



Director of Human Resources & Risk Management





THE COMMUNITY

Oceanside has a highly-rated livability factor with an advantageous coastal locale, a thriving downtown scene, and easy access to both San Diego and Los Angeles. Oceansiders enjoy one of the most desirable climates in the country, with sunshine and coastal breezes nearly every day, plenty of open space, miles of beautiful palm-lined beaches, unique architecture, historic buildings, and an efficient transportation hub.

Oceanside offers professionals some of the most affordable housing in coastal Southern California with a wide variety of housing options from beach cottages and urban condos to estate homes and agricultural properties, making Oceanside a highly sought-after community. The local economy is robust with a low unemployment rate; future Oceanside job growth is projected to be 18% over the next ten years.

Oceanside offers an array of exciting hands-on recreational opportunities such as surfing, museums, bike trails, whale-watching tours, skydiving, fine dining, and much more. The “beachy” culture, lively neighborhoods, historic architecture, wonderful people, art and live theatre, and the thriving culinary scene make Oceanside an attractive place to live, work, play and stay!

The City of Oceanside is a full-service city which provides its own police and fire safety, library, water and sewer services. In addition, the City has a municipal airport, a beautiful small craft harbor, one of the longest wooden piers in the west, golf courses, aquatic centers, numerous parks, community centers, and beautiful beaches.

The Oceanside Unified School District is one of the biggest and best districts in the state, and the staff at nearly two dozen school sites collectively provide pathways for the Oceanside students they serve. There are also several charter and private schools in the area, and Oceanside is home to the stellar MiraCosta College.

With tourism as a major industry, Oceanside attracts over 5 million visitors annually to enjoy the relaxing beaches, charming harbor, pier, Mission San Luis Rey, and other attractions. Around 54,000 people work in Oceanside, plus over 4,000 civilian jobs are located at Camp Pendleton, which borders Oceanside to the north.

To learn more about the City of Oceanside, please visit www.oceansideca.org.

GOVERNANCE

Oceanside has a Council / Manager form of government. The City of Oceanside’s five-member City Council is the legislative body and is responsible for establishing City policy. The Mayor and Councilmembers are elected for staggered four-year terms. Councilmembers are elected by District and the Mayor is elected at-large. The City Manager ensures that policy is effectively implemented and oversees a staff of approximately 1,000 across 12 departments.

THE POSITION

The Human Resources Director plans, organizes, and directs the Human Resources Department activities in compensation, benefits, employer/employee relations, labor relations and negotiations, recruitment and selection, classification, equal employment opportunity, risk management, liability, workers’ compensation, safety, training, and employee and organizational development including supervision of approximately 12 current FTEs.

Duties include but are not limited to the following:

- Set goals and objectives, motivate and build a high performing department
- Develop and update policies and procedures and direct their implementation
- Direct the preparation and administration of the recommended departmental work program and annual budget
- Represent the City in contract negotiations
- Provide professional staff support to departments, including interpretations of laws, contracts, rules, regulations and policies related to personnel programs
- Review the City’s personnel practices and procedures for compliance with federal and state laws and regulations
- Facilitate employee and organizational development through the implementation and administration of programs and processes consistent with the vision, goals, and objectives of the City Manager and City Council, to meet the needs of the City and of the employees.

A generalist background is ideal and should include knowledge and abilities in the following:

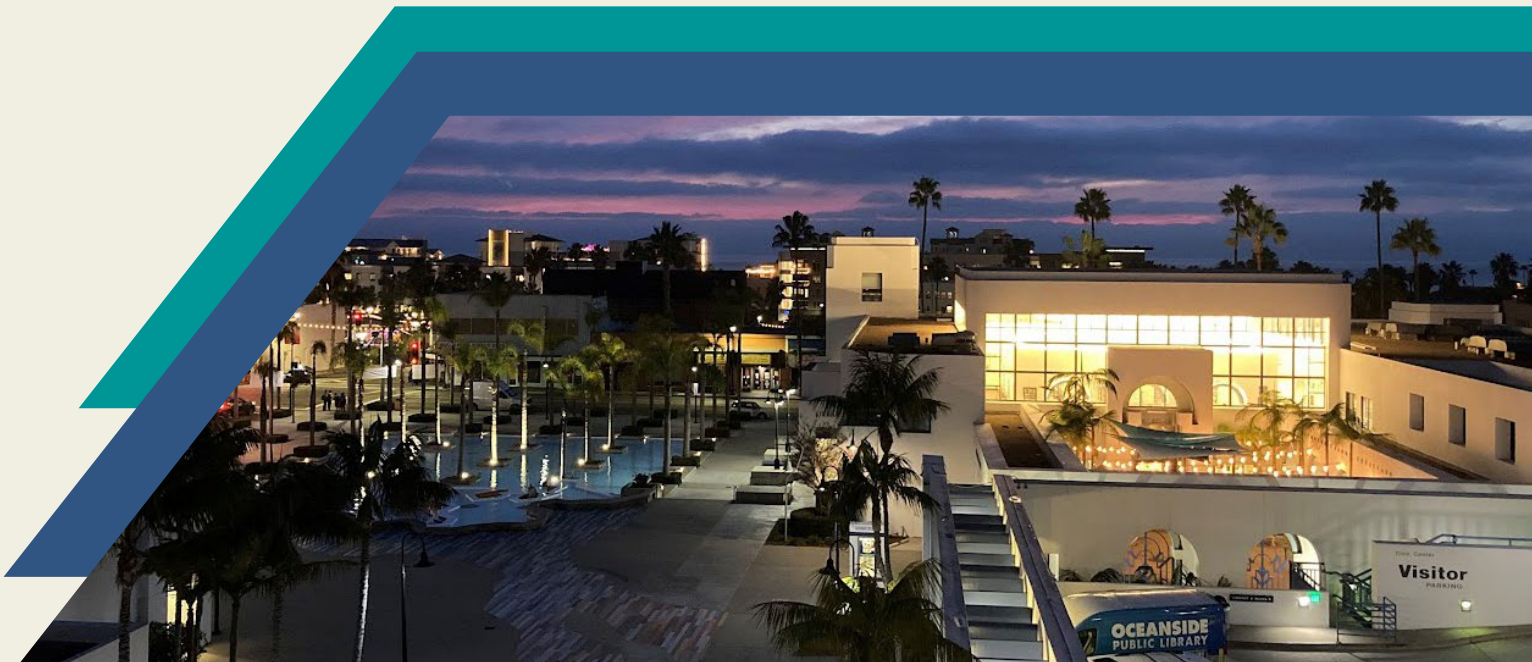
- Training, leadership development and succession planning
- Benefit administration and program development, including managing the annual renewal process
- Foundational understanding of classification and compensation principals, including the development of studies and long-term planning
- Knowledge of public sector recruiting and merit principles including modern and creative methodologies and technology
- Strong customer service acumen, bringing a solutions-oriented mindset
- Risk management experience
- Labor negotiations, particularly serving as a lead negotiator, are a plus

THE IDEAL CANDIDATE

The ideal candidate will be a high energy, flexible, collaborative, working leader. As a problem solver with excellent communication, the successful candidate will have the necessary interpersonal skills to build and maintain the existing positive working relationships with staff, department heads, leadership, and elected officials. The successful candidate will be solutions-oriented, have strong political acumen, and possess the ability to adapt to changing and competing priorities. A background in public sector budget development, policy administration, staff management, and team building are key. Experience in a union environment and knowledge of negotiations is highly desirable. The City's next Human Resources Director will be creative and people centric as she/he continues to build on the current culture of high performance and stability, while bringing innovative programming in this post pandemic organizational structure, providing expert guidance around recruitment initiatives and succession planning, benefits' plans, risk management, employee relations, and overall staff support. A supportive Director will have the pleasure of working with a solid, professional team committed to public and community service.

Key Attributes and Characteristics

- Excellent leadership skills with a positive and calm demeanor; a leader that reassures staff while inspiring confidence
- Detail-oriented and accurate with the ability to articulate concepts and ideas clearly and directly while giving presentation and public speaking events
- Politically astute. Understand political implications while remaining apolitical
- Understands the importance of mentoring staff. Is adaptable and creative and looks at situations from all perspectives to assess and improve efficiencies and implement best practices
- The ability to work with a wide variety of personalities and communicate effectively with different personality types
- The ability to build and foster positive interdepartmental relationships. A collaborative and supportive leader that looks for innovative solutions; a team builder with a focus on working with others to find resolutions to problems
- A self-starter who enjoys autonomy while understanding the importance of keeping leadership updated and informed (no surprises)
- Positive and professional. A listener



SALARY AND BENEFITS

The salary range for this position is \$149,808 - \$209,724.

In addition to a competitive salary, the City of Oceanside offers an excellent benefits package that includes:

- ▶ Retirement: Depending on selected candidate's prior membership with CalPERS, the retirement formula will be:
 - » Tier 1: Employees hired prior to December 11, 2011 - 2.7% at 55 with the highest one (1) year's salary; employee contribution is 9%.
 - » Tier 2: Classic members of CalPERS and employees hired on or after December 11, 2011 through December 31, 2012 - 2% at 60 with the three (3) highest years' salary; employee contribution is 8%.
 - » Tier 3: Employees, considered as "New" employees by CalPERS, hired on or after January 1, 2013 (PEPRA) - 2% at 62 with the three (3) highest years' salary; employee contribution is currently 8.25%.
- ▶ Medical, Dental, and Vision Insurance: The City pays a significant portion of the costs depending on the plan and number of family members covered. Executives retiring from the City of Oceanside are eligible to remain on City health plans at their cost.
- ▶ Long- and Short-term Disability Insurance: City Paid.
- ▶ Life Insurance: City-paid policy of 1.5 times annual salary up to \$350,000 with voluntary additional options for employee and dependents.
- ▶ Management Leave: 70 hours annually.
- ▶ Holidays: 9 City holidays plus 48 hours floating holiday time annually.
- ▶ Auto Allowance: \$400 per month.
- ▶ 9/80 Work Schedule: with every other Friday off.
- ▶ City paid \$1,200 annual contribution towards deferred compensation plan.
- ▶ Other benefits offered by the City of Oceanside include annual vacation cash out option, tuition reimbursement, and flexible spending accounts.

For additional benefits information, click here:

<https://www.ci.oceanside.ca.us/government/human-resources/employee-benefits>

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing date is Friday, September 20, 2024.

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/oceanside-hr-director/>

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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A Gallagher Company

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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 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.

