

CITY OF SAN DIEGO



Announces An
Employment Opportunity



PERSONNEL DIRECTOR



The City of San Diego is looking for an experienced, creative and City's new Person

The City

San Diego, the eighth largest city in the United States, boasts a diverse population of nearly 1.3 million residents and a land area of 342 square miles. San Diego is renowned for its idyllic climate, 70 miles of pristine beaches and a dazzling array of world-class attractions that include the downtown's historic Gas Lamp Quarter, beautiful Balboa Park, and the world famous San Diego Zoo, Wild Animal Park, and Sea World San Diego. In addition, there are two beautiful bays including 4,200 acres around Mission Bay Park. Despite its size, San Diego continues to have a comfortable small town atmosphere. Most destinations within town are less



than 20 minutes away by car. There are 26 accredited hospitals with more than 6,600 beds available, excellent schools, and highly recognized private and public colleges and universities. The combination of one of the world's most favorable climates, legendary recreational opportunities, renowned center for education and research, wide assortment of housing opportunities, and vibrant economy makes San Diego a very desirable place to live and work.

The City of San Diego operates under a "Strong Mayor" form of government. Mayor Jerry Sanders has put together a highly competent team of professionals committed to holding government accountable, making ethics and customer service the foundation of a new City Hall culture, and most of all, charting a new path for America's Finest City. This new path includes reviewing City operations and organizational structures as part of streamlining efforts, including the functions of human resources entities within the City.

Mayor Sanders' new path will lead to financial stability, transparent decision-making, and a restoration of public trust in government. The City of San Diego's balanced budget for Fiscal Year 2007 reflects revenues and expenditures totaling \$2.6 billion.

The Position

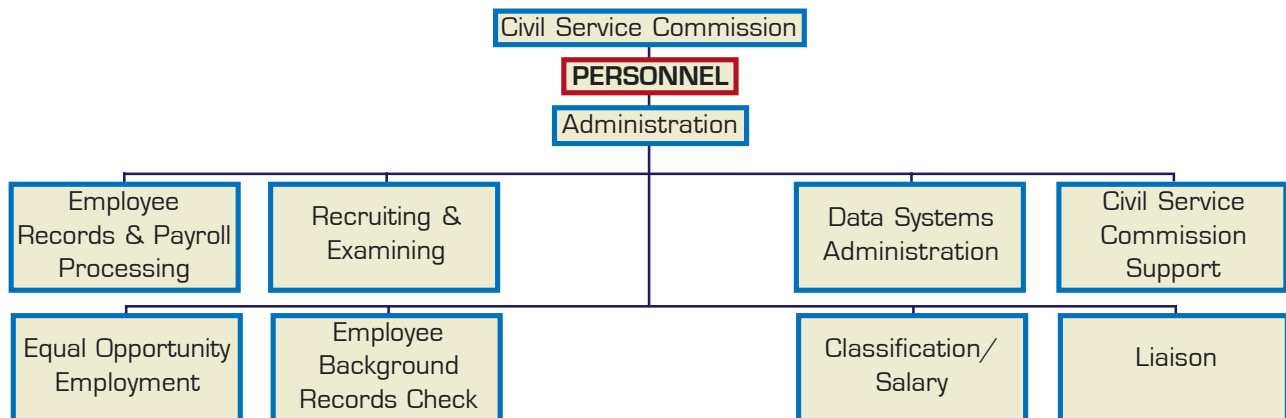
The new Personnel Director is appointed by and reports to the Civil Service Commission, acts as the secretary for the Commission and will be responsible for the proper administration of the Civil Service Commission's Rules and Policies. In addition to acting as the head of the Personnel Department, the Personnel Director oversees and provides functional direction for all City human resources functions, including labor relations and group human resources managers. The Personnel Director also receives functional direction from and provides status updates to the City's Assistant Chief Operating Officer. The Personnel Director serves as a member of the Mayor's Cabinet, and routinely prepares and presents policy recommendations to the Mayor and City Council. The Personnel Director will provide leadership and direction to over 65 professional, technical and support staff.



The Personnel Department

The Personnel Department is governed by the Civil Service Commission, which is appointed by the Mayor and confirmed by the City Council. The main responsibility of the Department is to maintain a competitive merit system that provides equal opportunity for all applicants and an effective and responsible workforce.

The Department is comprised of two Divisions, which includes eight sections within those Divisions.



and progressive human resources professional/manager to be the Personnel Director.

Department Service Efforts and Accomplishments for Fiscal Year 2006 are as follows:

- Classification Section conducted 452 classification and compensation surveys;
- Exam Management and Recruiting Division developed and administered 249 examination processes, which established lists of persons eligible for employment and promotion with the Classified Service;
- Liaison Section conducted pre-employment medical processing for 1,913 employees, administered the certification system for filling job vacancies, and processed and audited for accuracy the Citywide payroll for 12,126 full-time and part-time employees on a bi-weekly basis;
- Employee Background Records Check Section fingerprinted 2,966 new and current employees and conducted conviction record review checks;
- Equal Employment Investigations Office investigated and resolved 14 internal and 17 external discrimination complaints filed with Federal and State compliance agencies;
- The Department is currently undertaking the development and implementation of an online job application system that will facilitate recruiting efforts.

The Civil Service Commission

The Civil Service Commission is responsible for developing and administering policies governing the classification, recruitment, selection, promotion, and removal of Classified employees of the City. Civil Service Commission Rules are formally adopted by the City Council and become law as part of the Municipal Code. A key responsibility of the Commission is to appoint and evaluate the Personnel Director.

Qualifications

A strong and experienced manager; knowledgeable of and able to apply the principles and practices of modern public personnel administration including civil service systems, methods for recruitment and selection, classification, salary and benefits administration, labor relations and negotiations, organization development, equal employment opportunity, and personnel laws and regulations; knowledgeable of major human resource issues; experienced in preparing and administering a department budget; skilled in building consensus among people with divergent opinions; able to maintain effective working relationships; and actively involved in the human resources profession.

The ideal candidate will also possess the following:

- A commitment to public service, fiscal responsibility and innovation in government;
- Thorough knowledge of the federal and state laws, regulations, policies and administrative procedures applicable to Human Resources;
- Excellent problem solving and analytical skills, with the ability to proactively identify and support creative and viable business solutions;
- Demonstrated skills in labor contract negotiations and administration;
- Demonstrated leadership in solving complex problems by using a high degree of sensitivity, tact and diplomacy;
- The ability to balance competing priorities with externally imposed deadlines;
- Proven ability in budget development and management;
- Demonstrated knowledge of strategic planning processes and goal setting practices;
- Strong business and political acumen to work effectively with internal customers, external agencies and businesses, elected officials, all levels of the organization and the public;
- Focus on enhanced customer service and customer satisfaction;
- A reputation for honesty, candor and unquestionable ethics;
- Excellent verbal and written communication skills;
- Active and genuine commitment to managing diversity in the workplace and encouraging high performing teams.

Any combination of education and experience that demonstrates these qualifications may be qualifying. Possession of a Bachelor's Degree in public administration, business administration, business management or a closely related field and 10 years of increasingly responsible management experience including at least two years of supervisory experience overseeing personnel, human resources or labor relations activities in a large organization would be a typical way to demonstrate these qualifications.



Management Benefits

The successful candidate will be eligible for participation in the City's Flexible Benefits Plan (\$5,575 annual value for Fiscal Year 2007) which offers several optional benefits or a taxable cash option, supplemented by the City's Management Benefit Plan (\$3,000 annual value); paid annual leave accruing at 22 days per year for the 1st through 15th year of service; defined benefit City retirement with CalPERS reciprocity for those with eligible service; and, optional deferred compensation and 401 (k) programs. All employees must join the City's Supplemental Pension Savings Plan (in lieu of Social Security participation) with a minimum required contribution of 3.00% of salary; however, the City will match salary contribution up to 6.05%, which vest at 20% per year of participation. Benefits currently offered to employees may be subject to future modifications.

Equal Employment Opportunity

As an equal opportunity employer, the City fully complies with all applicable State and Federal Employment laws. The City considers applicants without regard to race, color, religion, ancestry, national origin, sex, marital status, age, medical condition or disability, sexual orientation or any other status protected by law. The City seeks candidates who can make contributions in an environment of cultural and ethnic diversity.

Selection Process

To be considered for this position, please submit two (2) copies of your current resume, a signed letter of interest outlining your qualifications, an RJA supplemental questionnaire and a list of five (5) professional work related references. A questionnaire can be obtained by contacting RJA at (626) 447-3318 or by visiting our website www.rjamanagement.com. A complete application package should be submitted to:

Dr. Richard L. Garcia, President
RJA Management Services, Inc.
550 W. Duarte Road, Suite 6
Arcadia, CA 91007
AA/EOE
www.rjamanagement.com

ALL APPLICATION MATERIALS MUST BE RECEIVED BY
APRIL 13, 2007

Following the closing date, application materials will be screened against the criteria in this brochure and preliminary interviews will be scheduled with candidates possessing the most relevant qualifications and having the best ability to contribute to the City's objectives. The City of San Diego will further review the candidates' qualifications and invite only those candidates determined to meet the established criteria to participate in a formal interview process.

Additional Information

For additional employment opportunities, visit the City of San Diego's website:

www.sandiego.gov/empopp