

Peckham & McKenney
"All about fit"



**Director of Human Resources/
Risk Manager**
CITY OF BRENTWOOD, CALIFORNIA

The Jewel of Contra Costa County

The City of Brentwood is one of the Bay Area's most dynamic communities. Located approximately 60 miles east of San Francisco in Eastern Contra Costa County, Brentwood has grown from a small agricultural community of 13,000 just over three decades ago to its current population of roughly 65,000 residents. Under the stewardship of the City Council, staff, and community leaders, the City has been carefully planned with tree-lined residential neighborhoods, new schools, award-winning parks, an extensive network of walking trails, retail shops, and a quaint downtown. Brentwood is a great place to live and work and a place for both families and retirees to enjoy extraordinary views of majestic Mt. Diablo, the bounty of fresh fruits and produce from the rich agricultural area adjacent to the City, and the recreational opportunities of the Delta.

The City is proud of its exceptional delivery of quality municipal services. Many important projects have been completed and are planned in the near future, including the development of the Innovation Center at Brentwood along Highway 4, the planned opening of the Sand Creek Sports Complex in early 2027, and the creation of new retail and employment centers. The City's incorporated boundary is 14 square miles.



The Organization

Brentwood is a General Law city governed by a Council / Manager form of government. The City Council consists of a directly elected four-year term Mayor and four City Council members who are elected from districts and who serve four-year terms. In addition to appointing the City Manager and City Attorney, the Mayor and City Council appoint members of the City's Commissions.

With a **FY 2026/27 total operating budget** of approximately \$366.4 million (General Fund \$85 million) which includes authorized staff of 347 full-time employees, the City directly provides a variety of services including police, water, sewer, and refuse collection. Along with the City Manager and City Attorney's Offices, City departments include Community Development, Engineering, Finance and Information Systems, Human Resources, Parks and Recreation, Police, and Public Works. Fiscal strength and long-term

financial stability are key components of the City's budget development principles, and Brentwood maintains a healthy General Fund with an annual balanced budget, a 30% reserve, and a prefunding plan which addresses unfunded pension and retiree medical obligations. The City's Strategic Plan can be found [here](#).

The Department

The mission of the **Human Resources Department** is to deliver exceptional service and support to the organization with the goal to attract, motivate and retain the best qualified employees whose diversity and skills contribute to and sustain the City as a quality organization. The Department operates with a "people first" focus.

The Human Resources Department is responsible for Employer-Employee and Labor Relations; Recruitment and Selection; Classification and Compensation; Risk Management; Benefits Administration; and Workforce Training and Development. The Department is staffed with 7.5 FTEs and has a **budget of \$2.6 M**.

The Position

Under administrative direction of the City Manager, the Human Resources Director / Risk Manager plans, organizes, directs, manages, and oversees the activities and operations of the Human Resources Department including risk management; formulates departmental policies, goals, and directives; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental, regulatory agencies, and various public and private groups; and provides highly responsible and complex professional assistance to the City Manager, City departments, and City Council in areas of expertise.

Priorities for the new Human Resources Director / Risk Manager include:

- Preparing for labor negotiations with the City's six labor units whose contracts expire June 30, 2027.



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- Reviewing Risk Management practices for efficiency improvement opportunities
- Conducting an organizational analysis to ensure the City is efficient, effective, and appropriately staffed.
- Continuing to build upon the City's highly successful employee retention and engagement programs.
- Assisting with on-boarding of new City Councilmembers.



Diversity, Equity, Belonging, and Inclusion

The City is committed to fostering an inclusive and equitable community where staff and all residents, regardless of race, ethnicity, gender, age, disability, sexual orientation, socioeconomic status, or background, feel valued, respected, and empowered. The City's two **standing committees**, Diversity, Equity, Belonging, and Inclusion (DEBI) and Age and Disability Friendly Communities work to promote inclusivity, advance equity, encourage participation, celebrate diversity, educate and empower, and cultivate partnerships.

The Ideal Candidate

The ideal Human Resources Director / Risk Manager will possess a deep appreciation for Brentwood's charm, unique community character, and organizational culture. They will demonstrate genuine respect for the qualities that make the City distinct and appealing, and be committed to ensuring

Brentwood remains a great place to live and work for current and future generations.

The ideal candidate will be a hands-on public sector human resources leader who has a proven track record of being a strategic partner and advisor to the City Manager and Department Heads/Managers. They will be an empathetic and kind leader who truly cares about the employees, organization, community, and human resources team. They will set a good example and foster a positive culture that also includes accountability and achieving results.

In addition, they will have strong human resources and risk management skills, including:

- Experience with risk management including workers' compensation, general liability, property, claims management, advising departments on risk issues, insurance, and working with risk pools.
- The ability to wear multiple hats and juggle highly complex, and confidential, human resources issues. Able to effectively triage, problem solve, and manage a wide range of issues with the ability to identify necessary resources to close any gaps in knowledge or skills.
- Strong employee relations experience including positive and cooperative problem-solving skills and serving as a performance management advisor.
- The ability to analyze complex issues, identify solutions, and implement sound recommendations while interpreting and applying federal, state, and local laws and regulations.
- The ability to make decisions, sometimes tough decisions, coupled with a collaborative and inclusive management style. The ability to

adapt to changing and competing priorities along with the ability to work confidently and collaboratively with the City Manager.

- Politically astute and understanding political implications while remaining apolitical.
- Strong proactive and outward communication skills to include leading and facilitating difficult conversations and resolving conflicts. Must be comfortable making presentations to employees, managers, department heads, and the City Council and must be able to field challenging questions.
- Highly customer service-oriented with excellent interpersonal and emotional intelligence skills, and able to engender trust and credibility.
- Extensive labor relations experience including working with public safety employees and unions, labor negotiations, personnel investigations, and discipline.
- Strong leadership skills with a commitment to mentoring, coaching, and developing staff.
- The ability to evaluate systems and processes and implement solutions to improve services and operations.
- The ability to establish a relationship of confidence and trust with the City Council, the Executive Team, HR staff, employees, and labor associations.



This position requires the equivalent completion of a bachelor's degree from an accredited college or university with major coursework in human resources management, business or public administration, industrial psychology, or a related field and eight years of increasingly responsible municipal human resources experience including three years of administrative and management experience in a variety of human resources disciplines. Professional human resources certifications such as IPMA-SCP, SHRM-SCP, RMP, and RIMS-CRMP are desirable.

Compensation and Benefits

The annual salary range for this at-will position is \$222,640 - \$270,621, depending on qualifications.

In addition, the City offers an attractive **benefits package**, including:

RETIREMENT: CalPERS 2.0% @ 60 formula for "classic members," and 2% @ 62 for new members. The City does not participate in Social Security, but it does participate in Medicare; the employee portion is 1.45%.

RETIREE MEDICAL: The City pays a maximum premium equal to the PEMHCA minimum amount (currently \$162/month).

MANAGEMENT INCENTIVE PAY: 132 hours annually (6.35% of base salary), paid bi-monthly (5.5 hours), and the dollar value is reported to CalPERS as special compensation.

DEFERRED COMPENSATION SAVINGS PLAN (457): Up to \$110/month matching contribution.



Search Schedule

Filing Deadline:October 4, 2026

Preliminary Interviews (telephonic):Week of October 12, 2026

Meeting to Review all Candidates:October 23, 2026

Panel Interviews (In-Person):November 4, 2026

Finalist Interviews (In-Person):November 5, 2026

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

Medical Insurance:

PPO or HMO through CalPERS. The City pays:

EMPLOYEE ONLY: 100% of the premium, regardless of plan.

EMPLOYEE + 1: Amount equal to the Region 1 Kaiser Employee & 1 Dependent rate, currently \$2,337.72.

EMPLOYEE + FAMILY: Amount equal to 85% of the Region 1 Kaiser Employee & 2+ Dependents rate, currently \$2,583.18.

CASH IN LIEU OF MEDICAL: \$300 per month.

DENTAL: 100% of premiums paid by the City for employees and dependents enrolled in the Basic Plan; optional enhanced plan with employee contribution.

VISION: 100% of premiums for employees and dependents paid by the City.

ANNUAL PAID TIME OFF:

PERSONAL TIME OFF: 80 hours/FY

VACATION: Up to 26 days, based on years of service.

HOLIDAYS: 15 including two floating holidays.

SICK LEAVE: 12 days with no accrual cap.

LIFE INSURANCE: City paid life insurance policy. 1.5x annual salary up to \$150,000.

SHORT / LONG TERM DISABILITY: City paid with a 29-day waiting period.

SEVERANCE PAY: Six months of severance following six months of employment.

The City of Brentwood is an Equal Opportunity Employer.



The Recruitment Process

To apply for this key position and exciting career opportunity, please submit a current resume and compelling cover letter through our website at:

Peckham & McKenney
www.PeckhamAndMcKenney.com

Resumes are acknowledged within two business days. Contact Roberta Greathouse at 831.998.3194, toll-free at 866.912.1919, or via email at Roberta@PeckhamandMcKenney.com if you have any questions regarding this position or the recruitment process.



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