



The City of Dublin



*invites your interest
for the position of*

**Director of
Human
Resources**

Dublin - Community Profile

The City of Dublin is situated in the East Bay of the San Francisco Bay Area, approximately 35 miles east of San Francisco and 30 miles northeast of the Silicon Valley. Dublin has long been known as the “crossroads” of the Bay Area as it sits at the intersection of two major highways, Interstates 580 and 680 and, along with the Cities of Pleasanton, Livermore, San Ramon, and Danville comprise the region known as the Tri-Valley area.



Dublin has emerged as a dynamic, thoughtfully planned community with a population of nearly 73,000. Home to a mix of quality housing, an excellent range of retail and commercial entities, and two pedestrian-oriented transit districts, the City is poised for continued prosperity. Despite the vibrant economic activity, the community also maintains its small-town character and has become increasingly diverse. Dublin's strong business climate, high performing schools, planned neighborhood developments, and award-winning parks and facilities have contributed to a high quality of life for residents and businesses. This led to recognition in 2018 as one of the best places to live in in the United States by Money Magazine.

Dublin is renowned for its parks and recreation facilities. The city has 23 neighborhood and community parks and 10 community facilities that serve a vast array of resident needs. Residents also enjoy significant open space and a trail system along with a network of regional open space facilities in and around Dublin operated by the East Bay Regional Park District. The Dublin Unified School District offers eight elementary schools, two middle schools, a traditional high school, and one continuation high school in addition to an adult education program. The City also has four private educational options. These amenities along with the City's economic vitality and excellent housing options make Dublin a great community in which to live, work, and play.

City Government

The City of Dublin was incorporated as a general law city in 1982 and operates under a Council-Manager form of government. The Mayor is directly elected to a two-year term and four Council members are elected to alternating four-year terms. The Council hires the City Manager and City Attorney and is responsible for confirming commission and committee appointments made by the Mayor.



The City Manager is responsible for implementing the policies, ordinances and directives of the Council while overseeing day-to-day operations of the city. Dublin operates under a two-year Strategic Plan with a biennial budget that includes an FY 21-22 General Fund of \$85 million with 99 FTE and another 148 seasonal employees. City departments consist of the City Manager's office (including human resources, city clerk/records, information technology, and economic development), the City Attorney, Administrative Services (finance & risk management), Community

Development, Parks and Community Services, and Public Works. The City contracts for public safety (County Sheriff and County Fire), public works maintenance, and building inspection.

The Position and Ideal Candidate

The new Human Resources Director (HRD) reports to the Assistant City Manager and will provide a strategic, progressive, and collaborative relationship in partnering with the citywide operation. The HRD will oversee a staff of three including an HR Manager, one Administrative Technician, and one Senior Office Assistant. With the unique nature of Dublin's non-unionized workforce, communications, relationship building, engagement, and connection with the organization is essential in this role.



There are several key priorities that require immediate focus from the HRD. The need is to transform the nature of service and program delivery by human resources. This may require a citywide organizational evaluation that identifies the concerns of the workforce and the subsequent role of HR to address those issues. HR will need to lead and influence a shift towards more innovative and participative approaches to spur employee engagement in evolving to a culture that embraces a sense of mission, employee development, and continuous improvement efforts.

Recruitment and employee retention efforts will need significant attention and will benefit from a creative facilitator that introduces professional development opportunities including mentorship, systemic training and education efforts, and pathways for promotional growth. Evaluating and improving work systems and internal processes are additional priority areas as the desire is to continually improve administrative systems to proactively support the overall operation.

The ideal candidate will have a strong and extensive HR generalist background with demonstrated expertise in various areas of HR operations, services, and programs. Additionally, he/she will be a team-oriented leader and manager who introduces innovative approaches, is responsive to organizational needs, and fosters a culture of excellence and customer service throughout the organization. Exceptional communication skills, a result-focused style, the ability to influence a complex, diverse organization, and the ability to work cooperatively and inclusively with all participants are necessary attributes for this role.



This position will require a combination of education and experience likely to provide the required knowledge and ability to perform this role. A typical way to obtain the knowledge and abilities would include at least six years of broad and extensive experience in human resources, at least three years of which must be at a division management level or higher including staff supervisory responsibility, and a Bachelor's degree from an accredited college or university in human resource management, business administration, or a closely related. A Master's degree is highly desired.

Compensation and Benefits

The City of Dublin offers an excellent salary and benefits package. The salary range for this position is \$170,052-\$212,568 annually, DOQ. The benefits include:

- ◆ CalPERS Retirement: 2.7% @ 55 for Classic members, for single highest year. Employee pays their portion plus 7% of the employer's portion. 2.0% @ 62 for New members. for three-year final average compensation. Employee pays their portion plus 3.05% of the employer portion.
- ◆ Health & Welfare Insurance: Cafeteria-style medical benefits with choice of 10 plans. City pays a maximum of \$1,900 per month as of 1/1/2021, adjusted annually thereafter based on the change in the CalPERS Kaiser Family rate but no greater than \$100. Dental plan through Delta, with city paying full premium for employee plus all eligible dependents. Vision plan is with VSP Choice.
- ◆ Leave Programs: City provides a General Leave plan in lieu of traditional vacation and sick leave program. Leave accrual of 24 days annually through year five of employment with increasing accruals at every five years thereafter to a maximum accrual rate of 31 days annually after 15 years of service.
- ◆ Holidays: 14 paid holidays annually which includes two Floating Holidays.
- ◆ Administrative Leave: 64 hours annually granted on July 1 of every year.
- ◆ Civic leave: 8 hours of Civic Service Leave are available every fiscal year for qualified volunteer service.
- ◆ Car Allowance: Monthly allowance of \$190.
- ◆ Insurance: Term life insurance of \$50,000; AD&D of \$50,000; and LTD are provided.
- ◆ Additional benefits include Retiree Medical, optional Deferred Compensation programs, educational reimbursement, Flexible Spending and Health Reimbursement Accounts; Short Term Disability, Dependent Care reimbursement, and EAP.



The Process

To be considered for this exceptional career opportunity, please visit the Avery Associates Career Portal on our website at www.averyassoc.net/current-searches/ to upload your letter of interest, resume and contact information, including email addresses for five work-related references (who will not be contacted until after an interview takes place).

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The final filing date for this position is November 12, 2021.

If you have any questions regarding this position, please feel free to contact Paul Kimura at 408.399.4424 or by email: paulk@averyassoc.net or Bill Lopez at 408.888.3099 or by email: williaml@averyassoc.net.