



The City

The City of Colton (population approximately 55,000) is located in San Bernardino County, California. Known as the "crossroads of the Inland Empire," the City is centrally situated 57 miles east of Los Angeles, 2 miles southwest of San Bernardino, and 9 miles northeast of Riverside at the junction of interstates 10 and 215 where it strategically serves the larger Southern California marketplace. With its proximity to destinations throughout the southern California region (and beyond), the City is desirable for job opportunities, residential and commercial developments, and business growth.

While the City of Colton is proud of its growing role as a center for new business and residential and employment opportunities, the City is also focused on the **quality of life** for residents and making the City one of the best places in Southern California to work, live, and enjoy life. The City of Colton is dedicated to supporting high-quality education; community health; public safety services; retail business recreation, arts and culture; and public facilities and infrastructure. In support of this, the City of Colton owns, operates and provides electric, water and wastewater services.

The City of Colton is a diverse community where tomorrow's



contributors pursue their goals in an attractive and safe environment abundant with opportunities for educational and economic advancement. The City is home to a variety of educational and family experiences including **Reche Canyon** and the **Historic Carnegie Library/Museum**.

For more information about the City of Colton, please visit: www.coltonca.gov.

The Organization

The City of Colton is a general law City serving the public under the Council-Manager form of government. The City Council is comprised of 5 members elected to serve 4-year terms with staggered elections every two years. The mayor is elected at large and the 4 council members are elected by district. The City Clerk and City Treasurer are elected officials. Illustrative of organizational stability, City Manager Bill Smith has served the City since 2001 beginning as the Recreation Services Manager, before

being appointed as the Community Services Director in 2010, and appointed as City Manager in 2015. As such, the Executive Team of department heads is a collaborative group that works exceptionally well together and is supportive of one another.

The City is comprised of nine Departments: City Manager, Human Resources/Risk Management, Finance, Police, Fire, Community Services, Development Services, Public Works & Utility Services and Electric that are supported by a total of 381.7 full-time equivalent personnel. The combined budget for all City funds totals \$263.2 million which includes a General Fund operating budget of \$75.9 million. The City has a combined General Fund reserve of \$52 million.

The City enjoys a very stable and supportive political environment and a solid, stable, professional team; and is an excellent, quality place to work. The City Council and staff have an excellent working, collaborative relationship, professional and positive work ethic, and a high level of trust. City Council meetings occur the first and third Tuesdays of the month and typically last for less than two hours. The Executive Team is also a close-knit group, so 'fit' into this dynamic team will be essential.

The Department

The Human Resources and Risk Management Department has two divisions and serves both internal and external customers, overseeing the organization's human capital and risk management. We provide strategic, administrative, and operational support to help the City succeed and ensure compliance with Federal, State, and local laws and regulations. The department's budget is \$13.7 million and is staffed with five full-time staff.

The Human Resources Division acts as a strategic partner across all city departments and offers a comprehensive range of services from hire to retire, with a primary



focus on recruiting, hiring, training, and retaining high-quality staff. The team accomplishes this by managing a large volume of recruitment and selection efforts; engaging, developing, and leveraging talent; reducing risk; maintaining positive labor relations; and meeting strategic goals and objectives.

The Risk Management Division aims to protect the City's personnel and physical assets from injury and loss. It oversees the city's insurance and loss control programs, including workers' compensation, property insurance, general and auto liability, long-term disability, and unemployment insurance. This internal insurance program manages claims administration, secures necessary insurance coverage, and develops, coordinates, and implements safety and loss-prevention initiatives.



The Position

Under the direction of the City Manager, the Human Resources and Risk Management Director plans, manages, oversees, coordinates and participates in the operations and services of Human Resources and Risk Management. This includes oversight of recruitment and selection, labor relations, employee relations, classification, compensation, contract negotiations, benefits administration, workers' compensation and liability administration, recommends coverage and purchase of insurance and ensures

coordination of department activities with other City divisions, departments or outside agencies.

The successful Director will be a strategic, visionary, skilled, proactive and people-oriented generalist and business leader that works effectively with an excellent, skilled, and professional team. The Director will have broad human resources experience in a full-service municipal organization. In addition, they will mentor and coach, problem solve, evaluate systems and processes, and implement solutions to improve services and operations, and assess organizational needs to move the team forward. Due to the small size of the Human Resource Department, the new Director will be expected to "roll up their sleeves" and get into the work of the department.

The Director is expected to:

- Assess the state of the Department and conduct organizational development as necessary to develop and foster a supportive, focused and collaborative culture.
- Develop and maintain relationships of trust and respect with the City's labor associations.
- Aspire in the position to leave a lasting, positive imprint and impact that serves the City into the future and a role model to emulate.
- Work closely with other City Departments.
- Be a thoughtful and effective communicator.
- Engage effectively with others and participate as a team player.
- Be knowledgeable of Department matters as the subject matter expert.
- Empower, motivate, and inspire staff to excel and achieve professional goals, but not be a micro manager.
- Model professionalism inclusive of being ethical, honest, respectful, trustworthy and customer service focused for instilling these as core values of the team.

- Be a critical thinker, politically astute and emotionally intelligent.
- Effectively balance and prioritize work.
- Be responsive and accessible to the community and elected officials as appropriate.
- Encourage continuous improvement and promote continual learning and innovation.
- Demonstrate and embrace an open minded, proactive, optimistic, positive, and "can do" attitude and view challenges as opportunities.
- Be courageous for making difficult decisions and supporting staff when they make difficult decisions.
- Welcome and embrace fresh perspectives.
- Be flexible, creative, nimble, and an out-of-the-box thinker for establishing and achieving goals; problem solving, and working smarter, not harder.
- Engage professionally in organizations to stay abreast of best practices.
- Be a change agent for improvement.

Some of the challenging and exciting projects that the Director will address include reviewing, updating, and revising all MOU contracts; completing negotiations for new MOUs with the Safety units, Police, Police Management, and Fire, whose contracts are set to expire on 6/30/2027; possibly relocating the department to a newly purchased commercial building designed to serve as a future City Hall; growing the department to meet the increasing responsibilities and challenges asked of it; recruiting and onboarding key positions; continuing to assign and monitor online health and safety training required for each department; and managing the City's Risk function in these very challenging, litigious times.

Experience/Education Requirements

Quality leadership and management experience is required to serve as the Director of Human Resources and Risk Manager. A typical way of obtaining the required qualifications is to possess the equivalent of five years of progressively responsible related managerial experience in human resources and risk management along with a bachelor's degree from an accredited college or university in human resources, business, public administration, or a related field. A master's degree is highly desirable as are human resources certifications such as IPMA-SCP, SHRM-SCP, RMP, and RIMS-CRMP.

The Compensation Package

The City is prepared to offer a competitive salary based on qualifications, experience, and certifications. The salary range, \$215,000 - \$263,636 annually, represents the negotiable range for the newly hired Director; however, the top of the range is for future career and salary advancement. The Executive Salary and Benefit Resolution is currently under review. This review may result in changes to salaries and benefits.



Search Schedule

Filing Deadline:..... September 6, 2026
Supplemental Process, as necessary:..... September 14 & 15, 2026
Review of Candidates:..... September 30, 2026
Initial City Interview(s) (Virtual):..... October 8, 2026
Final City Interview(s) (In-Person): October 21, 2026
Anticipated Start Date: January 4, 2027

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

This position is at-will and will have an employment agreement providing the flexibility to tailor some benefits within the Executive Employees Resolution and includes a "without cause" severance provision. The City offers the following **excellent benefits including:**

WORK SCHEDULE: 4/10 work week with Fridays off.

INCENTIVE PAY: 5% salary bonus for a Master's degree; Auto Allowance up to \$450/month; Bilingual Pay \$50/month; Longevity Pay \$100/month beginning with 15 years of City service; Tuition Reimbursement up to \$5,000/year.

RETIREMENT: CalPERS Defined Benefit Pension - Classic members 2.5% @ 55; PEPRAs members 2% @ 62, Classic members pay the full employee 8% contribution and new PEPRAs members pay the full employee contribution. The City does not participate in Social Security System, however, it does participate in Medicare and the employee portion is 1.45%

HEALTH & WELFARE BENEFITS: Currently employees receive a \$1,625 monthly Cafeteria health allowance for medical, dental, and vision plans for employee and dependent(s). City paid short-term and long-term disability and term life insurance coverage in the amount of \$100,000. Annual medical reimbursement up to \$1,000 per fiscal year.

RETIREE MEDICAL: The City will contribute to retiree medical on a sliding scale that is capped at \$500 per month.

ANNUAL LEAVE ACCRUAL: 120 hours vacation accrued for 0 – 5 years of service (not accrued for the first 6 months); 96 hours of sick leave (subject to longevity rules, sick leave may be bought back annually or cashed in at retirement); 80 hours of administrative leave per fiscal year (prorated at time of hire); 12 paid holidays; 20 floating holiday hours (prorated at time of hire). Previous governmental agency time considered as basis for vacation accrual rate.

The Recruitment Process

To apply for this key position and exciting career opportunity, please visit our website at:

Peckham & McKenney
www.PeckhamAndMcKenney.com

Resumes are acknowledged within two business days. Contact Roberta Greathouse at 831.998.3194 or via email to Roberta@PeckhamandMcKenney.com if you have any questions regarding this position or the recruitment process.

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