



## SALARY & BENEFITS

**\$12,052 - \$15,378 monthly**

- **VACATION, HOLIDAYS, AND LEAVE**

The City provides 15 paid holidays per year and 80 hours of vacation (years one through four) with a maximum accrual of 240 hours. Administrative employees accrue 80 hours of administrative leave per year with a maximum accrual of 240 hours.

- **SICK LEAVE**

Employees accrue 96 hours per year with a maximum of 800 hours.

- **RETIREMENT**

The City is a member of the California Public Employees' Retirement System (CalPERS). Full-time employees will be enrolled in either the New Member or Classic plan, as defined by CalPERS. New Members are enrolled in the 2% @ 62 formula and pay the full 7.75% employee contribution. Classic Members are enrolled in 2% @ 60 formula and pay the full 7% employee contribution.

- **WELLNESS PROGRAM**

Employees will be reimbursed up to \$500 per fiscal year for qualified wellness expenses.

- **BILINGUAL STIPEND**

Qualified employees will receive \$100 per month in bilingual pay.

- **DEFERRED COMPENSATION**

The City participates in the Mission Square Deferred Compensation Plan, which enables full-time employees to contribute on a tax-deferred basis. The City will match up to \$100 per month in contributions.

## APPLICATION PROCESS

This position is open until filled with a first application review date of **February 9, 2024**. To be considered, please submit a resume, cover letter, and three work-related references to:

Chelsea Freeman at [Chelsea.Freeman@ajg.com](mailto:Chelsea.Freeman@ajg.com). Questions: 510/570-3844

Website: [KoffAssociates.com/Palmdale-Deputy-Dir-Of-HR](https://KoffAssociates.com/Palmdale-Deputy-Dir-Of-HR)

## BUSINESS HOURS

The City is open Monday–Thursday, from 7:30 a.m.–6 p.m. CLOSED Fridays.

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. Extensive reference and background checks will be completed on the selected candidate.



CITY OF PALMDALE



# CITY OF PALMDALE

# DEPUTY DIRECTOR OF HUMAN RESOURCES



THE POSITION

DEPUTY DIRECTOR OF HUMAN RESOURCES

THE COMMUNITY

The City of Palmdale is seeking motivated applicants who will further our commitment to providing inclusive and accessible services to the diverse, resilient community we serve.

We offer the opportunity to shape the future of a quickly growing city. At only 25% of full build-out, there is amazing growth potential, now and well into the future. We are looking for motivated professionals who want to leave a legacy through their work in a variety of fields.

Beyond all the projects are the people who make Palmdale an exceptional place to work. We are a family of dedicated team members who know and care about each other, which is why we can accomplish so much together. We are proud to have an employee-centric culture and our policies reflect that.

We value ideas and pride ourselves on being willing to take risks essential for innovation and growth. It is part of our culture to listen to our employees and be open to new ideas and perspectives. We support our staff in their desire to contribute to the community and make a difference.

The City of Palmdale is committed to diversity and inclusivity at every level, and we are building a staff that is diverse in culture, ability, and more.

Come help us build a city for the future.

MINIMUM QUALIFICATIONS

- Any combination equivalent to experience and education that would likely provide the requisite knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:
- Experience: Five years of increasingly responsible human resources management experience, including assignments in the areas of recruitment, selection, classification, training, compensation, employee and labor relations, workers' compensation and safety administration, and employee benefits and other pertinent job-related areas, including two years of supervisory or lead experience.
  - Possession of a SHRM-CP / SHRM-SCP, PHR/SPHR, or CLRP certification(s) preferred.

- Education: Equivalent to a bachelor's degree from an accredited college or university with major coursework in human resources, business administration, public administration, or a closely related field.
  - Licenses and Certifications: Possession and maintenance of a valid Class C California Driver's License. Must be able to meet driving record standards set by the City's driving policy.
  - A master's degree is preferred.

THE DEPARTMENT

The Human Resources division works to attract qualified and innovative candidates to work and live in the City of Palmdale. We seek to help shape a brighter future for the city and improve the quality of life for employees and the community.

THE IDEAL CANDIDATE

The ideal candidate for the role of Deputy Director of Human Resources is a seasoned professional with a proven track record of leadership and strategic vision. This individual possesses a comprehensive understanding of human resources principles, employment laws, and industry best practices. With a strong background in talent acquisition, employee relations, and organizational development, the ideal candidate is well-equipped to contribute to the overall success of the City. Exceptional interpersonal and communication skills are paramount, as the Deputy Director will be responsible for collaborating with executive leadership, managing a team, and fostering positive relationships across the organization and City Council. A strategic thinker, the ideal candidate can align HR initiatives with the City's overall goals and objectives, driving initiatives that enhance employee engagement, diversity, and inclusion. Adept at problem-solving and decision-making, this candidate thrives in a dynamic environment and can navigate complex issues with diplomacy, and discretion. Additionally, a commitment to staying current with HR trends and a passion for creating a positive and inclusive workplace culture are key attributes of the ideal candidate.

ESSENTIAL RESPONSIBILITIES

Essential and important responsibilities and duties may include, but are not limited to,

- Provide support to the City Manager, department heads, and all City personnel with regard to recruiting talented staff and the implementation of Human Resources policies, procedures, and employee relations issues.
  - Perform and oversee highly responsible and complex professional and technical elements related to a successful organizational culture, including the development, administration, and operation of innovative programs, recruitment, selection, compensation, benefits, and leave; disciplinary matters; disputes, grievances, and investigations; affirmative action; performance management, employee and labor relations, classifications, workers' compensation, and training and development.
  - Represent the City in contract negotiations with representative employee group(s); administer and coordinate the provisions of the agreement(s).
  - Conduct research and analysis to maintain knowledge of trends, best practices, legislative/regulatory changes, and new technologies in human resources, talent management, and employment law; apply knowledge to communicate changes in policy, practice, and resources.
  - Identify workforce training needs and conduct or coordinate internal or external training opportunities.
  - Supervise the maintenance of the record-keeping system for personnel, protected and other confidential records.
  - In a team environment, foster the development and implementation of new and innovative program elements and modifications as necessary to meet stated goals and objectives.
  - In support of the City Manager and the leadership team, consult staff in the areas of evaluating operations and activities of assigned responsibilities; recommend improvements and modifications; encourage innovative ideas and track progress and staff through various reports on operations and activities.
- Recommend, create, and assist in the development and implementation of organizational goals as they relate to a healthy work environment and assist department directors and leadership with the human side of objectives, policies, and priorities; develop strategies to build a sustainable organization and meet strategic objectives for recruiting and retaining talented staff.
  - Oversee, assist, and participate in the development and administration of the division's annual budget; determine, recommend, and assist with the forecast and projecting of additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; and implement budgetary adjustments as necessary.
  - Assist the City Manager and department leadership to select, train, motivate, and lead personnel; evaluate and review work for acceptability and conformance with department and city standards; coach, counsel, and recommend progressive discipline; respond to staff questions and concerns.
  - Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; recommend and implement changes.
  - Assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
  - Interpret departmental policies and governing codes and regulations for departmental employees.
  - Present to City committees, commissions, and City Council.
  - Function as a member of the City's management team and participate actively in addressing issues of concern, which at times may not have a direct impact on the area of specialization.
  - Lead and coordinate the daily operation of the Human Resources division.
  - Perform other duties as assigned.

