THE POSITION
Under general direction of the City Manager, this at-will position plans, organizes, directs and administers the City’s Human Resources Division; provides advanced, managerial-level human resources support and services in the areas of labor and employee relations, classification and compensation, employee benefits, recruitment and selection, employee benefits, worker’s compensation, organizational development; and other related duties as assigned.

ESSENTIAL DUTIES

- Provide effective leadership to accomplish the goals and objective of the City, community, City Manager and City Council; manages and supervises the day-to-day operations of the Human Resources Division; plans, direct sand evaluates the work of the staff of the Human Resources Division.

- Serves as the Drug and Alcohol Program Manager over the City’s Drug and Alcohol Program; serves as the City’s official Human Resources Officer; and represents the City’s Human Resources Division in hearings and litigation.

- Develops and maintains effective human resources practices and procedures; consults with the City Manager, Department Heads and Managers and/or Supervisors regarding human resources policies, practices and resolutions.

- Develops and monitors the divisional budget; represents the City during negotiations as part of the City’s negotiations team and participates in the formulation and implementation of bargaining agreements and resolutions.

- Supervises and participates in the development and presentation of benefits information programs and activities including coordinating with benefits third-party administrator to manage and improve employee benefits.

- Reviews, submits and manages unemployment insurance claims and represents the City in unemployment insurance hearings; oversees the City’s workers compensation program and activities with the third-party administrator.

- Oversees and manages training activities and compliance; develops, reviews and approves training course content and media; directs and participates in the administration of the classification and compensation plan; and oversees the administration and research of classification and compensation surveys.
ESSENTIAL DUTIES (cont.)

- Confers with and advises department staff and City employees by providing advice, problem solving assistance, answers to questions and interpretation of Personnel Rules and Regulations, Memorandum of Understanding (MOU) and other related provisions.
- Advises and makes recommendations to management and supervisory staff regarding disciplinary and performance issues; conducts investigations or participates in the selection of an investigative firm regarding discipline and grievance matters, and harassment and discrimination complaints.
- Oversees the recruitment and selection for all City staff and contract non-City workers; makes recommendations regarding examination process; acts as official Department liaison and coordinates with external and internal teams, committees, other government agencies and the community.
- Prepares reports/agenda items and makes recommendations for and to the City Manager and City Council; keeps abreast of new trends and innovations in the field of Human Resources and maintains and ensures the City’s compliance of federal, state and local mandates; participates as a member of the City’s Management Team.

ORGANIZATIONAL RESPONSIBILITIES

This position reports to the City Manager and is responsible for the effective and efficient operation of the Human Resources Division. This position is the City’s official Human Resources Officer. This is designated as a Confidential position pursuant to the provisions of the Meyers-Milias-Brown Act, and is exempt from coverage under the Fair Labor Standards Act.

EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Bachelor’s degree in human resources, business, public administration, or a closely related field AND five (5) years of progressively responsible, professional-level human resources management experience. At least three (3) of the five (5) years of experience must have been at a supervisory level over a human resources program, division or department. Experience with Tyler Technology (Eden) or other human resource software is highly desirable.

LICENSE

Must have and maintain a Class C California Driver’s License

PHYSICAL CONDITIONS

Work is performed in a busy office environment with frequent interruptions; requires use of telephone, computer, keyboard and printer, calculator, copy/scanner and fax machines, and other office equipment for extended periods of time; must occasionally stoop, stand, kneel, bend, reach, grasp, move and lift a standard file box or similar object up to 25 pounds, and periodically may be required to work weekends and/or evenings.

SPECIAL CONDITIONS

Designated Confidential Management-level position
Conflict of Interest Statement (Form 700)
The Gardena Community:
Located just 13 miles south of metropolitan Los Angeles in the South Bay area of Los Angeles County, Gardena is strategically located near the intersection of the Harbor (110), San Diego (405) and Gardena (91) Freeways. Gardena is a General Law City, incorporated in 1930, and operates under the Council-Manager form of government with a Mayor and four City Council Members elected at large. The City Clerk and City Treasurer are also elected. Gardena encompasses 5.95 square miles with an ethnically diverse population of approximately 62,000. Gardena, the “All-America City,” is a mixed residential and business community with City government that prides itself in providing a full range of quality services to the community, including a municipal bus line.

Immigration Reform & Control Act of 1986:
In compliance, all new employees are required to provide documentation verifying identify and entitlement to work in the United States.

Provisions of this bulletin do NOT constitute an expressed or implied contract.

Any provisions contained in this bulletin may be modified or revoked without notice.

This is a Management-Exempt Confidential position.

KNOWLEDGE AND ABILITIES
Must have knowledge of leadership, management practices, techniques and methods to accomplish the goals and objectives of the City Council and Executive Management Team. Must have knowledge of modern principles and practices of human resource administration, including recruitment selection and hiring, affirmative action, classification, compensation and benefits administration; of job specification and program analysis; and of confidential record-keeping standards.

Must have the ability to interpret and implement employee benefit programs including health benefits, workers compensation, and the California Public Employees Retirement System (CalPERS), and applicable State and Federal laws and regulations, including FMLA, CFRA, ADA, and Milias-Meyers Brown Act. Must have the ability to handle difficult situations with tact and diplomacy and to maintain a high level of customer service and confidentiality in all situations; to establish and maintain effective working relationships with City employees, public officials, private and community organizations, and the public.

Must have the ability to collect, evaluate and interpret data and make sound recommendations regarding complex issues; to interpret City codes and ordinances and administrative rules and regulations affecting departmental operations; to research, evaluate and recommend policies and programs to comply with state laws and regulations; and to perform detailed and complex tasks with accuracy and attention to detail.

Must effectively and tactfully communicate verbally and orally in English and in writing including making effective oral and written presentations to various groups; develop and prepare clear, concise, and comprehensive studies, reports, and agenda items; interpret and apply Memoranda of Understanding, City ordinances and administrative rules and regulations affecting departmental operations and personnel matters; maintain confidentiality and exercise sound independent judgment and tact in the application of rules, regulations, policies, and procedures in dealing with others in difficult or sensitive situations; and learn and utilize new skills and information to improve job performance and efficiency to be able to shift priorities as workload requires.

FILING, SELECTION & TESTING PROCESS
To apply, submit an original City of Gardena Employment Application to the Human Resources Office; address listed below. Applications submitted to any other office will be rejected unless otherwise directed. Incomplete or ineligible applications will be rejected. No copies, FAX or email copies. We do not make copies of applications, DMV printouts or certifications. Please come prepared with all applicable materials for submission. Postmarks are not accepted. All applications will be reviewed and only those applicants who demonstrate the best combination of qualifications and experience in relation to the requirements of the position will be invited to participate in the examination process.

The examination may consist of a written exam, skill or practice test, and an oral interview. The examination process may be changed as deemed necessary by the City Human Resources Officer.

AN EQUAL OPPORTUNITY EMPLOYER
The City of Gardena does not discriminate on the basis of race, religion, color, national origin, ancestry, disability, marital status, age, sex or sexual orientation. The City of Gardena maintains and enforces a zero-tolerance policy relating to substance abuse and maintains a smoke-free workplace.

SUBMIT APPLICATIONS TO: CITY OF GARDENA HUMAN RESOURCES OFFICE
1700 W. 162ND STREET, GARDENA, CA 90247
Human Resources Office: (310) 217-9688
www.cityofgardena.org
24 HR Job Hotline: (310) 217-9515