



The City of Chico



*invites your interest
for the position of*

**Director of
Human
Resources
and Risk
Management**

The Community of Chico

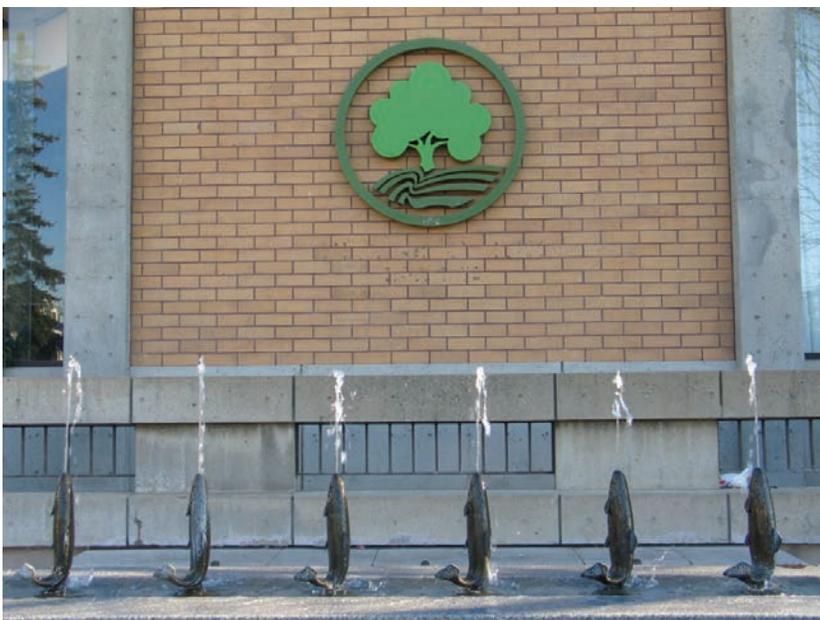
The City of Chico with a greater urban area population of approximately 120,000 is the largest city in Butte County. Home to Bidwell Park, one of the largest municipally owned parks in the nation, Chico has many recreational opportunities in the area. With an average of 249 sunny days a year, Chico provides quick access to hiking, skiing, boating, hunting, and fishing in the foothills. California State University, Chico continues to be a significant influence on the local community and is a key employer and contributor to the local economy. The city offers a learning community with a rich culture and a young spirit. Chico is known as a well-managed city that values quality infrastructure and services and maintains a special sense of community and small-town living as it has developed into a vibrant regional center for business, recreation, and cultural activities. Chico is a magnet to individuals seeking an environment where you can live and work while enjoying unparalleled access to outdoor recreation and the social spirit of an involved community.



Chico is located at the northeast edge of the Sacramento Valley, one of the richest agricultural areas in the world. The Sierra Nevada Mountains lie to the east, with Chico's city limits venturing several miles into the foothills. To the west, the bountiful Sacramento River lies five miles from the city limit. Chico provides ready access to large metropolitan areas like the San Francisco Bay Area and the Sacramento region without the expensive cost of living. The Chico housing market is generally lower cost than other cities of similar size, which makes it an affordable place to raise a family without compromising the factors important to the family. There is a strong school system, well-regarded medical community, and a high level of public safety.

Chico's community spirit is seen in its downtown, which serves as a central gathering place for many community events such as farmers markets, Friday night concerts and parades. Historic downtown Chico is sprinkled with murals, art benches, and the award-winning City Plaza Park. One will find many locally owned businesses and restaurants, ranging from quick bites to fine dining that rivals any metro area. The City of Chico offers an extraordinary quality of life and is often characterized as having a special "sense of place."

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City Government

The City of Chico is a charter city, and the City Council consists of seven nonpartisan councilmembers elected at large to staggered four-year terms. The Mayor and Vice-Mayor are chosen directly by Council and serve a two-year term. The City of Chico is a full-service city with a FY 2022-23 General Fund of over \$58 million and an allocated staff of 443 FTEs. City operations are headed by the City Manager who oversees an executive management team comprised of eight operating departments: Administrative Services, City Manager's office, Community Development, the Fire Department, Human

Resources & Risk Management, the Police Department, Public Works – Engineering and Public Works – Operations & Maintenance. The City Attorney's office and the City Clerk's office report directly to the City Council.

The Position and Ideal Candidate

The Director of Human Resources /Risk Management (HRD/RM) reports to the City Manager and will provide a strategic and collaborative relationship in partnering with the citywide operation. The HRD/RM has a staff of four including a Principal Analyst, HR Analyst, HR Technician, and incoming Payroll Assistant, while overseeing full-service human resource functions, and the full array of risk management activities including general liability, insurance, workers compensation, and safety. A high level of relationship building, organizational engagement and connection, and proactive communications with the organization, is essential in this role.

There are several key priorities that require focus from the HRD/RM. There is an ongoing need for labor/employee relations expertise in guiding and addressing the strategic and daily operational issues within the HR/risk environment. Organizational and professional development efforts on a citywide basis will be essential in establishing succession planning initiatives, management/professional training programs, strengthen on-boarding programs, and developing mentorship opportunities to provide pathways for promotional growth. These collective efforts will also be critical to augment staff retention efforts. Recruitment programs must also be enhanced to address the difficult challenges of the current labor market. In providing these key support services, the new HRD/RM will be a solid business partner who facilitates and delivers exceptional and essential services to city operations.



Internal to the department, evaluation and improvement to foundational HR work systems and internal processes require significant attention. There is a need to strengthen HR policies, establish consistency of business practices, improve documentation, and to expand usage of electronic reporting and tracking systems. The department utilizes NeoGov for recruitment and performance evaluations but also needs to fully implement the full range of features offered by this system. Ultimately, the desire is to improve and strengthen HR administrative systems to proactively support business operations.

The ideal candidate will have a strong and extensive HR generalist background with demonstrated expertise in various areas of HR/ risk operations, services, and programs, including labor/employee relations, organizational development, and risk management. The HRD/RM will be a team-oriented leader, excellent administrator, a progressive manager, and role model 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 five to ten years of broad and extensive public agency human resources experience, at least two 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, public administration, business administration, or a closely related. A Master's degree is highly desired.

Compensation and Benefits

The City of Chico offers a competitive compensation and benefits program. The base salary for the position is up to \$160,000 annually DOQ. The excellent benefits program includes:

- ◆ Retirement: CalPERS with an enhanced retirement formula of 3% @ 60 for Classic Members. Employee pays a total of 11% toward CalPERS. For New CalPERS members, 2% @ 62 formula with employee paying a total of 10.50% toward CalPERS.
- ◆ Medical, Dental and Vision Insurance: The City offers four different medical plans and contributes a significant portion to the premium of the selected option. There is one dental option, and the city pays 75% of the premium. City provides the cost for vision insurance for the employee, with double or family coverage available for a nominal additional fee.
- ◆ Vacation: Accrued at the rate of 3.08 hours on a bi-weekly basis.
- ◆ Management Leave: 96 hours annually.
- ◆ Holidays: 11 holidays and one floating holiday annually.
- ◆ Sick Leave: Accrual at the rate of 8 hours per month.
- ◆ Life and Short-Term/Long-Term Disability Insurance.
- ◆ Deferred Compensation: Voluntary program provided.
- ◆ Section 125: Voluntary flexible spending account.
- ◆ Employee Wellness: City provides Employee Assistance Program and various discounted membership opportunities.



The Process

To pursue 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 a preliminary interview takes place).

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The final filing date for this recruitment is September 12, 2022.

Those candidates who are identified as having backgrounds most closely associated with the position requirements are anticipated to meet with the search firm during the mid-to-late September timeframe. Final interviews with the city are anticipated to take place in the mid-October timeframe.

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 408.888.4099 or by email: williaml@averyassoc.net.