



CITY HALL

# HUMAN RESOURCES, RISK & TECHNOLOGY DIRECTOR

## HOLLISTER CALIFORNIA

### HUMAN RESOURCES, RISK & TECHNOLOGY DIRECTOR (HRTD)

Hollister, CA seeks an experienced Human Resources, Risk & Technology Director (HRTD) to join the City of Hollister under the executive leadership of the City Manager and the five-member City Council. Under the supervision of the City Manager, the new HRTD will ensure the execution of the Department's strategic goals, will coach and mentor Department staff, will ensure that outstanding customer service is provided to all users of departmental services, and will provide sound counsel to the Senior Leadership Team. The new HRTD will be responsible for building new and improved Human Resources, Labor Relations, Technology and Risk Management programming and systems and outcomes.

SALARY  
\$200,000-\$220,000

DIRECT REPORTS: 6  
DEADLINE: OPEN  
UNTIL FILLED.  
FIRST REVIEW 4.12.26



## The HRTD will lead in three key areas:

### LABOR

- Manage the City's labor relations and contracts with three unions.
- Demonstrate courage, credibility, and a strong commitment to building relationships, fostering equity and inclusion, and retaining a talented workforce.
- Ensure California law is followed without exception.
- Collaborate with organized labor to ensure fair practices in the workplace and effective partnerships.
- Actively seek improved benefits for all employees.
- Improve employee experience and engagement.
- Develop solutions and implement innovative strategies for recruitment, retention, succession planning, training and development, leave administration, employee benefits, and safety.
- Advocate for and manage financial resources.
- Promote organizational development and professional growth.
- Grow capacity of supervisor and managers to improve administration and organizational outcomes.

### SYSTEMS

- Review and update policies, protocols, manuals, frameworks and foundation documents that address personnel, risk and establish consistency and equity.
- Provide written guidance regarding disciplinary matters, recruitment and onboarding, classification systems, compensation, benefits, employee performance management, and labor management.
- Serve as the City's expert on federal, state, and local labor laws, statutes, ordinances, and reporting requirements (e.g. EEO, ADA, FLSA, FMLA, HIPAA).
- Serve as the City's expert on risk management, risk reduction, and risk transfer practices and policies.
- Update and create legally sound filing systems.
- Provide technical support in all relevant areas, including but not limited to: performance evaluation, disciplinary documentation, investigations, mediation, on-boarding and off-boarding.

### TECHNOLOGY

- Work with a small team of IT professionals expected to serve 200 FTE's.
- Ensure technology assets are managed well and replaced systematically.
- Advocate for best practices that empower staff with knowledge to be self-reliant in basic technology activities.
- Support all the City's departments with technology needs and ensure IT support in all public meetings.
- Seek grants to support technology.
- Ensure optimal customer service to internal and external users.



## HOLLISTER CALIFORNIA

### THE PLACE- THE EMPLOYER

Hollister, California is a vibrant and authentic Central Coast community that blends small-town warmth with strategic proximity to major economic centers. Located in San Benito County, Hollister serves as the county seat and is home to a growing population of just over 45,000 residents. It offers a unique balance between rural character and expanding urban opportunity.

Hollister is deeply rooted in a rich agricultural heritage, surrounded by fertile farmland producing strawberries, lettuce, vineyards, olive oil, and the well-known Blenheim apricot. This agricultural backbone not only supports the local economy but also shapes the community's identity—grounded, resilient, and connected to the land.

Hollister is known as one of the few places in the world where the movement of the earth can be observed along the Calaveras Fault, earning it the nickname 'Earthquake Capital of the World.' Beyond this distinction, the city is defined by its authenticity—a working community with a strong identity, blending agriculture, small business, and regional services.

Hollister is a growing Central Coast city where agriculture, community, and opportunity come together, offering a grounded and authentic lifestyle with a forward-looking future.

The City of Hollister is an enterprising city with close to 200 full-time employees. Three unions represent police, fire and members of other departments. The City of Hollister has not had an HR expert nor an HR department in a few years. The new City Manager understands the importance of this position and the value of a robust department. Resources will be reallocated from other departments to ensure the success of this new department and its new leader.

Did you know?

Pinnacle National Park is 30 miles south of Hollister!!

The movie The Wild One was based on Hollister's Bike Culture!!!



Relevant Adjectives: Cooperative, Customer-driven, Advocate, Loyal, Connector, Supportive, Witty, Partner, Promoter, Listener, Thoughtful, Transparent, Adaptable.

## WHO ARE WE LOOKING FOR?

The successful candidate will demonstrate the following attributes:

- Effective proactive verbal and written communication skills and experience presenting to diverse audiences.
- Demonstrated leadership skills and fierce commitment to collaborations and partnerships.
- Unshakable ability to inspire outstanding customer service, accountability, responsibility, and innovation.
- Unique diversity of professional experiences that demonstrate adaptability, creativity, and resiliency.
- Proven skills as a mentor and coach to direct reports and demonstrated ability to be an effective advocate for staff.
- Demonstrated contributions to management and or leadership teams.
- Solid political acumen.
- Bachelor's degree in business, public administration, or related field.
- 10 years in training, risk management, labor relations, recruiting, testing, classifications and compensations, and/or personnel regulations.
- 5 years of direct management experience.
- Society for Human Resources Management Certified Professional (SHRM-CP), Human Resources Certification Institute (HRCI): Professional in Human Resources (PHR) Certification or Senior Professional in Human Resources (SPHR) certification- preferred.
- Unionized environment experience is a MUST.

## SIX MONTH MILESTONES FOR THE NEXT DIRECTOR

During the first six months, the right Director will build strong relationships with the Senior Leadership Team, will analyze priorities to be tackled in the short, mid, and long term, and will establish themselves as the subject matter expert.

Other tangible deliverables include:

**WITHIN TWO MONTHS:**  
Conduct department assessment to build on assets, work on areas of growth, seize opportunities and mitigate challenges.

**WITHIN FOUR MONTHS:**  
Develop a work plan and timeline to adopt the Department's first Strategic Plan.

**WITHIN SIX MONTHS:**  
Create and launch employee customer service satisfaction surveys and present findings and recommendations to the Mayor and Council.

**IF YOU CAN DELIVER THESE, PLEASE APPLY!!**





## PROCESS AND NEXT STEPS

Human Resources, Labor, Risk Management professionals interested in this position should send CV to [CORTEZ@MUNITALENT.COM](mailto:CORTEZ@MUNITALENT.COM)

Applications will be screened as they are received. Candidates are encouraged to apply immediately and without delay. The City will screen candidates and will determine which applicants will be granted panel interviews.

To apply, access job description and benefit information:

[HOLLISTER CAREER CENTER](#)

### TIMELINE

FIRST REVIEW 4/12/26  
SECOND REVIEW 4/18/26

POTENTIAL INTERVIEW DATES:  
MID-LATE APRIL  
EARLY MAY