



THE CITY OF ROCKLIN ANNOUNCES AN  
OPENING FOR:

## DIRECTOR OF HUMAN RESOURCES

\$135,142 - \$186,295 annually

[APPLY HERE](#)

*The Vision Statement of the City of Rocklin is to become a city that provides its citizens with exceptional quality of life while maintaining its small town sense of community.*



**Application Deadline:  
Open until filled**

**1<sup>st</sup> Cut-off date: December 4, 2020**

### CAREER OPPORTUNITY

The City of Rocklin is accepting applications for a Director of Human Resources. This is a single-position executive management classification with overall responsibility for planning, directing, managing, and evaluating the activities, programs, and staff of the Human Resources Department. The incumbent is appointed by and serves at the will of the City Manager.

The incumbent reports to the City Manager and is responsible for providing direct and indirect supervision over management, supervisory, professional, technical and/or administrative support personnel within the Department.

Unique to this particular opportunity is the quality of the management team the selected candidate will be joining and the team oriented culture that exists within the office environment. The City Manager has assembled a team of professionals who work together well and regularly apply creative and nontraditional approaches to challenges.



## COMMUNITY

The people who live and work in the City of Rocklin are the heart of the community and have built a special place for residents and visitors. Rocklin is a preferred location for business and living due to its convenient location, excellent schools, diverse mix of housing, abundant parks and recreational opportunities, and the highest commitment to public safety. Rocklin was recently named as one of top 100 Cities to live in America by *Money Magazine*, and was named the best place in Placer County to raise a family by Niche.com. Rocklin's outstanding educational systems includes Rocklin Unified, one of the top-ranked unified school districts in the state, as well as Sierra College, ranked first in Northern California for transfers to UC and CSU universities and William Jessup University, a fast-growing private, 4-year university.

Due to Rocklin's low crime rates and top-notch public safety professionals, Rocklin is one of the top 20 safest cities in California. Rocklin also has a flourishing park system, with a park located within a half mile of nearly every resident in the City. Public and private development is creating an environment that supports vibrant entertainment, commercial activity, and residential options. Business attractions in the City feature large retailers like Bass Pro Shops, farm-to-fork restaurants including the Chef's Table, and award winning breweries such as Moksas Brewing Co.

The City of Rocklin is located in South Placer County at the intersection of Interstate 80 and State Highway 65, and is characterized by rolling hill terrain with 360-degree panoramic views of the Sierra Nevada Mountains to the northeast and to the Sutter-Butte mountain range to the west. With an estimated population of 70,000 people, Rocklin is one of the fastest growing cities in California, with approximately 65% of its growth since 2000. Rocklin was first recognized as a destination along the transcontinental railroad in 1864, about the same time granite mining began. The City was incorporated in 1893 during the heyday of railroad and granite mining activity. By 1910, 22 quarries operated in Rocklin, and in 1912, nearly 2,000 train carloads of granite were sent out of town to become part of the state capitol building and buildings in San Francisco.

## TEAM ROCKLIN CULTURE

As an organization, the City of Rocklin is dedicated to maintaining a high standard of service, a collaborative team environment, innovative ideas, transparency, and on-going training and development. Team Rocklin takes pride in serving the citizens and maintaining a safe and thriving community. Rocklin team members appreciate the strong support they receive from the citizens who respect and value what they do to keep the City a great place to live, work and play. Working at the City of Rocklin, you can see firsthand the strong sense of community and high standard of service. Rocklin continues to be an innovative leader that is creating its own identity by challenging the status quo. Team Rocklin members are capable experts in their fields, who work together to accomplish the strategic objectives set forth by the City Council.



## BENEFITS

### ■ Medical

A variety of plans are offered through CalPERS. The City contributes up to \$1,200 per month to active employees, and the employee pays the difference.

### ■ Dental and Vision

City-paid for employee and dependents

### ■ Leave Accruals

Management Leave: up to 80 hours per year

Sick Leave: 12 sick days per year

Vacation: 15 days first year, progresses up to 27 days based upon years of service

Holidays: 10 paid holidays per year

### ■ Retirement-CalPERS (in accordance with Public Employees' Retirement Law)

2% @ 62 (PEPRA) employees: Hired on or after January 1, 2013 with no prior membership with a California public retirement system or not eligible for reciprocity.

2% @ 55 (Classic) employees: Current CalPERS members or former CalPERS members without a break of service of more than 180 days.

### ■ Deferred Compensation

Rocklin offers optional programs for employee participation (457 plans).

### ■ Insurance

Life Insurance and AD&D: City paid \$200,000

Long-Term Disability: coverage is 60% of monthly salary up to \$6,000/month.

## MINIMUM QUALIFICATIONS

*Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

### Training:

- A bachelor's degree with major course work from an accredited college or university in human resources management, public or business administration, organizational development, industrial psychology, or a closely related field, and

### Experience:

- Seven (7) years of increasingly responsible, professional experience in human resources, including at least four (4) years in a supervisory or management position.

## APPLICATION PROCESS

Applicants are encouraged to apply electronically [on-line \(CalOpps site\)](#) by **December 4, 2020 by 5:00 p.m.**

If you have any questions, please contact the Human Resources Department at (916) 625-5050

## SELECTION PROCESS

Applications will be screened based on qualifications, and those applicants that best meet the needs of the City will be invited to participate in the next step in the City's selection process.

Offers of employment are conditional upon successful completion of a pre-employment reference check and live scan clearance. All applicants will be notified by e-mail following application review.

*The [Full Job Description](#) is available on the City's website [www.rocklin.ca.us](http://www.rocklin.ca.us)*

[Click here to view Benefits Summary](#)

## SUPPLEMENTAL QUESTIONNAIRE

Please attach, as a separate document to your application, responses to the following two questions, which will assist us in assessing your experience in Human Resources. Please limit your attachment to no more than three pages of narrative response.

1. For **each** of the following categories, briefly describe your experience in directing or administering the activities of:
  - a) Workforce Planning (Recruitment/Selection/Succession Planning)
  - b) Benefits Programs and Leaves Administration
  - c) Classification and Compensation
  - d) Employee and Labor Relations
  - e) Organization-wide Training/Education/Organizational Development initiatives
  - f) Technology Applications in Human Resources
  
2. Describe your personal leadership philosophy or style.

## SCHEDULE

First Application cut-off date.....December 4, 2020

Preliminary Interviews.....December 17/18, 2020

Final Interview Process.....Tentatively January 7/8, 2021



[APPLY HERE](#)