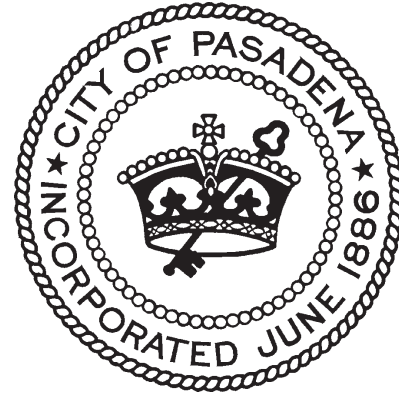


Compensation and Benefits

Pasadena offers a generous and comprehensive executive salary and benefit package, which includes the following:

- ◆ Salary: The salary range has a maximum of \$179,385.44 annually. The starting salary will be commensurate with the selected candidate's qualifications.
- ◆ Retirement: Benefits are provided through the Public Employees Retirement System (PERS). The benefit formula is 2.5% @ 55. The City pays 4.4% of the 8% PERS member contribution toward retirement. Includes the Employer Paid Member Contribution (EPMC) benefit reported at 8% of salary, which is considered compensation for retirement purposes.
- ◆ Executive Bonus: Based upon performance, may be eligible for a maximum 12% of annual pay as an annual performance bonus.
- ◆ Paid Leave: 120 hours of vacation, 12 holidays, 80 hours of sick leave and up to 80 hours of paid management leave annually.
- ◆ Health Insurance: City currently contributes \$1,048.94 per month, which can be allocated for health insurance, vision and/or into a personal deferred compensation account (457 Plan).
- ◆ Dental Care: City contributes 100% of the employee's premium plus \$80 for dependents.
- ◆ Life Insurance: \$200,000.
- ◆ LTD: City paid benefit – 66 2/3% of salary
- ◆ Car Allowance: \$475 per month.
- ◆ Personal Development Allowance: An annual allowance of \$1,000 is provided to enhance professional or personal development.
- ◆ Medical Exam: The city pays annually for a comprehensive medical exam



The Process

To be considered for this exciting career opportunity, please forward a letter of interest and your resume with salary history and five work-related references (who will not be called until mutual interest is established) to:

Paul Kimura
Avery Associates
31/2 N. Santa Cruz Ave., Suite A
Los Gatos, CA 95030
Fax: 408-399-4423
E-mail: jobs@averyassoc.net
www.averyassoc.net



The final filing date for this position is Monday, December 12, 2011.

Preliminary screening and interviews with the search firm will take place immediately thereafter. Individuals who are determined to be best qualified will proceed in the selection process anticipated to take place in late December or early January 2012. Upon completion of a thorough reference and background check, it is anticipated that the successful candidate will be appointed by mid-January.

If you have any questions regarding this position, please contact Paul Kimura at 408-399-4424.

The City of Pasadena

*invites your interest for
the position of*



Photo by: victormuschettaphotography.com

Director of Human Resources

The Community

The City of Pasadena is nestled at the foothills of the San Gabriel Mountains approximately 10 miles northeast of downtown Los Angeles. Incorporated in 1886, the 23 square-mile city is renowned as a “World Class City.” Also known as the “Gateway to the San Gabriel Valley,” Pasadena has become an ethnically and culturally rich city with a diverse population of 137,122, which is 39% White, 34% Latino, 14% African-American, 10% Asian, .02% American Indian/Alaskan Native, and .01% Native Hawaiian and other Pacific Islander.

The City takes pride in maintaining its historical character and quality of life. Old Pasadena, the twelve-square block shopping and entertainment district, is a classic example of balancing architectural and historical preservation with smart economic growth which has resulted in an old town full of charm, dozens of restaurants, boutiques, and name brand stores, and is a gathering place and destination enjoyed by thousands. Likewise, the Playhouse District, anchored by the Pasadena Playhouse, also maintains many of the original structures while providing a center for culture, commerce and community.

In addition to its strong economic base, Pasadena is home to several destination spots for world travelers and regional and local residents alike: the world-renowned Rose Bowl, home of many college Bowl Championship Series and Rose Bowl games, the Tournament of Roses House, formerly a Wrigley Mansion, and the famed Norton-Simon Museum replete with many works by famous artists include Degas, Van Gogh, and Picasso. The Pasadena Symphony, California Philharmonic and the Pasadena Pops offer an array of musical events at various venues throughout the City. Music and theatre abound at the Pasadena Civic Auditorium and the Pasadena Playhouse, as well as several other popular venues. A high emphasis on the sciences and education is showcased by California Institute of Technology and the Jet Propulsion Laboratory.

City Government and the Department

The City of Pasadena enjoys a full-service government with a Council/Manager form of government. The Mayor is elected at large and a seven member Council is elected by district. The City is comprised of 15 departments that include the offices of the City Manager, City Attorney, City Clerk, Police, Fire, Public Works, Transportation, Planning, Water & Power Utilities, Human Services & Recreation, Public Health, Housing, Finance, Information Technology and Human Resources. The City employs a staff of approximately 1900 full-time employees and operates on an annual budget of \$776.7 million.

The Human Resources Department provides a full array of services including labor and employee relations, recruitment, selection, classification, compensation, training and development, and benefits administration. The Department is approved for 20FTE's and an annual budget of almost \$3.5 million. The HR Director reports to the City Manager and works closely with the Assistant City Manager relative to daily operations.

The Position and The Ideal Candidate

The new Human Resources Director will be a highly motivated and energetic individual that will bring innovative leadership to the HR role as a strategic partner in providing high quality service to its constituent departments and the City as a whole.

The Human Resources Director plays an integral part in guiding the City towards a service model based on business partnerships, an emphasis on workforce planning and with more effective levels of integration within HR and between HR and its partners. By working closely with the various City departments, the HR



Director will have the opportunity to lead the organization to a greater alignment with the business operations of the City.

The City is looking for a candidate who possesses a strategic approach to workforce planning and organizational development, a proactive approach to building bonds and close relationships with its constituents at all levels of the organization and the community, and provide an invaluable resource for the operating departments. Training and development efforts include succession planning, management and leadership training, technical training, and a renewed effort to bring about a revitalized development of the City's workforce that will serve the City into the future.

The ideal candidate will possess a working knowledge of labor relations, and understand the dynamic interests between the various stakeholders including the City, its employees, the labor unions, the community, and the public at large while overseeing labor negotiations lead by HR management staff. The City's new HR Director will be challenged by overseeing contract negotiations with five of its ten bargaining units in calendar year 2012. Bringing clarity and consistency to the contracts for the City's bargaining units and addressing the current economic concerns faced by all municipalities today will provide an interesting challenge.

The new HR Director will be instrumental in improving recruitment efforts by streamlining hiring practices while shortening the time taken for recruitments. The ability to project annual recruitment needs through workforce planning models will help HR move to the next level of professionalism thereby making it a closer partner and a model for other agencies. The City's training efforts will look forward to an infusion of new thinking and energy as economic constraints necessitate creativity and resourceful training and development solutions citywide.

The new Director should be an active communicator and able to interact with other leaders in the organization to move HR towards a closer synchronization with the City's business operations. This team player will focus on resource sharing and cross training to create a department in tune with City personnel priorities thereby strengthening its own organizational capacity.

The new Director will offer an exceptional blend of leadership skills in providing fresh, innovative HR solutions combined with a strong operational skill set. A creative and forward thinker, with an active communication style and excellent interpersonal skills will provide this position with a renewed sense of energy, spirit and enthusiasm. It is expected the new Director will establish a positive working environment that leads to progressive change and exceptional service delivery as part of the departmental culture. As a key member of the Executive Leadership Team, the Director will develop and maintain strong working relationships through responsiveness, timeliness, exceptional service delivery, creative and supportive business solutions and a collaborative, team-based and customer friendly operating style.

A well-rounded HR generalist who knows labor relations, recruitment and selection programs, training and organizational development and the strategic role of HR in the organization is highly desired. The right candidate will be a seasoned HR professional who can collaborate with other public or private entities. An HR executive with public sector experience is preferred but a background within a union represented, complex, multi-faceted and large-scale business environment will be considered. A background that includes a BA/BS in a related field and five or more years as a senior level HR manager are required. An MA/MS or other advanced degree is highly desired.

