



July 18, 2022

Theresa St. Peter
[REDACTED]

Dear Ms. St. Peter,

On behalf of the City of Pomona, it is my pleasure to conditionally offer you the position as an at-will, hourly/part-time Management Consultant to serve as the Interim Human Resources/Risk Management Director with the Human Resources Department. Your assignment as Interim Human Resources/Risk Management Director will commence on August 8, 2022 and may continue up to one year or until the City completes the recruitment process to fill the Human Resources/Risk Management Director vacancy, whichever occurs first, subject to termination by either party upon notice. During your employment with the City, you are an "at will" employee and serve at the pleasure of the City Manager.

This offer is contingent upon you passing a background check, including fingerprinting and DMV clearance; proof of vaccination; approval by the City Council, and confirmation from CalPERS that all CalPERS requirements have been met.

Your salary will be \$94.87 per hour and you will not receive any other benefit, incentive, or compensation in lieu of benefits, or other form of compensation in addition to this hourly pay rate. Your duties will comprise of the following:

- Oversee the activities and operations of the Human Resources Department;
- Manage the development and implementation of the Human Resources Department goals, objectives, policies and priorities;
- Assist the City Manager and outside recruiter in the filing of the Human Resources/Risk Management Director position;
- Represent the Human Resources Department to other City departments, elected officials and outside agencies; explain and interpret Human Resources Department programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues;
- Provide an evaluation of the strengths and opportunities facing the Human Resources Department;
- Provide highly responsible and complex administrative support to the City Manager; and
- Perform other tasks as assigned.

Your continued employment is contingent on compliance with CalPERS regulations for retired annuitants. You are hired by the City of Pomona as a retired annuitant in a temporary, limited-term assignment not to exceed 960 hours per fiscal year. You must ensure your employment remains in compliance with CalPERS regulations as stated in their Employment After Retirement, Publication 33, provided to you at time of hire.

Linda Matthews
Human Resources/ Risk Management Director

I have read and agree to the contents of this job offer. In addition, I understand that this is an offer of at-will employment and that I do not have any recourse or right of appeal should I not successfully meet the established qualification standards.

Print Name

Signature