REVISED
AGENDA MATERIAL

Meeting Date: January 23, 2018
Item Number: 3
Item Description: Appointment of Director of Human Resources
Supplemental/Revision Submitted By: Jovan Grogan, Deputy City Manager

Revision to future salary increase to bring in line with current Salary Schedule.

Supplements or Revisions submitted pursuant to BMC § 2.06.070 may only be revisions of the original report included in the Agenda Packet.
To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Subject: Appointment of Director of Human Resources

RECOMMENDATION
Adopt a Resolution confirming the appointment of LaTanya Bellow as the Director of Human Resources to be effective January 29, 2018 at an annual salary of $206,950.

FISCAL IMPACTS OF RECOMMENDATION
The salary and benefits for the Director of Human Resources are included in the Fiscal Year 2018 Human Resources Department budget. The position is paid 90% from the General Fund (Budget Code: 010-3801-410.11-1) and 10% from the Employee Training Fund (488-3801-410-1101), with an annual salary of $206,950 (equivalent to a monthly salary of $17,245.83), and a 2.55% increase starting on the first full pay-period following her sixth-month anniversary.

CURRENT SITUATION AND ITS EFFECTS
In October of 2017, the former Director of Human Resources, Sarah Reynoso, retired, and the City’s Human Resources Manager, Margarita Zamora, has been serving as Acting Director while the City conducted a search for a new director.

The City retained The Hawkins Company, an executive search firm, to conduct a search for a new Director. The City then conducted a competitive interview process.

In accordance with the City Charter, Section 28(b) of Article VII, I am submitting my selection for the Director of Human Resources to the City Council for confirmation. I have selected Ms. Bellow for appointment to the Director position. I am requesting confirmation of this appointment so that I may formally offer this regular at will benefited department head position to Ms. Bellow, to be effective January 29, 2018.

BACKGROUND
The Human Resources Department strives to ensure that the City implements fair and equitable human resources policies and procedures; that recruitment and hiring is made on the basis of individual qualifications for the position and represents diverse and skilled applicants; provides employees with pertinent and ongoing training and development opportunities; and represents the City Council and City Manager in all employee relations matters.
The Department has 22 FTE and is organized into four divisions:

*Training and Organizational Development.* This unit oversees the Citywide Training Program, Management Skills Program, New Employee Orientation Program, Leadership Development Program, and Tuition Reimbursement Program.

*Personnel and Administrative Services.* This unit conducts all merit-based recruitment and examination activities, and administers the classification and compensation plan. It also processes all department requests to fill vacant positions; coordinates the appointment of all new employees; processes all changes in employment status; and maintains electronic and hard copies of employment records.

*Employee Relations.* The unit conducts all labor relations activities with six labor organizations, advises department staff on labor contract interpretation, Federal and State employment law, and human resources policies and procedures. It also administers the health and welfare benefit program; the City's Workers' Compensation Program; and the Occupational Health and Safety program to ensure a safe work place.

*Equal Employment Opportunity and Diversity.* This unit enforces the City's discrimination complaint process, diversity efforts as they pertain to recruitment and retention; and complying with the state, federal and local laws that protect against employment discrimination.

The Director acts as the City Manager’s representative for all disciplinary and grievance appeals, and serves as the Secretary to the Personnel Board, and is the City Manager's designee on the Investment Plans Committee.

**ENVIRONMENTAL SUSTAINABILITY**

There are no identifiable environmental effects or opportunities associated with the subject of this report.

**RATIONALE FOR RECOMMENDATION**

The City retained The Hawkins Company, an executive search firm, to conduct a search for the Director of Human Resources. The Hawkins Company discussed the position with thought leaders, executives from various professional associations, potential candidates and other sources to identify and recruit candidates for the Director of Human Resources position. A total of 97 applications were received and a final pool of seven applicants were interviewed by an interview panel made up of City Leadership and a representative of the Personnel Board.

Based upon the results of that process, I am recommending that the Council confirm the appointment of Ms. Bellow.

Ms. Bellow has over 18 years of experience in Human Resources with a mix of special districts and public sector agencies. Currently, Ms. Bellow is the Human Resources Director for the City of South San Francisco. Previously, she has served the City of San
Leandro, City of Hayward, and California State University, East Bay Foundation as their Human Resources Manager and with the Alameda County Superior Court as a Principal Analyst. In South San Francisco, Ms. Bellow is responsible for assisting in the management and oversight of the comprehensive human resources programs of the City, including employee and labor relations, recruitment and selection, classification, workers’ compensation and safety program management.

Ms. Bellow is a recipient of the Northern California Chapter of the International Public Management Association’s 2017 Agency Award of Excellence for the Succession Development Program Initiative and 2015 Award of Excellence for innovation and implementation of Human Resources Technology. She currently serves as President for the Personnel & Employee Relations Department for the League of California Cities. She has a Masters of Public Administration (MPA) degree (concentration in Human Resources Management), and a Bachelor of Science in Business Administration, both from California State University, East Bay.

ALTERNATIVE ACTIONS CONSIDERED
None.

CONTACT PERSON
Dee Williams-Ridley, City Manager, City Manager’s Office (510) 981-7000

Attachments:
1: Resolution
RESOLUTION NO. ##,###-N.S.

CONFIRMING THE APPOINTMENT OF LATANYA BELLOW AS DIRECTOR OF HUMAN RESOURCES

WHEREAS, former Director of Human Resources Sarah Reynoso retired in October of 2017; and

WHEREAS, the City retained The Hawkins Company, an executive research firm, to conduct a search for a new director; and

WHEREAS, the City conducted a competitive interview process; and

WHEREAS, LaTanya Bellow has over 18 years of experience in Human Resources with a mix of special districts and public sector agencies, and is currently serving as the Human Resources Director for the City of South San Francisco; and

WHEREAS, Ms. Bellow is a recipient of the Northern California Chapter of the International Public Management Association 2017 Agency Award of Excellence for the Succession Development Program Initiative and the 2015 Award of Excellence for innovation and implementation of Human Resources Technology; and

WHEREAS, Ms. Bellow has a Masters of Public Administration (MPA) degree (concentration in Human Resources Management), and a Bachelor of Science in Business Administration, both from California State University, East Bay.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that it hereby confirms the City Manager’s appointment of LaTanya Bellow as the Director of Human Resources with an annual salary of $206,950 (Budget Code: 010-3801-410.11-01,) and a 2.5% increase starting on the first full pay-period following her sixth-month anniversary, on the same terms and conditions as other regular at will employees, effective January 29, 2018.