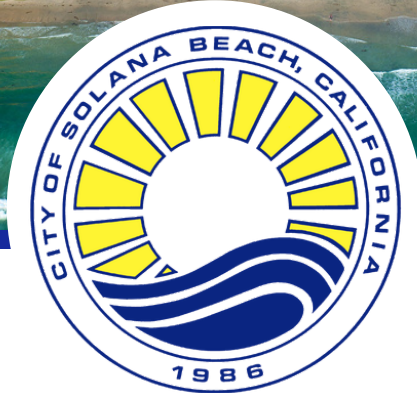




The City of Solana Beach Invites Applications for

HUMAN RESOURCES MANAGER





THE ROLE

The City of Solana Beach is seeking an experienced and forward-thinking Human Resources Manager to lead and coordinate the full spectrum of HR programs and daily operations. This mid-management role, reporting to the Assistant City Manager or designee, oversees recruitment and selection, classification and compensation, benefits administration, labor relations, workers' compensation coordination, employee relations, training, and policy development. The HR Manager supervises HR staff, collaborates closely with departments citywide, and serves as a trusted advisor on HR practices, regulatory compliance, organizational development, and process improvement.

The ideal candidate brings advanced HR expertise, strong analytical skills, exceptional communication abilities, and sound judgment. Proficiency with HRIS systems (NeoGov, Tyler/Munis, Vector Solutions), Microsoft 365, Excel, and report development is highly desirable, along with a deep understanding of public-sector HR practices, labor laws, and regulatory requirements. Success in this role requires attention to detail, discretion with sensitive information, a service-oriented mindset, and the ability to build effective relationships with employees, managers, bargaining groups, and external partners.

The City invites applications from HR professionals who prioritize teamwork in a small, close-knit environment, embrace continuous improvement, and are committed to cultivating an inclusive, high-performing workplace.

To view the full job description, visit: [Human Resources Manager Job Description](#).

THE DIVISION

The Human Resources (HR) Division supports the City by delivering effective HR programs and services in key areas, including recruitment and selection, employee training and development, labor and employee relations and negotiations, compensation and benefits administration, performance management, classification and position control, and employee recognition programs. Additionally, HR is responsible for overseeing and administering the City's self-funded Workers' Compensation program and ensuring compliance with all local, state and federal labor laws.

THE CITY OF SOLANA BEACH

Incorporated in 1986, the City of Solana Beach is a General Law City with a Council-Manager form of government. The Solana Beach City Council consists of four members representing four separate Council Districts and a city-wide elected Mayor. Solana Beach is located along the northern coast of San Diego County and has 1.7 miles of coastline, covers 3.2 square miles and is about 95% built-out. The average winter temperature is 62 degrees and the summer average is 72. The City is bounded on the west by the Pacific Ocean, on the north by San Elijo Lagoon and the City of Encinitas, on the east by the unincorporated community of Rancho Santa Fe and by the 125 acre San Dieguito County Park, and on the south by the City of Del Mar (and the Del Mar Fairgrounds). Solana Beach has a population of approximately 13,000 and is home to many businesses including shops, restaurants, artisans, galleries and office/professionals.

TO BE CONSIDERED FOR THIS OPPORTUNITY

This recruitment is open through **Monday, September 21, 2026**. All applicants are required to submit an online City application and resume.

Please submit your application online here: [City of Solana Beach Career Page](#)

For questions regarding the recruitment process, please contact Rachel Jacobs, Finance Director/City Treasurer at rjacobs@cityofsolanabeach.ca.gov.



QUALIFICATION GUIDELINES

Any combination equivalent to experience and education that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

A Bachelor's degree from an accredited college or university with major course work in human resources, public administration, business administration, or a related field. Professional Human Resources (PHR), Senior Professional Human Resources (SPHR), or other relevant human resources related certification is desired

Experience:

Five (5) years of progressively responsible professional level human resources experience including three (3) years of administrative and supervisory experience. Experience in a unionized environment and/or public sector experience is highly desirable.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of:

- Operations, services, and activities of human resources programs.
- Principles, practices, and procedures of human resources administration in the areas of employment, compensation and classification, workers' compensation, employee development, training, and benefits administration.
- Resources to sustain current understanding of modern trends and legal issues in the field of human resource management.
- Methods and techniques of recruiting, interviewing and selecting qualified applicants for employment.
- Principles and practices of wage and salary benefit administration.

Ability to:

- Oversee and participate in the management of a comprehensive human resources management program.
- Oversee, direct, and coordinate the work of staff.
- Select, supervise, train, and evaluate staff.
- Coordinate services of contract providers and develop recommendations regarding their performance.
- Participate in the development and administration of division goals, objectives, and procedures.

To view the full job description, visit: [Human Resources Manager Job Description](#).

ADDITIONAL REQUIREMENTS

Physical Examination and Background Check:

Employment offers are conditional based upon the successful completion of a medical examination which includes drug and alcohol screening. Physicals are performed by the City's designated physician at the City's expense.

The applicant selected will be subject to a criminal history investigation through the California Department of Justice (DOJ) and a thorough background check. A waiver for reference and background information must be completed.

Possession of a Valid California Driver's License

Employees in classifications requiring possession of a valid California driver's license will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program, which confirms possession of a valid driver's license and reflect the driving record.

Special Requirements:

City of Solana Beach employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

COMPENSATION & BENEFITS

The Human Resources Manager is a FLSA exempt, at-will mid-management position.

- **Monthly:** \$11,013 - \$16,042
- **Yearly:** \$132,163 to \$192,504

The City's benefits package includes:

- New CalPERS members will be enrolled under a 2% at 62 PERS retirement formula, and Classic members (as defined by CalPERS) will be enrolled under a 2% at 60 PERS retirement formula. Both formulas will be based on the employee's 3 year highest salary. The City does not participate in Social Security.
- The City will contribute \$1 for each \$1 contributed to a 457 Deferred Compensation Savings Plan by each employee, with an annual cap of \$2,000 per year. Employees must have an active 457 Savings Plan account with the City's provider.
- The City provides up to \$1,890 per month in a Cafeteria Health Plan, which allows employees to purchase a medical insurance plan through the California Public Employees Retirement System (CalPERS). Dental and Vision insurance plans are also available. Opt-out option is capped at \$475 per month.
- Section 125 Healthcare & Dependent Care Flexible Spending Account.
- City paid Long Term Disability (LTD) insurance.
- City paid Life Insurance is 1x annual salary.
- Vacation and sick leave provisions.
- Holidays: 13 full day holidays and 3 floating holidays per year
- Management Leave: 40 hours granted annually on July 1 for mid-level managers.
- City Hall closure from December 24th through January 1st
- Tuition Reimbursement: Up to \$2,000 per fiscal year
- 9/80 work schedule with every other Friday off.

TENTATIVE RECRUITMENT SCHEDULE

Applicants who are selected will be invited to continue in the recruitment process, which consists of a panel interview of professional peers; followed by an interview with the City Manager and selected key individuals.

Application closing date: Monday, September 21, 2026

First panel interview: Week of October 5, 2026

Department/City Manager interviews: Week of October 12, 2026

Anticipated start date: Mid November 2026

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The City of Solana Beach does not discriminate on the basis of race, color, religious creed, physical or mental disability, medical condition, genetic information, marital status, veteran's status, sex, age, national origin or ancestry, or sexual orientation. If you feel you have a need for special testing arrangements due to a disability, please contact the Human Resources Division at (858) 720-2458. The provisions of this announcement do not constitute an expressed or implied contract. Provisions contained in this employment announcement may be modified or revoked without notice. All offers of employment are contingent upon the candidate successfully passing a pre-employment medical examination and drug screening as well as a criminal history investigation through the California Department of Justice.

