

Peckham & McKenney
“All about fit”



PECKHAM
&
MCKENNEY
EXECUTIVE SEARCH

Human Resources Director
CITY OF SAN MATEO, CALIFORNIA

THE COMMUNITY

The City of San Mateo (pop. 105,661) is the largest municipality in San Mateo County, located on the San Francisco Bay Peninsula. It covers 14.6 square miles from the San Francisco Bay to the east to a range of coast mountains to the west. This culturally and economically diverse community offers an extraordinary quality of life characterized by safe neighborhoods, quality city services and assets, friendly people, and ideal location.

San Mateo's scenic landscape includes 35 neighborhood and community parks (including the City's signature Central Park & Japanese Garden), six community centers, three libraries, and an 18-hole public golf course. Broad recreational programming appeals to residents of all ages and interests, and the City's popular special events are long-standing traditions that draw thousands of participants, build community, and provide easily accessible, family-friendly fun.

A center of commercial and residential activity in the Silicon Valley, San Mateo's desirable location provides direct access to interstate highways, rail lines, a trans-bay bridge, public transit routes, and the San Francisco



International Airport. The Transit Center is a downtown multimodal transportation hub allowing people to board Caltrain to travel to destinations as far north as San Francisco and as far south as Gilroy. Additionally, this hub provides access to various bus connections to numerous local destinations. The community is further served by excellent schools, a community college, two major medical centers, and two major regional shopping centers.

As with other communities in the Silicon Valley, San Mateo is growing and experiencing related challenges such as increased traffic and a lack of affordable housing. The City works diligently to plan growth carefully, with elected officials working together with community stakeholders to strategically support quality development that maintains the City's exceptional quality of life. To learn more, visit the City's [website](#).

THE ORGANIZATION

A charter city, San Mateo has a Council-Manager form of government with a five-member Council elected by-district for four-year terms and the Mayor rotates annually among all Council Members. San Mateo has an adopted FY 2024-2025 operating budget of \$256.1 M (\$180.4 M General Fund) and a \$65.2 M CIP budget. The City provides a range of municipal services, including police protection, planning, building, parks and recreation, sewer, street maintenance, library, and general administrative services.

The City has long been considered a progressive organization characterized by professional relationships among the Council and staff. More than 600 staff members strive to meet clearly articulated organizational principles that emphasize the importance of accountability, working as one team, and constant improvement. San Mateo has a stable economic base projected to grow even stronger, and current development activities are designed to further enhance the City's long-term financial viability.

The municipality has benefitted from a steady history of leadership, with just five city managers over the last 30 years and three city attorneys over the last 36 years. In June 2023, the City Council selected Alex Khojikian to serve as San Mateo's City Manager. Mr. Khojikian has over 20 years of public management experience including serving as Assistant City Manager in Redwood City prior to joining the San Mateo team.

THE DEPARTMENT

The Human Resources Department is responsible for programs in personnel recruitment and selection, classification and position control, labor and employee relations, performance management, employee training



Peckham & McKenney

"All about fit"

and development, salary and benefit administration, workers' compensation, employment related policies, safety programs, and employee service awards. The current staff is 11.5 full-time equivalent employees with an adopted 2024-25 budget of \$7M. The Department provides human resources



related services to the San Mateo Consolidated Fire Department on a contract basis with one Senior Human Resources Analyst.

The Department's priorities include the implementation of a new Citywide enterprise system (in progress); development of an effective retention plan for existing staff and revitalization of the City's recruitment processes; working with the City Attorney's office to update policies and procedures to ensure legal compliance and the use of best HR practices; and supporting the collective bargaining process that is currently underway. The new Human Resources Director will be pivotal in assisting with the upcoming Citywide strategic planning.

THE IDEAL CANDIDATE

The City Manager is seeking an experienced California public sector human resources professional who has a broad Human Resources background with strong employee and employer relations experience; is a compassionate,

emotionally intelligent, and people-focused leader; and has a proven track record as a strategic human resources business partner. The successful candidate will demonstrate they are:

- Capable of leading and managing the Department with empathy; an engaged mentor and coach of the HR team, building on individual's strengths and employing strategies to motivate and support a team of talented professionals; hold themselves and their staff accountable to the public;
- Responsive and customer service directed; a solution focused strategic business partner who meets departments where they are and helps them get where they want to go; and an effective and experienced project manager;
- A strategic and visionary leader who possesses outstanding communication skills and strength in maintaining strong professional relationships, achieving organizational goals, supporting the needs and interests of the staff, and working effectively with unions, elected officials, and others contacted in the course of work;
- A team player who works collaboratively with the City's leadership team to collaboratively address issues, solve problems, and execute the City's strategic objectives; and
- An experienced Human Resources leader who has experience in a broad range of HR functions including employee retention, recruitment, and

benefits, who can employ HR best practices to update and modernize the Department and implement effective changes for a better customer experience for City staff and the public.



EXPERIENCE/EDUCATION REQUIREMENTS

A typical way to obtain the knowledge, skills, and abilities would be five years of progressively responsible experience in all phases of a public personnel management/labor relations program, including two years in a supervisory capacity and a Bachelor's degree from an accredited college or university with major study in public, personnel, or business administration, or a related field. A master's degree in a related field is highly desirable.

THE COMPENSATION PACKAGE

The annual salary for this at-will position is up to \$245,126, depending on qualifications.

The City offers the following excellent benefits:

FLEXIBLE / HYBRID WORK

SCHEDULE: Depending on the needs of the City, the 9/80 or 4/10 work schedule and the opportunity to telecommute up to 2 days per week (at least 3 days per week must be spent in the office) may be authorized.

AUTOMOBILE ALLOWANCE: \$375 per month.

SEARCH SCHEDULE

Filing Deadline:	August 11, 2024
Preliminary Interviews (telephonic):	August 19 & 20, 2024
Recommendation to City:	August 29, 2024
Panel Interviews (In-Person):	September 11, 2024
Finalist Interviews (In-Person):	September 12, 2024

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

HOUSING ASSISTANCE: Subject to limitations outlined in the Resolution No. 32 (2024), the City will assist newly appointed Department Heads with a secured loan of City funds to secure housing within the City of San Mateo.

RETIREMENT:

• CalPERS Defined Benefit Pension:

- » **Classic members** 2% @ 55 – with 3-year average final compensation. Employees pay half of the normal cost (currently 8.34%).
- » **PEPRA members** 2% @ 62 – with 3-year average final compensation. Employees pay half of the normal cost (currently 7.5%).

- **457 Plan:** The City will contribute .5% of base salary on the employee's behalf and employees may contribute to the maximum allowable under law. At the City Manager's discretion, additional City paid contributions may be provided.
- The City participates in Social Security System and the employee contribution is 6.2%. The employee portion for Medicare is 1.45%.

HEALTH & WELFARE BENEFITS:

- **CalPERS Health Plan:** 10 medical plans are offered and the City will pay 100% of the Kaiser single party coverage and 90% of two-party or full-family coverage. Employees will

make up any difference through payroll deductions.

- **Dental Insurance:** City pays for a 100/80/80 plan with a \$15 deductible, \$3,000 annual max per person, and a \$3,500 lifetime orthodontic benefit.
- **Vision Insurance:** Vision benefits include an annual exam, lenses, and frames (up to \$120) with an annual deductible of \$25.
- **Life/AD&D:** \$50,000 life insurance and \$10,000 AD&D paid for by the City. Employees have the option to purchase supplemental life insurance.
- **Long Term Disability:** LTD coverage of 66 2/3% of monthly base salary is paid by the City.
- **Retiree Health Savings Account (RHS):** The City will match a 2% employee contribution.
- **Flexible Benefits:** The Medical Reimbursement Plan, Dependent Care Plan, and Commuter Benefits Plan are available at the employee's option.

ANNUAL PAID TIME OFF: Up to 25 days' vacation based on longevity; 12 days sick leave; 11 holidays; 3 floating holidays; and 48 hours of executive leave. Credit for years of public sector service for determining advanced vacation accrual may be considered.



THE RECRUITMENT PROCESS

To apply for this key position and exciting career opportunity, please submit a current resume with month and year of employment and compelling cover letter through our website at:

Peckham & McKenney
www.peckhamandmckenney.com

Resumes are acknowledged within two business days. Contact Roberta Greathouse at 831.998.3194, toll-free at 866.912.1919, or via email to Roberta@PeckhamandMcKenney.com if you have any questions regarding this position or the recruitment process.



www.peckhamandmckenney.com

