

# City of San Bruno

## ASSISTANT CITY MANAGER / CHIEF PEOPLE OFFICER





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The Assistant City Manager (ACM)/ Chief People Officer (CPO) is an at-will management position and a key member of the City Manager's Executive Leadership Team. Reporting to and serving at the will of the City Manager, the ACM/CPO partners with the City Manager position to lead and direct the activities of all city departments. The ACM/CPO provides strategic advice and administrative guidance to department heads, handles special projects and facilitates coordination for major departmental programs and initiatives having organizational-wide impact. Furthermore, the ACM leads strategic and operational planning, enhances citywide performance management systems and participates in establishing models of performance excellence for the City of San Bruno.

The ACM/CPO serves as the City Manager in his absence and represents the City Manager, Mayor, and City Council on various boards, commissions and committees to help the City fulfill its mission, goals and strategic initiatives.

The position also has the working title of the City's Chief People Officer (CPO). In this capacity, the ACM/CPO supervises the Human Resources Manager and serves as the City's subject matter expert and key advisor on all human resources matters. These include recruitment and selection, benefits administration, employee development and training, classification and compensation, labor and employee relations, employee evaluation programs and workers' compensation.

The City's Human Resources Department is staffed with two full-time employees (a Human Resources Manager and a Management

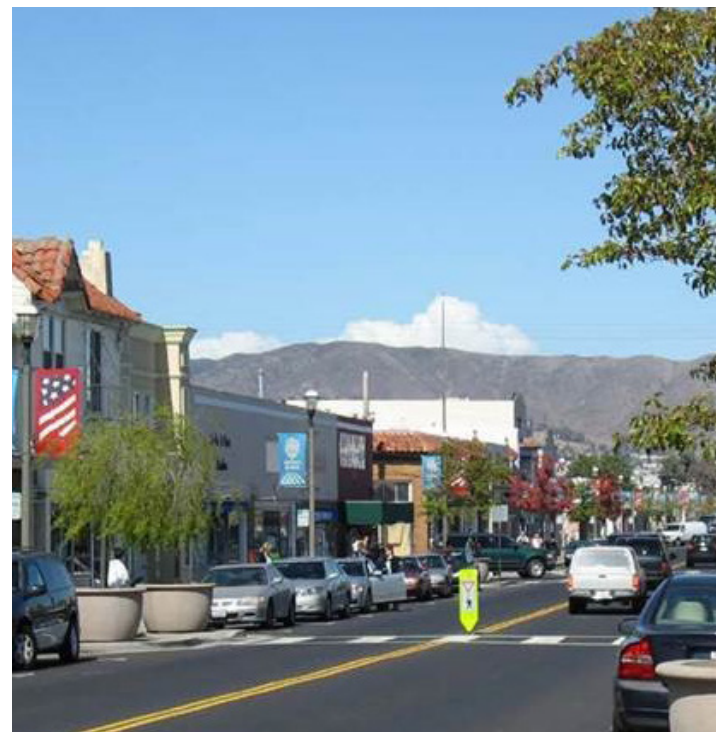
The City of San Bruno is located in San Mateo County and is only 12 miles south of San Francisco and adjacent to the San Francisco International Airport. An ethnically and culturally diverse city with over 42,000 residents, San Bruno maintains a small-town atmosphere within a large metropolitan area. The City is a full-service city responsible for a wide range of public services including Fire, Police, CityNet Services, Water and Wastewater.

Located along Highway 101 and Interstate 280, the City (5.5 square miles) enjoys easy access to the vast cultural, educational and recreational opportunities of the San Francisco Bay Area including the Golden Gate National Recreation Area, and numerous museums, galleries, theaters, fine restaurants and access to professional sports teams including the Giants, 49ers, A's, Golden State Warriors, and Sharks. Educational opportunities include numerous community colleges, as well as Stanford University, University of San Francisco, UC Berkeley and San Francisco State University. The San Bruno BART and CalTrain stations make it easy to use public transportation to access the Peninsula, San Francisco and beyond.

## CITY GOVERNMENT

San Bruno is a General Law City, incorporated in 1914. San Bruno is governed by the City Council and operates under a Council-Manager form of government. San Bruno has an elected five-member City Council. The Mayor, one of the members of the City Council, is directly elected for a two-year term. Other members are elected for four-year staggered terms with elections held in November of odd numbered years. The City Council appoints a City Manager and a City Attorney. The City Manager and staff enforce the laws and implement the programs and policies established by the City Council. The City Attorney serves as the City's Chief Legal Officer. The Council appoints citizens to advisory boards, commissions and committees.

San Bruno's General Fund Budget for FY 2019-2020 is \$50.5 million and has a workforce of approximately 265 full-time employees.



Analyst) and one part-time position (Management Analyst, 0.50 FTE). The ACM/CPO provides general guidance and coaching to ensure that the Human Resources Department achieves its mission of recruiting and retaining a highly-skilled workforce with a commitment to excellent public service through the administration of fair, innovative and responsive services to applicants, employees and customer departments.



## KEY PRIORITIES

- Conduct a comprehensive organizational assessment of the City's human resources functions, processes, and culture with a specific focus on building a streamlined, efficient, data driven, high performing and responsive Human Resources Department.
- Lead an assessment and revision of Administrative Regulations and Personnel Policies and ensure that they are operationalized across all city departments.
- Lead the City's labor relations efforts through preparation and completion of negotiations with the collective bargaining groups in FY 2020/21.
- In partnership with the City Manager and department directors, create a master capital plan to address the City's aging infrastructure.
- At the direction of the City Manager, lead and facilitate interdepartmental assignments and special projects.

## EXAMPLES OF DUTIES

- Build and maintain positive working relationships with co-workers, other city employees and the public. Focus on developing a culture of constant learning, excellent customer service and effective communications.
- Coordinate personnel activities with other city departments to ensure compliance, and adherence to pertinent laws, regulations, and guidelines.
- Research and prepare technical and administrative reports: prepare written correspondence: provide periodic reports on department activities to Personnel Board and City Council; attend Council and other meetings as required.
- Advise management and employees regarding grievance procedures; and coordinate and monitor grievance process.
- Support the City Manager in the administration of the activities of the Office of the City Manager, as well as liaison and build relationships with external agencies.
- Supervise and participate in the preparation of various personnel reports.
- Provide technical and administrative support to the Personnel Board; prepare staff reports and implement other projects, as assigned.
- Provide support to the City Manager during times of local emergency management.

## IDEAL CANDIDATE

The Assistant City Manager should be a municipal generalist with Human Resources expertise. The successful candidate will have a demonstrated commitment to quality customer service, operational excellence and possess the following characteristics:

- Flexible, open, approachable; willingness to take strategic risks to advocate for organizational objectives; a great listener who inspires, motivates and empowers;
- Political astuteness/awareness; and unionized labor relations experience;
- Ability to see the big picture; creative/strategic/analytical thinker; a problem-solver who gets things done;
- Commitment to employee engagement and accountability;
- An understanding of the operational, human capital, and policy development issues that department directors encounter daily;
- Ability to coordinate policy development and implementation; manage strategic programs; and address complex challenges in an urban City;
- Proven ability to manage projects and implement processes that enhance the City's service delivery and ensures successful outcomes;
- Committed to creating and fostering a work environment where compassion, cultural competence, diversity, inclusion, and equity are valued;
- Proven relationship and team builder who establishes and maintains cooperative relations with a variety of citizens, public and private organizations, commissions, and the City's elected and appointed leadership and staff;
- Exceptional interpersonal and communications skills (verbal and written); friendly demeanor;
- Knowledgeable of human resources best practices, with experience and knowledge of California employment law and CalPERS regulations.

## EXPERIENCE & EDUCATION

*The following qualifications are guidelines, as the appointing authority has broad discretion in filling positions in this classification*

### **Experience**

Six years of increasingly responsible administrative experience in municipal government including two years of management responsibility and two years of responsible personnel management experience.

### **Education**

Bachelor's degree from an accredited college or university with major course work in business or public administration or a related field. A master's degree is desirable.



## APPLICATION PROCESS

To be considered, please submit your resume and cover letter of interest outlining the background and experience that makes you the ideal candidate electronically to [sanbruno.acm@thehawkinscompany.com](mailto:sanbruno.acm@thehawkinscompany.com) by **February 28, 2020**. Resumes received by **February 28, 2020** will receive first consideration. The position is open until filled. Materials should reflect size and scope of management experience including staffs managed, budgets administered, programs directed, and significant HR and management accomplishments.



### THE HAWKINS COMPANY

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For additional information or questions, please contact Ms. Brett Byers at 323-403-8279, [brett@thehawkinscompany.com](mailto:brett@thehawkinscompany.com), or Mr. Bill Hawkins at 213-308-0945, [bill@thehawkinscompany.com](mailto:bill@thehawkinscompany.com).

*The City of San Bruno is an Equal Opportunity Employer*



## COMPENSATION & BENEFITS

The current salary range for this position is \$185,076 - \$227,112. The City also provides an excellent benefits package, including:

- CalPERS retirement formula of 2.7% @ 55 for classic members or 2% @ 62 for new members;
- Matching deferred compensation contribution of 1% of salary;
- Medical, dental and vision benefits provided with employee contribution;
- Life insurance equal to one year's annual salary provided at no cost;
- Opportunity for bilingual incentive pay at \$140 per month;
- Long term disability insurance provided at no cost;
- Section 125 Flexible Benefit Plan;
- Home loan assistance program, credit union membership, tuition reimbursement;
- 10-23 days of vacation per year depending on length of service, 12 days annual sick leave, 14.5 paid holidays, and 100 hours management leave per fiscal year;
- Reimbursement of up to \$1,000 per fiscal year for professional development activities;
- City vehicle or opportunity for \$300 per month auto allowance.