

# DIRECTOR OF HUMAN RESOURCES

## CITY OF SUNNYVALE

*THE HEART OF THE SILICON VALLEY*







## THE COMMUNITY

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With a population of over 157,000, Sunnyvale is the seventh-largest city in the San Francisco Bay Area and the second largest in Santa Clara County. Incorporated in 1912, the city has transformed from an agricultural community to the nexus of research, development, and manufacturing that created Silicon Valley. Approximately 7,000 local businesses offer a rich mixture of goods and services, including many icons in tech, manufacturing, retail, and research and development. Sunnyvale's ten largest employers are Google, Apple, Facebook, LinkedIn, Intuitive Surgical, Amazon, Lockheed Martin Space Systems, Applied Materials, Cepheid, and iHealth.

In addition to being a center of technology and innovation, Sunnyvale is a city of quiet family neighborhoods, a vibrant and thriving downtown, strong schools, and a diverse community. Boasting a mild, sunny climate, easy access to metropolitan amenities, and abundant natural beauty, Sunnyvale is an ideal place to live, work, and play. The Caltrain station, located downtown, is only a few blocks from City Hall. The San Jose, San Francisco, and Oakland International Airports are easily accessible, and the area is home to many museums, theaters, concert halls, art galleries, and professional sports teams.

The City's parks and recreation system boasts 23 parks, facilities for golf, tennis, and swimming, a library, and a community / senior center. Sunnyvale's historic downtown is home to a variety of local eateries and merchants and hosts frequent art festivals, concerts, and a year-round farmers' market. Residents and visitors enjoy the Summer Music Series, the Hands-on Arts Festival, and many seasonal events throughout the year. The City's Department of Public Safety has kept

Sunnyvale ranked at the top of the nation's safest cities. Its pioneering model integrates police, fire, and emergency medical response, with every officer fully trained as a police officer, firefighter, and emergency medical technician.

For more information about the City of Sunnyvale, please visit: <https://www.sunnyvale.ca.gov>

## THE CITY ORGANIZATION

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The City of Sunnyvale is a Charter City with a seven-member City Council and a council-manager form of government. The Mayor is elected at large, while the six council members are elected by district. The City Council meets at least twice per month on Tuesday nights. The Council and City staff enjoy a collaborative, supportive, and respectful relationship with a high level of trust.

The City's FY2025/26 budget totals \$779.8 million with a \$392.2 million operating budget. Sound fiscal policies are embedded into the City's culture, with a 10-year balanced budget required by Charter and 20-year projections as a matter of long-standing City policy. The City's budget supports its mission to "Build Community Trust by Providing Exceptional Services." The city is a full-service agency with 977 FTE employees serving in all municipal functions, including the departments of City Manager, City Attorney, Human Resources, Community Development, Library & Recreation Services, Environmental Services, Public Safety, Public Works, NOVA Workforce Services, Finance, and Information Technology. The City Manager and City Attorney are appointed by and serve at the pleasure of the City Council.

### City of Sunnyvale Mission

We build community trust by delivering exceptional services.

### Human Resources' Mission Statement

Provide high-quality, customer-focused services to employees, job applicants, and City departments. Develops and maintains a qualified, effective, and diverse workforce through sound recruitment and selection processes that follow best practices, high-quality training and development, appropriate behavioral corrective actions, and an effective benefits package. The Department also proactively manages workplace safety and liability exposure reduction, applies corrective actions to minimize liability exposures, and reduces and prevents future loss.

## THE HUMAN RESOURCE DEPARTMENT

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Through its talented team of 22 employees and a FY2025-26 budget of \$6.6 million, the Department provides full-service HR programs and services to the City and is organized into the following five areas: Recruitment and Classification, Employee Relations/Employee Development, Employee Benefits, Risk Management, and Management and Administrative Support Services. The HR Department also supports succession planning, employee engagement, and wellness programs.

The City has six recognized employee bargaining units and two unrepresented employee groups. Multi-year successor agreements are in place with three groups and negotiations are underway with one group and will begin in 2026 for the remaining two groups. The HR Director and their team often partner with an outside expert labor negotiator.

## THE IDEAL CANDIDATE

The City of Sunnyvale seeks an experienced public-sector HR professional and an innovative, future-focused leader as its next Human Resources Director. Reporting to the Assistant City Manager, this selected individual will join a dedicated, collaborative, and fun Executive Team that embraces a one-city concept and works together to accomplish the City Council's strategic priorities. The successful candidate will be a collaborative business partner and advisor with an understanding of and interest in the operations of other departments as well as the people in them. They will work with directors and managers to facilitate the achievement of people-related goals by providing responsive, effective, and flexible HR services.

This position is responsible for promoting communication, connection, and trust between the HR team and employees across all departments and levels, and for actively supporting the City's values, vision, and mission. As such, the ideal candidate will have an approachable, positive presence, a genuine interest in speaking with employees, and record of establishing and maintaining productive relationships, including those with labor groups.

This respected, hands-on professional will have well-rounded experience and/or in-depth familiarity with strategic planning, program evaluation, process improvement, labor and employee relations, recruiting, benefits, classification and compensation, learning and development, employee engagement, and ERP systems, as well as strong knowledge of state and federal employment and labor laws. The ideal candidate will leverage their risk management expertise to effectively oversee liability claims, the workers' compensation and safety programs, and non-industrial medical leave.

The new HR Director will encourage innovation, continuous learning, and reasonable risk-taking. The empathetic, supportive, and authentic leader will develop a shared vision aligned with strategic priorities, provide clear



direction, and lead change to ensure departmental policies and programs are effective, contemporary, and customer-focused. The ideal candidate will have demonstrated the ability to create an inspiring culture where employees can do their best work, be recognized for it, and feel comfortable speaking up and sharing ideas. The HR Director will model the behavior expected in others and, together with their team, establish a departmental reputation for providing exceptional service.

Known for executive presence and excellent spoken and written communication skills, the ideal candidate will be comfortable delivering presentations to the City Council, the Personnel Board, and diverse audiences of varying sizes and compositions. The selected individual will capably explain complex and technical information in a clear, understandable manner.

### Key Priorities and Opportunities:

- Build a cohesive team that blends fresh perspectives with institutional knowledge, honoring the department's legacy while creating a new vision for its future.
- Evaluate the flexibility and effectiveness of HR programs and services to ensure they support departments in achieving their people's goals while maintaining compliance, fairness, and transparency.
- Maintain positive labor relations, complete successful labor negotiations for two bargaining groups in 2026 and prepare for labor negotiations with a third bargaining group in 2027.
- Evaluate classification and compensation review practices and

make recommendations for the future.

- Review and assess the City's Workers' Compensation program and develop actionable recommendations which might include ways to reduce costs or enhance timeliness of needed medical care, employee/supervisor education, or return-to-work programs.
- Focus on recruiting processes and efforts to hire qualified employees, with an emphasis on public safety positions and other priority or hard-to-fill positions.
- Review input received on a recent employee engagement survey and develop plans for the HR department and City that are responsive to that feedback.
- Strengthen the City's organizational development strategy, including refining, enhancing, and coordinating existing programs and leading modernization efforts.
- Continue to support, stabilize, and fully use the City's ERP (Oracle Cloud) Human Capital Management system implemented early 2024, and evaluate a performance management module for implementation.

Highly qualified candidates will have six years of professional-level human resources management experience, including two years of supervisory experience of professional HR staff, along with a Bachelor's degree in HR management, business or public administration, industrial/organizational psychology, political science, or related field. A Master's degree in the same and public sector experience is desired.





## COMPENSATION & BENEFITS

The salary range is \$330,891 - \$397,069; placement within the range will be DOQE. The city offers the following excellent benefits:

**Work Schedule:** Flexible schedule options as operations permit, including an optional 9/80 schedule with alternating Fridays off and optional telework up to two days per week after the first 90 days.

**CalPERS Defined Benefit Pension:** Classic Tier 1 members 2.7% @ 55 (employees hired by Sunnyvale before 12/23/12) – Employees pay the 8% employee contribution.

Classic Tier 2 members 2% @ 60 for employees hired by Sunnyvale on or after 12/23/12 – Employees pay the 7% employee contribution.

PEPRA members 2% @ 62 – Employees pay 50% of the normal cost, up to the annual PERS-able salary limit. The FY 25/26 contribution is 7.5% up to \$186,096 of salary.

The City does not participate in Social Security; however, it does participate in Medicare, and the employee portion is 1.45%.

**Deferred Compensation:** The City contributes 2% of base salary to either a 457 or a 401(a) plan, subject to plan contribution limits.

### Health Insurance:

- Medical Benefits – CalPERS Health Plans with 100% of the premium for employees and eligible dependents paid by the City.
- Retiree Medical Insurance – Vesting schedule that increases after 5 years of service with the City.
- Dental & Vision – PPO or DMO with 100% of the premium for the employee and eligible dependents paid by the City.

**Life Insurance / AD&D:** Basic life/AD&D insurance of \$175,000. Employees have the option to purchase supplemental life/AD&D insurance up to \$250,000.

**LTD:** Long-term disability coverage of 67% of monthly salary to a cap of \$11,000.

**Annual Leave:** Starts at 21 days (accrual tier negotiable).

**Management Leave:** 70 hours of Management Leave are granted each payroll calendar year for any leave purpose (pro-rated for new hires).

**Holidays:** 11 paid holidays per calendar year + 30 hours of floating holiday leave (pro-rated for new hires).

**Vehicle allowance:** \$450 per month.

**Cell Phone allowance:** \$40 per month.

**Relocation Assistance:** May be offered up to the full cost of relocation.

**Mortgage Assistance:** The City's program provides a low-interest rate loan with a 45-year amortization period, requires a 5% down payment, and allows a loan amount up to 10 times the annual salary. To qualify, a home can be purchased within City limits during the first two years of employment.

## APPLICATION & SELECTION PROCESS

The closing date for this recruitment is **11:59 pm on Sunday, January 4, 2026**. To be considered for this opportunity, upload a compelling cover letter, resume, and list of six professional references using the "Apply Now" feature at [www.tbcrecruiting.com](http://www.tbcrecruiting.com)

**TB&CO.**

Jennifer Curtis • 661.510.0076  
Teri Black • 424.285.1548

TERI BLACK & COMPANY, LLC  
[www.tbcrecruiting.com](http://www.tbcrecruiting.com)

After the closing date, resumes will be screened against the criteria outlined in this brochure. Applicants with the most relevant qualifications will immediately be granted preliminary interviews by one of the recruiters. Candidates deemed most qualified will be invited to interview with Sunnyvale in early February. Selection is anticipated shortly thereafter, following the completion of extensive background and reference checks on the top candidate. Please note that references will not be contacted until the end of the process and, at that time, will be done in close coordination with the candidate impacted.



Sunnyvale