

HUMAN RESOURCES AND RISK MANAGEMENT DIRECTOR



CITY OF EL MONTE

We love to hear from you!



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El Monte, CA 91731



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www.elmonteca.gov



THE CITY OF EL MONTE

The End of the Santa Fe Trail



Note: The provisions of this job bulletin do not constitute an expressed or implied contract.
Any provisions contained within may be modified or revoked without notice.

The City of El Monte is an Equal Opportunity Employer and
values diversity at all levels of the organization



ABOUT THE CITY OF EL MONTE

The City of El Monte is the hub of the San Gabriel Valley, located approximately 12 miles east of downtown Los Angeles, where two major freeways, Interstate 10 and 605, intersect. El Monte offers its residents a mix of housing, employment, and community amenities. With an area of 9.6 square miles and a population of approximately 115,000, El Monte is characterized by an ethnically diverse and dynamic population, which is nearly 70 percent Hispanic and 25 percent Asian.

The community's residents share a growing pride and awareness that El Monte is a great place to live, work, and play. Over its history, the City has established an extensive portfolio of community assets. This includes an emerald necklace of rivers, quality neighborhoods, equestrian areas, and a historic downtown featuring a vibrant community center.

El Monte has established a reputation as one of the area's economic development leaders, with over one billion dollars in private investments under construction, approved or in the review process. This includes the Gateway Center mixed-use project with over 500 residential units and retail space adjacent to the El Monte Transit Center (the largest bus station on the West Coast), the 115,000 square foot Santa Fe Trails Shopping Center, and hotel and multiple mixed-use developments along significant corridors.

Major existing businesses include Longo Toyota (one of the largest auto dealerships in the United States), Home Depot, Sam's Club, and the regional offices of Cathay Bank.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The Final Filing date is January 23, 2023.

To be considered, please submit a resume, cover letter, and four work related references (who will not be contacted in the early stages of the recruitment) to: <https://koffassociates.com/el-monte-director-of-hr/>

Resumes must reflect months and years for positions held.

For additional information, please contact:

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Phone (510) 495-0448

frank_rojas@ajg.com

Website: <https://koffassociates.com/>

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Koff & Associates will report the results to the City. The City will then select candidates to participate in panel interviews.

COMPENSATION AND BENEFITS

The total salary range for the Human Resources/Risk Management Director classification is \$145,237 - \$178,323. The actual salary shall be determined by the final candidate's qualifications and experience. The City also provides an attractive benefits package that includes the following:

Retirement— The City offers a CalPERS retirement package of 2% @ 55 for Classic members and 2% @ 62 for new members as defined by new PEPRA legislation. The employee pays the full employee portion for new members and six percent for Classic members.

Vacation –Sixteen (16) days (equivalent to 160 hours) per year, with a maximum accrual of 360 hours.

Sick Leave – Twelve (12) days (equivalent to 120 hours) per year.

Holidays – Thirteen (13) designated holidays (equivalent to 120 hours) plus one (1) floating holiday (equivalent to 10 hours) per calendar year.

Transportation Allowance – \$400 per month.

Bereavement Leave – Four (4) days (equivalent to 40 hours) for the death of immediate family members.

Executive Leave – Ten (10) days (equivalent to 100 hours) per year.

Health Insurance –The City contracts with CalPERS for employee health insurance benefits.

Cafeteria Allotment – Equivalent to the second lowest cost HMO family plan rate offered by CalPERS for Region 3 (\$1,720 per month for 2023). Up to \$600 per month cash out of unused allotment or cash in lieu of City medical coverage.

Life and AD&D Insurance – \$25,000 policy provided at no cost to the employee; not deducted from the cafeteria allotment.

Ancillary Insurance (i.e. accident, cancer, etc.) – Voluntary plans available through American Fidelity using cafeteria allotment and/or pre-tax payroll deductions.

Technology Allowance – \$125 per month.

Deferred Compensation – Voluntary program available through Nationwide Insurance.

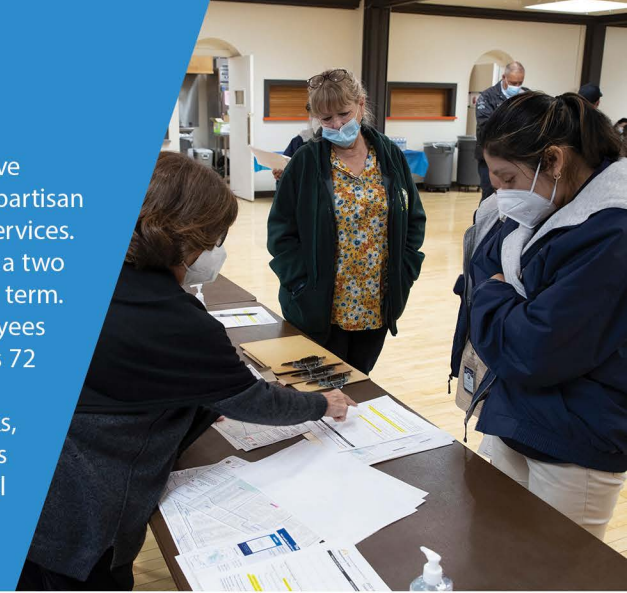
Education Incentive – Highest of the following (not cumulative):

- Associate's Degree = \$200 per month
- Bachelor's Degree = \$400 per month
- Master's Degree = \$600 per month



EL MONTE CITY GOVERNMENT

The City was incorporated as a municipality in 1912 as a general law city. The five members of the City Council (including the Mayor) are elected at large, on a nonpartisan basis, and are responsible for overseeing the delivery of local government services. The City Council serves four year staggered terms and the Mayor is elected for a two year term. The City Clerk and City Treasurer are also elected to serve a four-year term. The City of El Monte is a full-service city with approximately 290 full-time employees and 300 part-time employees. The total General Fund budget for FY 2017-18 is 72 million. City departments include: City Manager's Office/Administration; Economic Development; Finance; Human Resources/Risk Management; Parks, Recreation and Community Services; Police and Public Works. The City contracts with the Los Angeles County Fire Department for Fire Services. The City's Capital Improvement Program (CIP) has allocated \$16 million toward the improvements of streets, curbs, sidewalks, parks, and traffic signals.



EXPERIENCE AND EDUCATION

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in human resources, business or public administration, risk management, industrial relations, or a related field.
- A Master's degree in business or public administration, human resources, organizational development, executive leadership, or a related field is preferred.

Experience:

- Seven (7) years of increasingly responsible public sector management and administrative experience in human resources, risk management, industrial relations, or a related field, including five (5) years of management experience.

Licenses and Certifications:

- Possession of a California Driver's License to be maintained throughout employment.



HUMAN RESOURCES AND RISK MANAGEMENT DEPARTMENT

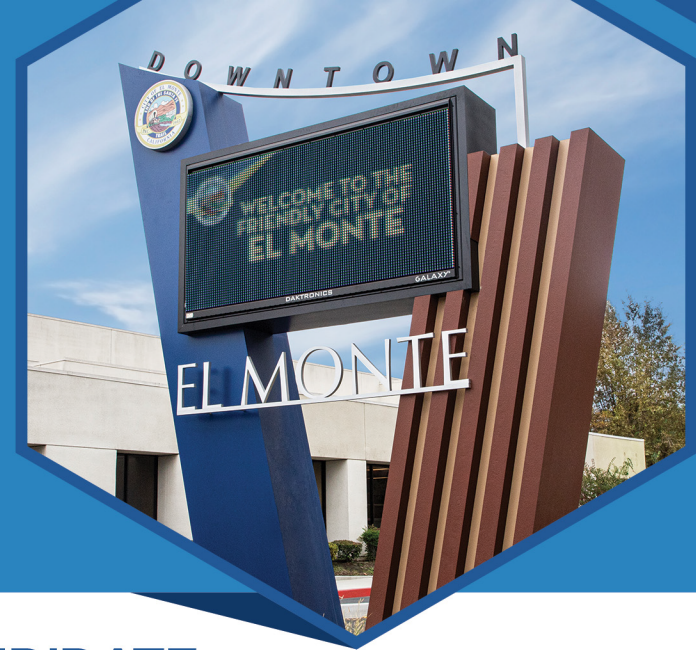
Ability to:

- Provide administrative and professional leadership for the Department.
- Represent the City effectively in negotiations and other dealings with employee representatives on a variety of issues.
- Identify and respond to issues, concerns, and requests from employees, labor groups, executive team members, City Councilmembers, and the community.
- Effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Principles, practices, methods, and techniques of planning, developing, and administering risk management and loss control programs, particularly related to ensuring adequate general and financial liability protection.
- Principles and practices of labor/management relations, including negotiation and contract administration techniques.
- Principles, practices, and techniques of human resources in a public agency setting, including recruitment, selection, equal employment opportunity, and employee orientation; job analysis and classification; compensation and benefit analysis and administration; risk management, worker's compensation, and occupational safety.





HUMAN RESOURCES AND RISK MANAGEMENT DIRECTOR

The Human Resources/Risk Management Director is responsible for providing administrative direction and oversight for all functions and activities of the Human Resources and Risk Management Department, including developing and directing the implementation of goals, objectives, policies, procedures and work standards for the department; directing the preparation and administration of the department's budget; planning, organizing, administering, reviewing and evaluating the activities of professional, technical and office support staff; conferring with City management regarding major human resources, workers' compensation and general liability matters, equal employment, or employee relation activities or issues; directing recruitment and selection activities; directing comprehensive classification, job evaluation, compensation and benefits administration activities; risk/safety services, and representing the interests of the City in meetings with representatives of government agencies, professional and business organizations, employee organizations, and the public. The Human Resources/Risk Management Director collaborates with other City departments, officials, outside agencies, and the public. This position will also provide highly responsible and complex professional assistance to the City Manager in areas of expertise and performs related work as required.

THE IDEAL CANDIDATE

The ideal candidate will demonstrate exceptional interpersonal skills and a commitment to developing strong, positive working relationships not only with the staff of the Department, City Manager, and Assistant City Managers but also with the entirety of the executive management team and the City Council. A person of integrity who exhibits self-confidence and a commitment to teamwork will be valued, as will one who can work collaboratively and assertively. The ideal candidate shall possess the creativity and flexibility to function effectively within the City's environment of a dynamic high-performing organization.

The ideal candidate for this role must be an exceptional communicator who values the art of listening, engages in collaborative decision-making, and ensures the Human Resources/Risk Management Department provides outstanding customer service to employees in a timely and efficient manner. The utmost integrity and discretion, coupled with the ability to view issues objectively and find workable solutions, is paramount. The successful candidate will be a working leader focused on strategic human capital leadership, attracting and retaining the best people talent available, training and development, cultivating diversity and inclusion, employee relations, and developing engagement programs that illustrate the City's commitment to its employees.

