



# HUMAN RESOURCES DIRECTOR

City of **Elk Grove**, California

Recruitment Services Provided By





## The Opportunity

The City of Elk Grove, CA is seeking an experienced Human Resources Director to lead a progressive organization committed to innovation, equity, and exceptional public service. This is a rare opportunity to influence citywide strategy, modernize talent practices, and champion a culture where employees are empowered to do their best work for a dynamic and growing community. As a key member of the City's executive leadership team, the Human Resources Director will play a pivotal role in building a resilient workforce that reflects Elk Grove's values, supports operational excellence, and helps drive the City's next chapter of success.

# About Elk Grove

Elk Grove is a diverse, vibrant, and family-friendly community of approximately 182,000 people in the Sacramento, California region, located 14 miles south of the State Capitol and 60 miles east of the Bay Area. In addition, the beautiful Sierra Nevada mountains, several wine country regions, and countless other nearby amenities offer endless day-trip opportunities. Elk Grove is a young, ethnically diverse, modern city that was the first city in California to incorporate in the 21st Century (July 2000). The city is known for its low crime rate, excellent schools, over 100 community parks and 28 miles of trails, plentiful dining and shopping options, numerous annual events and festivals, and over 270 sunny days per year.

The city is home to an entrepreneurial spirit and a superior quality of life, offering everything from starter homes to ranch estates where families can put down roots. Opportunities to participate in youth sports and countless other outdoor activities abound in Elk Grove. The City is exceptionally proud of District56, a facility that encompasses an award-winning aquatic complex and many other community-centric amenities. Elk Grove is a city with small town roots that boasts a proud heritage and bright future.





# City Government

Elk Grove is a general law city under the laws of the State of California and operates under the Council-Manager form of governance. Elk Grove's Mayor is elected city-wide every two years, while its City Council members are elected by-district every four years. The City Council and staff enjoy a strong partnership built on mutual trust and respect. This unique relationship provides the foundation for an exceptional City government. Elk Grove operates its own Community Development, Public Works, Human Resources, Information Technology, Finance, Economic Development, Animal Shelter, and Police Department, and is also served by the Elk Grove Unified School District, and the Cosumnes Community Services District which provides fire and emergency medical, along with parks and recreation services.

The City Manager leads an organization of 504 full-time equivalent staff (FTE) and a FY25-26 General Fund budget of \$97.4 million (excluding Measure E, the City's 1% sales tax). The total FY budget, including Capital Improvement Projects (CIP), is \$411 million. The City is exceptionally strong financially, with robust and growing reserve funds, PERS pension funding in the top 10% among all local governments in the State and a new 1% sales tax approved by voters in 2022. This financial strength allows the City to pursue unique and transformational projects, support the career growth and development of staff, maintain a highly competitive compensation system that allows the City to recruit and retain a diverse and talented workforce and invest in programs, services and infrastructure that support a superior quality of life and thriving business environment.

The vision of the City is as follows

*Elk Grove prioritizes a superior quality of life for all, that builds upon the community's diversity and heritage through safe, welcoming, and connected neighborhoods, with a variety of residential, educational, and employment choices and amenities that create a sense of place.*

# The Human Resources Department

The Human Resources Department is responsible for providing the City with diverse and talented employees and maximizing their potential through proactive employee relations and organizational development programs. The primary functions of the Human Resources Department include recruitment, selection, and retention of qualified employees; administration of the City's classification, compensation and benefit plans; workers' compensation; leave administration; organizational development and training; employee relations; labor relations; administration of personnel rules and procedures; and labor law compliance.

The Human Resources Department is comprised of seven (7) professional staff who are supported by a department budget of \$2.1 million. The mission of the Human Resources Department is to collaborate with all departments to provide responsible Human Resources programs and policies through effective recruitment, retention, organizational development and training, classification and compensation, sound policy and program development, compliance, and support.

**\$ 2.1M**  
Operating Budget

**7FTE**  
Employees





## The Position

The Human Resources Director is a department head classification that oversees, leads, and participates in all activities of the Human Resources Department. The position directly reports to the Assistant City Manager. Some of the key job functions associated with the Human Resources Director role include:

- Assumes full management responsibility for all Human Resources Department programs, services, and activities.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; and directs the implementation of change.
- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; and directs and implements budgetary adjustments as necessary.
- Oversees and participates in labor negotiation sessions with various employee organizations; recommends bargaining strategies; communicates with and suggests direction to the City Council, City Manager, and Assistant City Manager during the meet and confer process; administers the provisions of existing employee agreements; oversight of labor law compliance; and represents the City in matters of concern to unions and associations representing City employees.
- Directs the recruitment, examination, selection, pre-employment, and background processes; oversees personnel transactions including onboarding, promotions, demotions, transfers, and personnel records.
- Assesses the City's training needs and development, implements and coordinates internal and external employee, supervisory, and management training programs related to employee, management, and City needs including but not limited to supervisory, managerial, and leadership academies, technical trainings, featured seminars, team building, and succession planning.
- Investigates and resolves sensitive, confidential, and controversial employee issues and complaints.

# Challenges & Opportunities

The next Human Resources Director must be experienced with and demonstrate commitment to collaboration, effective communication, and customer service to successfully address various challenges and opportunities:

- The next Director will bring stability and consistency to the Human Resources Team by aligning workload with organizational priorities, actively managing capacity, and implementing systems that improve efficiency. The successful candidate will understand the importance of work-life balance in a high-demand environment.
- The successful candidate will serve as a coach for their highly competent and tight-knit team. The next Director must also be willing to serve as a working team member.
- The next Director will have the opportunity to build strong relationships with all City departments and bring strong internal customer service focus to the position.
- As the City and its service delivery continue to grow, the next Director will proactively assess and modernize HR systems and internal service delivery processes. This includes streamlining workflows, clarifying roles and responsibilities, leveraging data for decision-making, and building scalable systems to support organizational growth.
- Diversity, equity, and inclusion are critically important foundational elements of all City activities, processes, and services. The next Human Resources Director will model inclusive leadership and ensure equitable human resources practices.





## Ideal Candidate

In addition to being a highly ethical and well qualified servant leader, certain traits will be essential for the success of the next Human Resources Director in Elk Grove:

- A straightforward, consistent communicator who values relationships with others and establishes clear expectations, priorities, and transparent decision-making processes across the organization.
- Ability to provide sound, strategic counsel on complex and sensitive human resources issues to the City Manager, Assistant City Manager, and others in the City organization. A deep understanding of contemporary public sector human resources practices and associated legal dynamics will position the successful candidate to advise others effectively.
- Demonstrated experience and a strong commitment to coaching, training, and supporting the Human Resources Department staff will assist in cementing a team environment and culture that will allow the team to best serve the broader organization. The ideal candidate will show genuine care for their direct reports while maintaining high performance standards.
- Deep experience with employee relations, labor management relations and collective bargaining, disciplinary processes, ADA interactive processes, promotional processes, etc. will be highly valued by the City. Experience in California public sector human resources is preferred.
- A leadership style characterized by trust, authenticity, and approachability is essential to the success of the next Human Resources Director. The ideal candidate will demonstrate high emotional intelligence, empathy, and the ability to balance psychological safety with accountability.

# Qualifications

Any combination of education and experience that would likely provide the necessary knowledge, skills, and abilities is qualifying. The following is a typical way to qualify:

**Education:** Equivalent to a Bachelor's degree from an accredited college or university with major coursework in human resources, employee and labor relations, organizational development, business or public administration, or a directly related field.

**Experience:** At least seven (7) years of increasingly responsible experience in human resources management and/or labor relations in a municipal or similar setting, with at least two (2) years of experience in a supervisory or management capacity. Public sector human resources experience is preferred.





# Salary & Benefits

The City of Elk Grove offers an excellent and competitive salary and benefit package. The Human Resources Director is a non-represented, FLSA-exempt position. The salary range for the Human Resources Director is **\$179,246 - \$240,222**, depending on the successful candidate's qualifications. The City of Elk Grove provides an extensive suite of benefits, which include:

## **CalPERS Retirement System:**

- 2% at 55 for current Classic member of CalPERS
- 2% at 62 for new or PEPRA member of CalPERS
- The City offers an IRS qualifying retirement plan; therefore, employees do not currently participate in the Social Security program.

**Deferred Compensation:** Optional participation in a 457(b) plan, with a 401(a) employer match up to 4% with a 1-year vesting period.

**Medical Insurance:** City contribution of up to \$2,735.14 per month (for family) for CalPERS Health Plan (PEMHCA) that an employee may apply towards premiums for medical insurance.

**Dental and Vision Insurance:** Premiums are paid 100% by the City for employees who enroll in a City medical plan.

**Cash In-Lieu of Medical:** Taxable in lieu cash fringe allowance of \$300 per month.

**Executive Supplemental Medical Plan:** A fully insured, supplemental, group executive medical expense reimbursement insurance policy is 100% paid by the City and provides reimbursement for IRS eligible medical expenses (up to \$15,000 annually).

**Health Retirement Account:** City provided defined contribution program is \$100 per pay period for IRS-eligible medical expenses upon retirement.

**Annual Leave:** Upon hire, 176 hours annually, which equates to 6.77 hours per pay period. Accrual increases with each 5-year service increment, with cash out options.

**Administrative Leave:** 80 hours of Administrative Leave per fiscal year, with cash out options.

**Holidays:** Twelve (12) paid holidays per year and sixteen (16) paid floater hours per year.

**Auto Allowance:** \$350 per month or a take-home vehicle.

**Cell Phone Allowance:** \$100 per month.

**Tuition Reimbursement:** 80% of tuition up to \$2,000 per year for City-related certification programs and 80% of tuition up to \$3,500 per year for pursuance of an AA/AS, BA/BS or MA/MS degree.

**Wellness Program:** On-site wellness coordinator and multiple available fitness and wellness classes are provided by the City.

**Life Insurance & AD&D:** City provided life insurance coverage at 1x base salary with a minimum of \$50,000 and maximum of \$300,000; supplemental life insurance is also available for purchase.

**Short-Term/Long-Term Disability Insurance:** Short-Term disability insurance and paid family leave benefits provided with 10% of cost paid by the City. Long-Term coverage premiums are fully paid by the City.

**Flexible Scheduling:** City offers 9/80 schedule and teleworking options.

**Relocation Assistance:** Up to \$5,000 reimbursed for eligible expenses.

# Application & Selection Process

To be considered for this position, interested candidates must submit a cover letter and résumé no later than **Monday, March 30, 2026**, at:

[www.mosaicpublic.com/careers](http://www.mosaicpublic.com/careers)

**CONFIDENTIAL INQUIRIES ARE WELCOMED TO:**

Bryan Noblett | [bryan@mosaicpublic.com](mailto:bryan@mosaicpublic.com) | (916) 217-3696.

**IMPORTANT DATES:**

- Deadline to apply and be considered: Monday, March 30, 2026
- Candidates selected for interviews: Week of April 6, 2026
- In-person interviews for selected candidate: April 24, 2026
- Finalist interviews: Week of April 27, 2026
- Estimated start date: May/June 2026

*The City of Elk Grove is an Equal Opportunity Employer.*

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