or a closely related field. A Master's degree in a closely related field is highly desirable.

The Recruitment Process

The Director of Human Resources recruitment is being conducted by The Hawkins Company (executive search consultants). They will review all written materials submitted, and will screen and evaluate candidates.

Only the most highly qualified candidates will be invited to participate. 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.

Interested and qualified candidates should apply by sending a compelling cover letter and comprehensive resume electronically to smcity.hrdir@thehawkinscompany.com.

Written materials received by **June 22, 2018** will receive first consideration. The position is open until filled. The interview process is tentatively scheduled for the week of July 30th.

The Hawkins Company
8939 S. Sepulveda Blvd., #110-216
Los Angeles, CA 90045
www.thehawkinscompany.com

Should you have any questions regarding this position or the recruitment process, please contact Ms. Brett Byers at 323-403-8279, brett@thehawkinscompany.com.





Compensation and Benefits

The salary range for this position \$184,392 – \$227,640. Santa Monica offers a comprehensive and competitive benefits package, which includes:

- **CalPERS Retirement:** Classic CalPERS members: 2% @ 55, member contribution of 7%. Effective January 1, 2013, the Public Employees' Pension Reform Act (PEPRA) will apply to new members of CalPERS: 2% at age 62, member contribution will be one-half of the total normal cost as determined by CalPERS.
- **City Paid Health Insurance:** Effective January 2018, the City pays 93% of the medical insurance premium for employees and eligible dependents with the employee contributing 7%. The City pays 100% of dental and vision premiums and the Employee Assistance Program for employee and eligible dependents.
- **Retiree Medical Insurance:** The City pays retirees (employee only) medical insurance up to age 70, as provided in the Executive Pay Plan (EPP) Resolution.
- **Supplemental Retirement Plans:** 457 and 401(a) deferred compensation plans available; no City contribution. The 401(a) plan is funded through a mandatory employee contribution of \$625 per month. New hires have a one-time option to opt out of the plan for the lifetime of the plan.
- **Retiree Medical Trust:** The City contributes into a retiree medical trust for reimbursement of eligible retiree healthcare premiums.
- **Vacation:** Minimum of 12 days per year; maximum of 21 days per year. Vacation leave cash out available.
- **Holidays:** 12 days per year; a cashable floating holiday becomes available at the beginning of each fiscal year.
- **Management Leave:** 4 days per year; option to cash out one day.
- **Sick Leave:** 12 days per year; sick leave buyout program may be used to cash out leave at the end of each fiscal year.
- **Term Life Insurance:** Twice annual base salary rounded to the nearest \$1,000, up to a maximum benefit of \$500,000 and LTD.

The City will assist with moving and relocation expenses, if needed. Out-of-area candidates are strongly encouraged to research cost of living within a commutable distance before applying.

Employment Opportunities

Visit us on the web at www.smgov.net/hr
Or call 310-458-8246

City of Santa Monica
Human Resources
1685 Main Street
Santa Monica, CA 90401

An Equal Opportunity Employer



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