



RANCHO PALOS VERDES, CALIFORNIA

Human Resources & Risk Manager



■ WHO ARE WE?

Rancho Palos Verdes is a semi-rural community situated atop the hills and bluffs of the Palos Verdes Peninsula in Los Angeles County. The city enjoys expansive views of the Pacific Ocean, Catalina Island, and Los Angeles basin. Within the city's 13.6 square miles are the 1,400-acre Palos Verdes Nature Preserve, approximately 31 miles of trails, two beaches, and 7.5 miles of Pacific coastline. There are historic landmarks and points of interest such as Wayfarers Chapel, Point Vicente Interpretive Center, Terranea Resort, Trump National Golf Club, and the Point Vicente Lighthouse. With all this and more, Rancho Palos Verdes has become known as "paradise" or "a place set apart."

The City Administration Department is comprised of six (6) divisions: City Clerk, City Manager, Emergency Preparedness/ Public Safety, Human Resources, Information Technology, and

RPV TV. The purpose of the City Administrative Department is to carry out City Council's direction and direct the city-wide departmental activities and operations. The City Administration Department is instrumental in executing the long-term vision for the city in collaboration with the City Council and Department Directors.

■ THE POSITION

The City of Rancho Palos Verdes seeks a collaborative professional who thrives on building strong organizational connections, is a skilled networker, and is adept at forging meaningful relationships with employees, management, and external partners. Their resourcefulness shines through in their ability to find innovative solutions to complex HR challenges. Moreover, their positive energy is contagious, creating a work environment where employees feel motivated and valued.

In essence, RPV's ideal HR Manager embodies a combination of these qualities, ensuring the smooth functioning and growth of the organization's human capital.



Typical Job Functions

- Plans, manages, and oversees the daily functions, operations, and activities of the Human Resources and Risk function within the Administration Department, including the development and administration of comprehensive benefits, recruitment, and employee relations programs, selecting, training, motivating, and evaluating assigned personnel, risk management, safety and health, and Workers' Compensation.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the department; recommends within departmental policy, appropriate service, and staffing levels; recommends and administers policies and procedures.

- Participates in the development, administration, and oversight of budgets for the assigned functions.
- Performs or directs the performance of job analysis and classification studies; conducts compensation studies and participates in the development of compensation and benefit strategies.
- Develops, organizes, distributes, and administers the City's personnel policies and procedures manual and job descriptions; reviews and updates as necessary to conform to policy changes, new legislation, etc.
- Coordinates employee relations activities; provides assistance to management, supervisors and staff in the interpretation of Human Resources policies and procedures and the processing of grievances.
- Administers City benefit plans; oversees employee orientation and enrollment; acts as liaison with benefit carriers to address claims or issues; reviews and evaluates service delivery and cost effectiveness of benefits plans; makes recommendations for improvements; and ensures maximum effective service provision.
- Coordinates employee development, training, work evaluation and recognition programs; provides training to City employees involving human resources issues and current topics; conducts specialized training for key personnel on management techniques and policies and procedures.
- Plans, develops, and executes City health and safety programs and policies to prevent injury, occupational illness, and damage to City property.
- Drafts and recommends City-wide safety and health directives; maintains City safety manual, including preparation and distribution of appropriate updates.
- Provides highly complex staff assistance to the City Manager; prepares and presents staff reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Assists with employee and labor relations matters including employee investigations, labor negotiations, and disciplinary actions.



■ QUALIFICATIONS

Education and Experience:

Equivalent to graduation from an accredited four-year college or university with major coursework in human resources management, public or business administration, employee relations, industrial psychology, risk management, or a related field, and five (5) years of administrative experience in human resources, benefits administration, risk management, including two (2) years of program management and supervisory experience.

For a full list of essential job functions please visit: [Classification Specifications](#)

■ SALARY & BENEFITS

\$112,337 - \$190,208 annually. The City of Rancho Palos Verdes is currently conducting a comprehensive classification and compensation study which may result in an adjustment to the salary range.

In addition to the salary, the City offers a generous comprehensive benefits package including:

- **RETIREMENT:** The City participates in the California Public Employees' Retirement System (PERS) to provide retirement benefits. Pension contribution percentages, benefit formulas, and maximum reportable compensation limit amounts are subject to change by PERS on an annual basis.
 - "Classic" members – 2% @ 60 – Employees that became members of PERS on or before 12/31/2012 and have not had a break in service of 6 months or more, may retire at age 60 with 5 years of service credit and receive a benefit equal to the number of years of employment x 2% x highest reportable compensation over a three-year period. Employees contribute 7% of their annual salary on a pre-tax basis for the 2022-2023 fiscal year. The maximum reportable compensation for 2023 is \$330,000.
 - "New" members – 2% @ 62 – Employees that became part of California PERS on 01/01/2013 or later may retire at 62 with 5 years of service credit and receive a benefit equal to the number of years of employment x 2% x highest reportable compensation over a three-year period. Employees contribute 7.75% of their annual salary on a pre-tax basis for the 2023-2024 fiscal year. The maximum reportable compensation for 2023 is \$175,250.
- **DEFERRED COMPENSATION:** The City contributes up to a 3% match of 457 employee contributions to a 401(a) defined contribution plan for management/confidential employees.
- **MEDICAL, DENTAL, and VISION INSURANCE:** The City has five (5) medical plans available to employees (3 HMO's, 1 traditional PPO, and a high deductible PPO). The City currently pays the entire premium for the employee and 50% of the dependent care premium. The City's annual contribution to an employee's HSA plan is \$3,850 for single coverage or \$7,750 for employee and dependent coverage for employees enrolled in the Blue Shield Silver Plan. Additionally, the City has two dental plans and one vision plan available to employees.
- **VACATION:** Accrual is based on years of full-time service to the City of Rancho Palos Verdes, with options to cash out up to 80 hours of future annual vacation accruals. Vacation leave is 80 hours per year, increasing to 96 hours beginning the 3rd year, and 120 hours beginning the 6th year through the 15th year. Beginning with the 16th year, additional hours are accumulated up to a maximum of 160 hours per year.
- **ADMINISTRATIVE LEAVE:** 62 hours of administrative leave per year for exempt employees only (Senior Engineer Positions).
- **SICK LEAVE:** Accrual of 96 hours per year.
- **WELLNESS LEAVE:** 4.5 hours of paid wellness leave for 10 consecutive weeks of perfect attendance without using any sick leave time, up to a maximum accrual of 9 hours.
- **9/80 WORK SCHEDULE:** Full time employees work 80 hours in 9 days and receive every other Friday off.
- **EMPLOYEE ASSISTANCE PROGRAM (EAP):** City paid confidential well-being resource program for employee and immediate family members. Includes 8 sessions per individual per issue per year.
- **LIFE INSURANCE AND AD&D:** City paid term life insurance policy with a value of twice the annual salary (up to \$350,000). The City also provides group term life and AD&D benefits for spouses (\$5,000) and children (\$2,000). Option for additional supplemental coverage for employee and dependents.
- **LONG-TERM DISABILITY:** City paid premium with benefit set at 66.7% of monthly earnings to a max benefit of \$5,000 per month, after a 90 day waiting period
- **SHORT-TERM DISABILITY:** Participation in the State Disability Insurance Program. Annual premium is determined by the State and based on gross annual pay. Premium paid by the employee.
- **EMPLOYEE INCENTIVE PROGRAM:** Employees are eligible to receive monetary awards up to 5% of gross annual pay in recognition of exemplary performance, subject to approval of the Department Head and City Manager.
- **OPTIONAL BENEFITS:** ScholarShare, 529 College Savings Plan, Nationwide Pet Insurance, AFLAC plans, Credit Union membership, Legal Access plan, and Flexible Spending Account.

■ TO APPLY

This position is open until filled with a first application review date of April 5, 2024.

To be considered, please submit a resume, cover letter, and three work related references (who will not be contacted in the early stages of the recruitment) to: <https://koffassociates.com/rpv-hr-risk-manager/>. Resumes should reflect years and months of positions held, as well as size of past organization(s).



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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 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.

