



Koff & Associates
A Gallagher Company



City of Redlands, California

Director of Human Resources



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THE COMMUNITY

Redlands is a city in the heart of the Inland Empire, in San Bernardino County. With a population of approximately 70,000 and founded in 1881 and incorporated in 1888, Redlands is a quintessential “big town” with a “small town” feel. For much of its history, it was the “Washington Navel Orange Growing Capital of the World,” with the citrus industry as the main focus of its economy.

Through the years the economy has changed. Redlands is home to the headquarters of GIS mapping pioneer Esri, animatronics innovator Garner Holt Productions and medical industry businesses that service Redlands Community Hospital and nearby Loma Linda University Medical Center. But that special feeling of community in a small town hasn't changed. This is clear as you take a look around Redlands. Tree-lined State Street still reflects the turn-of-the-century downtown with its beautiful historic buildings and locally-owned shops and boutiques. Some of the City's most iconic buildings, like A.K. Smiley Public Library, a Moorish-style library built in 1898, and the Redlands Bowl, built in 1930 and home of the oldest continuously free outdoor concert series in California, are merely steps from the historic downtown and are a lasting testament to the philanthropic roots the City was founded on. One can stroll through neighborhoods filled with turn-of-the-century bungalows as well as landmark homes such as the Kimberly Crest House and Gardens, a home museum featured on the PBS series “America's Castles”.

The City is known for more than just its citrus industry and historical Victorian architecture. Surrounded by gorgeous mountains, Redlands is located approximately 60 miles northeast of Los Angeles, and 45 miles west of Palm Springs which makes it an easy drive to reach mountains, beaches, and deserts. The city is home to an array of seasonal and annual events. Downtown Redlands has a great atmosphere for shopping, dining, or just taking a stroll down tree-lined streets. Redlands' parks are perfect for picnicking and are designed with this in mind, while sports fields host popular youth and adult soccer, baseball and football leagues. Redlands also features the beautiful University of Redlands campus, and is in close proximity to California State University, San Bernardino, Loma Linda University, and UC Riverside, as well as several community colleges local to the area. Commuters and travelers also have access to the Metrolink, Omni Trans, the Redlands Municipal Airport and nearby Ontario International Airport.

CITY GOVERNMENT

The City is committed to preserving its historical qualities while providing services to City residents that are reflective of the 21st Century. The City of Redlands is a full-service City, governed by a City Council/City Manager form of government. The City Council consists of five representatives elected by district. The Mayor and Mayor Pro Tem are selected by their peers. The Mayor and Council set policy, enact legislation, and adopt the budget under which the City operates. The City Manager, appointed by the Council, is the chief administrator for the City.

The City of Redlands employs over 600 full and part-time employees in a variety of job classifications. Our employees are committed to delivering the highest quality of service to the local community in areas of law enforcement, fire, paramedic and emergency management, recreation, library services, community development, redevelopment, municipal utilities and engineering, legal and financial record keeping, road maintenance, waste management and much more!

CITY OF REDLANDS MISSION AND VISION

“Providing superior services to elevate the quality of life, to cultivate community and encourage a thriving economy while preparing for the future. In Redlands, we envision a connected, conscientious, safe community with a small town feel in which all people and businesses can thrive.”

To learn more about the City of Redlands, visit the City's website:

<https://www.cityofredlands.org>





THE POSITION

The Director of Human Resources plans, develops, implements, administers, and coordinates the activities and operations of the Human Resources/Risk Management Department including recruitment and selection, benefits management, performance management, training, staff development, organizational development, classification and compensation, discipline, safety, risk, volunteer management and compliance. The Director provides highly responsible and complex administrative support to the Assistant City Manager. This position manages and supervises a broad range of complex organizational, human resource management and employee/labor relations matters frequently entailing issues of significant potential litigation risk, cost and exposure to adverse public reaction.

Responsibilities include but are not limited to the following:

- Provide on-going project support and staff assistance to the City Manager's Office.
- Ensure the City's policies and contracts meet federal, state and local legal compliance and meet all required regulations.
- Oversee the planning, development, implementation, administration and coordination of the City's risk management, liability, property, loss recovery, workers' compensation, employee safety and loss control programs.
- Participate in contract negotiations, arbitration, collective bargaining agreement administration, and employee grievance process systems.
- Continuously monitor and evaluate the efficiency and effectiveness of division service delivery methods and procedures.
- Assess organizational culture and ensure a positive, high performing working environment.
- Create and present city council briefings, including closed session.
- Participate in professional and public meetings as required.

THE IDEAL CANDIDATE

The ideal candidate will be an innovative, ethical, and personable leader and effective communicator with excellent managerial skills and a strong customer-service orientation. The ideal candidate will have thorough knowledge of employment-related laws and regulations as they relate to public employees, including employees in public safety, and be a creative professional with the highest moral character and integrity in all that he/she does, with a desire to build trust, accountability, and a solutions-oriented work culture. This position requires an engaging and results-oriented individual with the ability

to facilitate positive change, work effectively with staff, executive leadership, bargaining units, elected officials; and have a willingness to work collaboratively and provide succession planning and employee development opportunities. Successful candidates will possess a proven track record implementing and completing projects, and creating an inspired, team-oriented environment.

Key Attributes and Characteristics

- A solid leader and role model with a positive presence; demonstrated initiative; action-oriented; exercises wisdom in judgment; and makes good, consistent decisions.
- An active problem solver who anticipates and responds to issues in a timely manner, develops alternative solutions, and can bring timely resolution to problems, involving others as needed.
- Excellent at writing clear, concise staff and other reports for presentation in oral or written format to city council or other elected bodies.
- Service-oriented with a track record of providing outstanding customer service to internal and external customers.
- Excellent verbal, written, and interpersonal communication skills.
- Strong business acumen, with the ability to carefully evaluate and improve the organization's efficiency, effectiveness, and productivity.
- Can understand and work in a political, public sector environment; and be flexible, transparent, and able to adapt to changing priorities.
- A relationship builder who cultivates productive partnerships with staff, management, organized labor, external agencies and stakeholders.
- Able to wisely, effectively, and sensitively address personnel issues including performance evaluations, discipline, grievances, interpretation of personnel policies and procedures, labor contracts, and related matters.
- An outstanding manager of people who provides guidance and professional support to staff, offers regular feedback to employees, and serves as a mentor in providing training and growth opportunities.
- A leader who is collaborative and supportive in working with executive leadership, ensuring the organization works toward a common goal.
- A person with the highest ethical standards who is willing to make difficult decisions based on what is right, enforces not just the letter of the law, but the spirit of the law.
- An excellent communicator willing to listen and able to build trust.

MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited college or university with major coursework in public administration, human resources management, or a related field.
- A master's degree is highly desirable. (For degrees obtained outside of the U.S., an official equivalency evaluation is required).
- Professional or Senior Professional in Human Resources Certification.
- Ten (10) years of responsible human resources experience.
- Five (5) years of management responsibilities.



COMPENSATION AND BENEFITS

The salary range for this position is \$187,368.00 - \$227,760.00.

Benefits associated with this position include:

- Medical Insurance – City pays entire premium for employee and eligible dependents.
- Dental Insurance – City pays full monthly premium for employees and eligible dependents; 2 plans.
- Vision Insurance – City pays full monthly premium for employee and eligible dependents.
- Auto Allowance - \$500 per month
- State Disability Insurance - paid by employee
- Life Insurance - \$25,000
- Accidental Death & Dismemberment - \$25,000
- Deferred Compensation - \$1,125 + 4% of salary per year
- Public Employees Retirement System (PERS)
- The City participates in Social Security
- Annual Leave – 430 hours per year
- 14 Paid Holidays
- Credit Union
- Employee Assistance Program
- Tuition Reimbursement Program
- Redlands YMCA Membership – City pays annual membership for employee.
- Public Employees Retirement System (PERS) – 2% @ 55 for employees who are considered a “classic” member of CalPERS or a current member of another California public retirement system who is hired on or after January 1, 2013;
- Public Employees Retirement System (PERS) – 2% @ 62 for an employee who becomes a “new” member of CalPERS for the first time on or after January 1, 2013 (and who was not a member of another California public retirement system prior to that date).

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing date is November 3 2023.

To be considered, please electronically submit your resume, cover letter and a list of five professional references (references will not be contacted in the early stages of the recruitment) to:

<https://koffassociates.com/redlands-director-of-hr/>

Resumes should reflect years and months of positions held, as well as size of staff and budgets you have managed. For additional information, please contact:



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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 executive recruiter. Koff & Associates will report the results to the City. The City will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.

