



Invites your interest for the position of

# **Deputy Director of Human Resources**

# **Benefits and Risk Management Services**

**Annual Salary  
Up to \$122,400 DOQ**

**October 23, 2015 - Extended  
FINAL FILING DATE**



## Unique Opportunity

Stockton is a renewed City! Having recently emerged from bankruptcy, Stockton is a city that is perhaps better prepared for the future than any other city in California, with a thorough understanding of its operations and finances, and the tools to adjust to economic conditions for decades into the future. With its financial house in order, Stockton has been through the most significant period of change ever experienced in its 165-year history. The Mayor, City Council, City Manager, and executive team are committed to a strong and vibrant community.

## Community

Located in California's great Central Valley, Stockton has grown from a community with rich agricultural roots to an urban destination with an emerging arts and cultural scene, fine dining, shopping, sports, recreation, and family activities. Stockton is the home of two major sports teams as well as the University of the Pacific, a California State University, Stanislaus extension campus, San Joaquin Delta College, and the robust and thriving Port of Stockton which has direct waterway access to the San Francisco Bay. Year-round events and activities make Stockton a destination for events, venues and attractions such as the Annual Jazz Brubeck Festival, Bob Hope (Fox California) Theatre, Children's Museum, Haggin Museum, San Joaquin County Fairgrounds, and the Stockton Symphony. The 10,000 seat multi-purpose, waterfront Stockton Arena is home to the Stockton Heat, recently purchased by the Calgary Flames. The adjacent 5,000 seat Stockton Ballpark is home to the Stockton Ports single-A minor league baseball team.

Stockton is the 13<sup>th</sup> largest city in California with a dynamic, multi-ethnic and multi-cultural population of almost 300,000 residents. It is centrally located and offers excellent quality of life for its residents. Stockton has a long tradition of established families who have called Stockton their home for generations in addition to many new residents who have chosen Stockton as their home. The city has a number of beautiful residential communities along waterways and tree-lined streets, and it offers affordable cost of living.

Downtown Stockton is located on the waterfront that has renewed energy with new development and increased opportunities as the community rediscovers its historic roots. Stockton also enjoys a bounty of fresh fruit and produce from the rich agricultural area that surrounds the City.

With all of this and so much more to look forward to, Stockton's future is bright.

## The Organization

Stockton is a full-service Charter city with a Council-Manager form of government. The Mayor is directly elected, and the six Council members are nominated from districts and elected at-large. The City employs approximately 1,400 full-time employees in 14 departments and has an Annual Operating Budget of approximately \$632 million including a General Fund budget of \$183 million.

As the Central Valley recovers from the recession and the City is emerging from bankruptcy, the City Council has identified a series of Strategic Targets and Priority Goals that include public safety, fiscal sustainability, organizational development, economic development, youth, infrastructure, and public relations/image.

The City of Stockton also serves as the center of government and county seat for San Joaquin County. The City Council directly appoints the positions of City Manager, City Attorney, City Auditor, and City Clerk. All other departments report to the City Manager to include: Administrative Services, Community Development, Community Services (Library & Recreation), Economic Development, Fire, Information Technology, Human Resources, Municipal Utilities, Police, and Public Works,

## The Position

The Deputy Director of Human Resources reports to the Director of Human Resources and will manage the Risk Services and Benefits Divisions of the department. City Management recognizes the importance of strong leadership and oversight of the City's Risk and Benefits programs in controlling costs through mitigating risk exposure, appropriate fiscal oversight, and aggressively pursuing competitive services and pricing in the market.

The Risk Services Division protects the City's resources by limiting liability exposure and providing cost effective risk management programs. The City is self-insured for both the general liability and Workers' Compensation programs. The Benefits Division administers comprehensive self-insured health and retirement benefits programs. The position oversees the City's third party administrators and benefits consultants in administering the various self-insured programs.

Key priorities for the new Deputy Director include: improved program management and increased fiscal oversight; implementation of an effective and timely information delivery system to senior management; development of improved methodology for establishing



## The Position (continued)

appropriate reserves for self-insured programs; continuous improvement in operational and informational work flows; development of proactive work plan for implementation of preventative safety and loss control programs; and program development supporting the Council adopted set of strategic initiatives for fiscal sustainability. Typical Duties include:

- Plans, organizes, evaluates, coordinates, and directs the work of human resource professionals and technical staff; selects, hires, coaches, counsels, and disciplines staff and makes other personnel decisions; prepares and delivers performance evaluations.
- Develops and directs specific personnel programs including risk services, employee benefits administration, safety, loss prevention, retirement, organizational development, training, workers' compensation, or other personnel program areas to meet local needs; complies with Federal, State, City, and labor relations requirements and improves service to the public.
- Develops and directs the implementation of goals, objectives, policies, and procedures; evaluates and implements changes in work methods, determines workload methods and standards, and establishes measures of effectiveness; develops and monitors division budget(s); justifies proposed expenditures; recommends changes to budget.
- Interprets and applies laws, regulations, rules, and policies; monitors legislation and best practices; drafts, reviews, and analyzes existing and proposed codes, rules, and ordinances affecting area of specialty, and recommends and implements changes as needed.
- Meets with management to resolve problems within area of responsibility; advises management on policy issues, the interpretation of various rules and agreements; and participates in the development of new or revised policies.
- Directs and conducts analytical studies; develops and reviews reports of findings, alternatives, and recommendations.
- Prepares reports and correspondence on Human Resources related issues for presentation .
- Communicates and implements key Human Resources initiatives, policies, and programs.



## The Ideal Candidate

The ideal candidate will have a broad background and understanding of the principles of risk financing and the insurance market, and the proven ability to: implement needed improvements in the Workers' Compensation program identified through a recent program audit; implement a comprehensive and effective city-wide risk management program; transition to a new risk management information system; develop innovative strategies around employee benefit programs; effectively negotiate insurance protection and benefits related contracts; develop systematic procedures for documenting and administering benefits programs; and interpret and prepare fiscal and statistical data. The chosen candidate will also head the City's safety program supported by the Safety Officer position. The two divisions are comprised of 11 FTE's in addition to the Deputy Director, including five analysts, one liability claims investigator, one safety officer, and four technical support staff.

Excellent oral and written communication skills are essential as the new Deputy Director of Human Resources will interact with City Council, Department Heads, and employees, and serve as City liaison to Joint Power Authorities, third-party administrators and insurance companies.





## Minimum Qualifications

Possession of a Bachelor's degree from an accredited four (4) year college or university with major course work in business or public administration, industrial relations, human resource management or a related field; AND five (5) years of increasingly responsible professional experience in human resources, benefits administration, and/or risk management with a minimum of two (2) years of management or supervisory experience in a generalist capacity in multiple areas of the human resources function. Experience in a public agency setting is desirable. Specified positions may require possession of a valid California driver's license at the time of appointment.

## Compensation and Benefits

The annual salary for the Deputy Director of Human Resources is up to \$122,400 DOQ. Benefits\* include, but are not limited to:

- **Retirement:** California Public Employees' Retirement System (CalPERS) with a 2% @ 62 formula for employees new to CalPERS. Employees considered "classic" members receive 2% @ 60 benefit formula.
- **Vacation:** 120 hours of vacation per year.
- **Health Benefits:** The City pays a significant portion of the premium for medical/hospitalization, dental/orthodontia, vision, and prescription coverage for employees and dependents, and offers a choice of two plans.
- **Holidays:** 12 fixed and 1 floating per year.
- **Sick Leave:** 96 hours per year.
- **Deferred Compensation:** A deferred compensation plan is available at the employee's option.
- **Section 125 (Flexible Spending Account):** Employees may participate on a pre-tax basis for day care and medical expense reimbursement.
- **Life Insurance:** Policy value of \$50,000.
- **Work Schedule:** 9/80 with alternating Fridays off.

\* Please visit our website for a complete list of benefits offered by the City of Stockton.

This position is Exempt from FLSA (Fair Labor and Standards Act) and does not qualify for overtime compensation and is subject to Fair Political Practices Commission (FPPC) annual filing requirements. Please see the FPPC website, [www.fppc.ca.gov](http://www.fppc.ca.gov), for more information.

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## The Process

This is an At-Will position (Unclassified and Unrepresented). Applicants are required to submit an on-line application, resume, supplemental questionnaire, and cover letter for consideration. Failure to submit this information could make the application subject to rejection. Only the most qualified applicants will be invited to an interview. It is expected that finalist will be invited back for a second round of interviews.

For specific questions regarding this position you may contact Debbie Shipp, Supervising Human Resources Analyst at [debbie.shipp@stocktonca.gov](mailto:debbie.shipp@stocktonca.gov).

[www.stocktongov.com/jobs](http://www.stocktongov.com/jobs)

**Extended Final Filing Date:  
Friday, October 23, 2015 at 5:00 PM**

*THE CITY OF STOCKTON IS AN EQUAL OPPORTUNITY EMPLOYER*