



# STAFF REPORT – CITY COUNCIL MEETING

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February 07, 2024

**TO:** Honorable Mayor and City Council Members

**FROM:** Karen T. Diemer, City Manager

**PREPARER:** Karen T. Diemer, City Manager

**DATE:** January 31, 2024

**TITLE:** **Ratify Employment Agreement with Keira Vink for the Position of Human Resources/Administrative Services Director for the Term February 20, 2024, through February 19, 2029.**

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## **RECOMMENDATION:**

It is recommended the Council ratify the Employment Agreement with Keira Vink for the position of Human Resources/Administrative Services Director for the term February 20, 2024, through February 19, 2029.

## **INTRODUCTION:**

Upon the City Manager's appointment of Keira Vink to the position of Human Resources/Administrative Services Director, the Council is asked to ratify the resulting employment agreement for a term of five (5) years, commencing February 20, 2024, through February 19, 2029, and approve the initial placement of salary at the Management M232 level step 6.

## **BACKGROUND:**

Per Title II, Chapter 2, Article 2, Section 2121 of the Arcata Municipal Code, department heads are to be appointed by and are directly responsible to the City Manager.

Following a nationwide recruitment for the Human Resources/Administrative Services Director position conducted by outside recruiting firm, Wendi Brown Creative Partners (WBCP, Inc.), who specializes in executive local government recruitment, I am pleased to announce Keria Vink has been selected to fill the position as Arcata's Human Resources/Administrative Services Director.

## **DISCUSSION:**

Ms. Vink brings over 30 years of public services experience, her last 22 years in Management level leadership positions in Human Resources and running Social Services Public Assistance Programs. In her current position she serves as a Labor Relations Manager, managing the labor contract negotiation and support process for the County's 12 collective bargaining units, including overseeing investigations, arbitrations, disability management, performance management and daily labor relations.

Previous positions she has held have included several Human Resources functions such as recruiting, payroll support, classification studies, onboarding and training of new staff and Human Resources project management. She has also held positions that managed the budget and program administration for many Social Services Public Assistance Programs which included capital projects, budget monitoring and extensive staff support of the 325 staff member department.

The attached employment agreement is the result of the City Manager's negotiations with Ms. Vink and is in the standard format currently being used with our Department Director positions.

**BUDGET/FISCAL IMPACT:**

Based on the background and experience Ms. Vink brings to the position, the recommended initial salary placement is listed as M232 step 6 or \$5,136.76 bi-weekly. The cost for the Human Resources/Administrative Services Director position has been included in the Fiscal Year 2023-24 Budget.

**ATTACHMENTS:**

- A. Vink Contract\_02-19-29 (PDF)