



HUMAN RESOURCES MANAGER

City of Lodi, California

Recruitment Services Provided By





THE OPPORTUNITY

The City of Lodi is seeking an innovative and dynamic Human Resources Manager to lead with vision, integrity, and a passion for people. If you are a strategic thinker ready to modernize HR practices, champion employee development, and help build a high-performing, people-first organization, this is the position for you!

ABOUT LODI

The historic, charming, and culturally diverse City of Lodi is home to over 67,000 residents and the city is ideally located 34 miles south of Sacramento, two miles north of Stockton, and 90 miles east of San Francisco. The residents of Lodi take immense pride in their community that is surrounded by lush parks, wineries, museums, Lodi Lake, and rich agricultural land. The City is committed to managed growth while striving to protect its historical, small-town ambiance. Lodi is home to several large manufacturing, general services, and agriculturally based companies, and has an excellent balance of jobs to residential housing ratio.

A revitalized downtown boasts locally owned shops, a mix of restaurant types, a movie theater, and a children's science museum. Lodi is known for its authentic wine heritage with over 85 wineries in the greater Lodi appellation. Housing is relatively affordable, with hundreds of recently constructed single family, multi-unit market rate apartments, and senior housing. Educational opportunities abound as the University of the Pacific, California State University-Stanislaus/Turlock/Stockton Center, San Joaquin Delta Community College, and the University of San Francisco satellite campus are all within a 20-minute drive. Lodi prides itself on public safety with a low crime rate. High community pride reflects active involvement and support for a strong public safety infrastructure. By all measures, the quality of life in Lodi is exceptional, proving an ideal location in which to live, work, and play.

CITY GOVERNMENT

Lodi was incorporated as a General Law City in 1906 and operates with a Council/Manager form of government. The City Council governs the City and is comprised of five members who are elected to alternating four-year terms.

Lodi is a complex, full-service city operation that includes a power utility; Hutchins Street Square, a stunning 90,000 square foot performing arts, conference, and community center; and Lodi Lake, a self-contained recreational enterprise including a 58 acre nature area; along with other municipal services including police, fire, public works, and utilities (streets, transportation, water, and wastewater), community development and leisure/social services. Lodi has a dedicated workforce that is approved for 473 full-time employees with a FY 2025-26 all funds budget of over \$291.3 million, which includes a General Fund budget of more than \$89.7 million.

THE INTERNAL SERVICES DEPARTMENT - HUMAN RESOURCES

Human Resources is one of four divisions within the Internal Services Department. Human Resources is committed to optimizing the potential of all City employees. To meet this commitment, the Human Resources team oversees compensation and classification, performance evaluations, recruitment, discipline, training and development, and employer/employee relations to be a model employer in the community. Human Resources also advises and consults with employees, City management staff, and City Council on personnel matters and employer/employee relations issues. In addition, benefits administration, recruitment and retention, leave administration, and other important internal functions fall within the purview of the Human Resources team.

THE POSITION

The Human Resources Manager is a mid-management level position and oversees four team members in Human Resources. The Human Resources Manager is responsible for the overall administration, coordination, and evaluation of the Human Resources functions for the City.

Some of the general responsibilities performed by the Human Resources Manager are:

- Provides expert professional assistance to City management staff regarding human resources and related matters including Family Medical Leave Act (FMLA), Pregnancy Disability Leave (PDL), California Family Rights Act (CFRA), Catastrophic and Military Leave; coordination of leave with the Fair Employment and Housing Act (FEHA), Americans with Disability Act (ADA), Affordable Care Act (ACA), and Workers Compensation provisions; and remains knowledgeable of current legislation and court decisions affecting public personnel management.
- Receives Equal Employment Opportunity Commission (EEOC), Department of Fair Employment and Housing (DFEH) and other complaints; and coordinates the response process with the City Attorney and affected departments.
- Advises the City Council, City Manager, department heads, and other managers on labor relations; negotiates memorandums of understanding and side agreements with employee groups; represents the City in grievance and disciplinary actions; conducts internal investigations; and represents the City at unemployment appeal hearings.
- Manages the development, revision, and application of the City's Rules for Personnel Administration, Employer/Employee Relations Agreement, and City policies and procedures related to human resources.
- Provides responsible staff assistance to senior management; conducts a variety of organizational studies, investigations, and operational studies; and prepares City Council communications, resolutions, and other reports related to personnel matters.
- Manages Safety and Non-Safety retirements.
- Develops and manages classification and compensation functions and monitors impacts of classification process/changes as required.
- Oversees budget preparation of the division; forecasts division funds needed for staffing, citywide benefits, services, and administers the approved budget; and supervises the maintenance of employee records including hires, terminations, promotions, and other personnel data.



THE IDEAL CANDIDATE

The ideal candidate for the position of Human Resources Manager will bring knowledge and experience that aids staff in meeting the needs of a growing, evolving community. The most attractive candidates will possess certain traits and experiences that will lead to success:

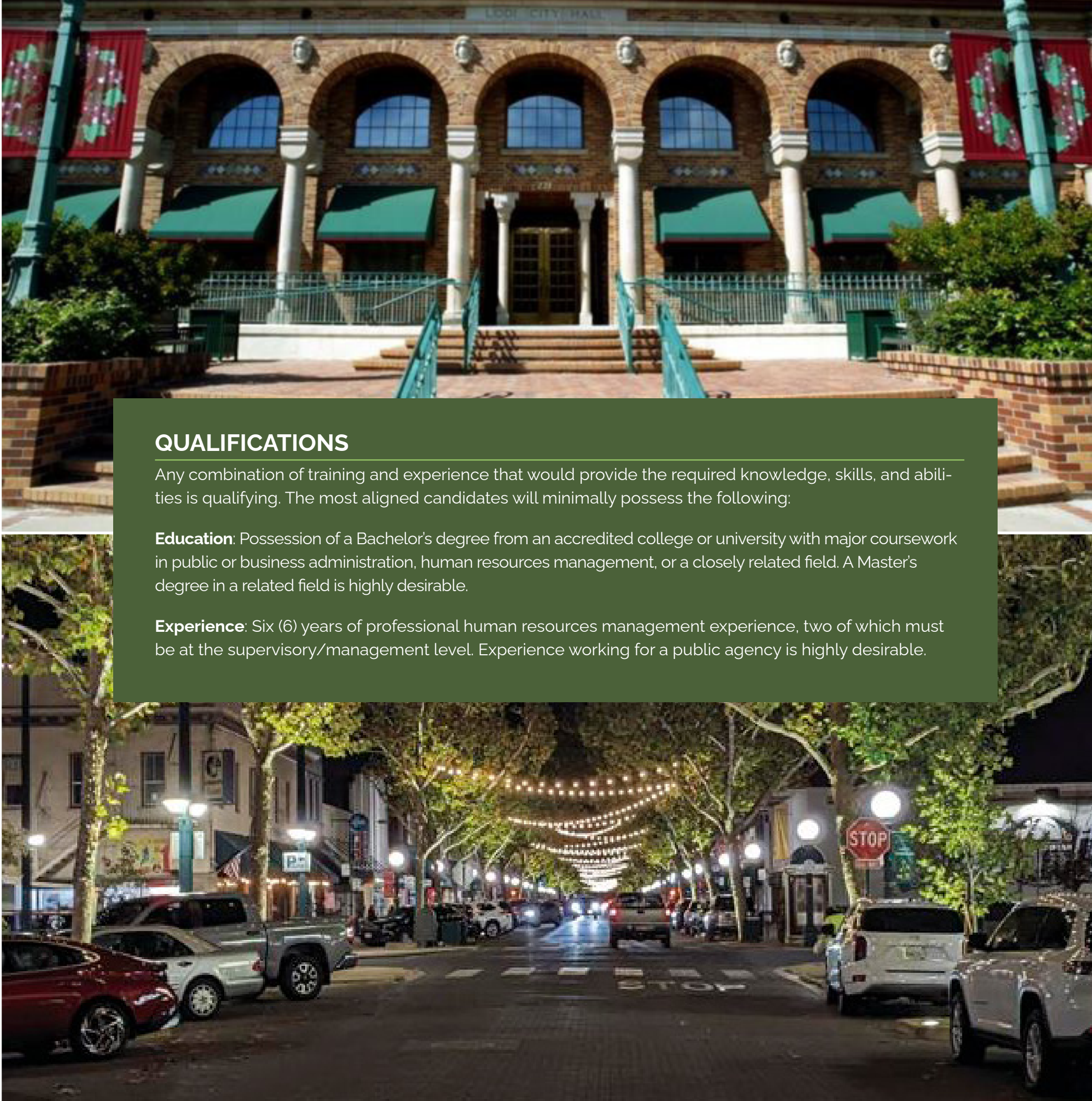
- Advanced knowledge of the human resources field; knowledge of current principles, practices, and trends in leadership, organizational development, and management as they apply to human resources administration. Experience that includes employee and labor relations, employee engagement, recruitment and selection, workers compensation, employee benefits, and risk mitigation and management is highly valued by the City.
- Skill in strategic and critical thinking and problem solving.
- Ability to analyze complex problems, provide alternatives and implement solutions in support of established goals.
- Serve as a collaborative and effective partner with other municipal team leaders in developing goals and strategies that increase the impact of staff across the organization.
- A hands-on leadership style that promotes and encourages creative problem-solving and staff development through coaching and mentoring to ensure the team operates at an elevated level of effectiveness and continuity.
- The ideal candidate will be an effective communicator at all levels – warm and approachable, yet able to convey executive presence and have a firm focus on the City's overall goals and objectives. This balance of being an advocate for employees and an effective member of management is a key ingredient for success. A collaborative style with strong communication skills will fit well on the HR leadership team.
- A solutions-driven approach, with a high emphasis on internal customer service.

QUALIFICATIONS

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. The most aligned candidates will minimally possess the following:

Education: Possession of a Bachelor's degree from an accredited college or university with major coursework in public or business administration, human resources management, or a closely related field. A Master's degree in a related field is highly desirable.

Experience: Six (6) years of professional human resources management experience, two of which must be at the supervisory/management level. Experience working for a public agency is highly desirable.





SALARY & BENEFITS

The salary range for the Human Resources Manager is **\$146,038 - \$177,510** with placement in the range dependent on qualifications. In addition, an excellent benefit package is provided as outlined below. Key benefits include:

Retirement: Retirement is provided through CalPERS. Classic CalPERS members are eligible for 2% @ 55 formula, while PEPRA members are 2% @ 62.

Deferred Compensation: The City matches up to 3% of the employee's base salary.

Health Benefits:

- **Medical:** The City offers health insurance for employees and dependents through CalPERS. The City contributions are \$771.35 per month for the employee only, \$1,542.71 for the employee plus one dependent, and \$2,005.52 per month for the employee and family.
- **Dental:** The City currently pays 100% of the family premium. Maximum dental benefits are \$1,250 for each family member enrolled per calendar year with a \$25 deductible. Orthodontia benefits are also provided with a lifetime cap of \$1,250 for each family member covered under the plan.
- **Vision:** City pays 100% of Vision Service Plan (VSP) for employees and eligible dependents.

Vacation: 3.08 hours per pay period from the date of hire through the first five years of employment. The accrual rate escalates approximately every five years until it reaches the ceiling of 6.16 hours per pay period in year fifteen.

Holidays/ Sick Leave:

- 10 1/2 paid holidays per year, plus 36 floating holiday hours of choice.
- Sick Leave is accrued at the rate of 3.70 hours per pay period with no limit on the number of hours that can be accumulated.

Administrative Leave: Employees receive 80 hours per calendar year. Cash out options are available.

Life Insurance: Provided at two times the annual salary amount up to a maximum of \$250,000.

Cell Phone Stipend: \$50/month

9/80 Work Schedule: Monday – Thursday 7:30 am – 5:30 pm; Friday 8:00 am – 5:00 pm, with every other Friday off.

APPLICATION & SELECTION PROCESS

Apply immediately - This recruitment will close once a strong pool of candidates has been established! Interested candidates must apply online by clicking on the link below:

APPLY HERE

Confidential inquiries are welcomed to: City of Lodi – Cristina Gonzales, Interim Human Resources Manager
cgonzaless@lodi.gov | 209.333.6704

The City of Lodi is an Equal Opportunity Employer.

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