Candidates for this position will also have knowledge of current and innovative principles and practices in dispute resolution, grievance procedures, and risk related matters including claims investigation.

In addition to displaying unquestionable ethics and standards, this top human resources professional will also possess:

- An ability to balance the compliance and legal requirements with the spirit and intent of policies and procedures;
- A great deal of political savvy and sensitivity, and remain calm and unflappable;
- A proven track record of career accomplishments complemented by a high degree of professionalism, sophistication, and emotional intelligence; and
- An open and honest approach with an engaging personal style with a customer service and results-oriented approach.

Qualifying Experience and Education

A typical candidate will have demonstrated leadership in a public (strongly preferred) or private organization with broad responsibilities for human resource management and the broad spectrum of labor relations. Relevant experience with risk management is a strong plus for top candidates. The selected candidate will have a Bachelor’s degree in business administration, public administration, or a related field. A Master’s degree is preferred. Professional designations and/or certifications are highly regarded.

Compensation and Benefits

The current salary for the Director of Human Resources & Risk Management is up to $144,900 per year with the final salary based on the candidate’s qualifications.

In addition, the City offers an excellent benefit package that includes:

- **Retirement** – California Public Employees’ Retirement System 2.0 % @ 55 formula for Classic Employees (the City does not have a second tier for Classic Employees) and 2.0% @ 62 for employees who entered the PERS system after December 31, 2012; Employee pays 7% of the “Employer” share of the PERS cost. The City does not participate in Social Security.
- **Deferred Compensation** – $180 a month in deferred compensation.
- **Vacation** – Accrued at the rate of 12 days per year.
- **Sick Leave** – Accrued at the rate of 10 days per fiscal year to a maximum of 1,040 hours.
- **Administrative Leave** – 70 hours per year.
- **Holidays** – 10 paid holidays plus 2 floating days per year.
- **Special Leave Plan** – Allows employees to convert leave bank hours above caps into a 401a deferred compensation plan.
- **Flexible Benefits Program** – $1,100 monthly benefit allowance including health, dental, and medical/dependent care flexible spending accounts. Employee may be eligible for $600 a month in lieu of City paid medical insurance if employee has other medical insurance.
- **Work Week** – 4/10 work schedule.
- **Long-term Disability and Life Insurance** – Long-term disability insurance; life and AD&D insurance at employee’s annual salary plus $50,000.
- **Health Retirement Account** – $2,000 initial contribution to Health Retirement Account (HRA) plus $1,000 for each year of service after two years of service.
- **Cell Phone** – A cell phone allowance is provided.
- **Vehicle Allowance** – $450 per month vehicle allowance.

This is an at-will position. Employee will receive an employment contract providing for a severance benefit of 6 months’ salary in the event of termination.

To Be Considered

Interested candidates should apply for the position by February 10, 2017 by submitting a comprehensive resume, compelling cover letter, and current salary to apply@ralphandersen.com. References will not be contacted until mutual interest has been reached. Candidates may be assured that this is a highly confidential process throughout all stages of the recruitment and selection process. Confidential inquiries welcomed at (916) 630-4900 to Ms. Heather Renschker. Ralph Andersen & Associates will conduct screening interviews throughout the recruitment process. Highly qualified candidates will be invited for on-site Panel Interviews (Round #1) with the Executive Team and the City Manager on Friday, March 3, 2017. Final selection and offer to the top candidate will follow shortly thereafter. The City Manager anticipates that the new Director of Human Resources & Risk Management will join the organization as soon as possible or at a mutually agreed upon date, preferably in April.

The City of Azusa is an equal opportunity employer.
The Opportunity

The City of Azusa, California is conducting a statewide search for a highly energetic and seasoned Director of Human Resources & Risk Management. This is a rewarding opportunity for an experienced and self-directed human resource professional who exemplifies the highest standards and implements best practices. Reporting directly to the City Manager, the Director of Human Resources & Risk Management will be an experienced leader prepared to engage quickly, thoughtfully, and effectively to assess and evaluate current processes and structures to determine the best course of action. The Ideal Candidate will be approachable, confident, and demonstrate the ability to collaborate while anticipating and resolving issues proactively.

The Community

The City of Azusa was founded in 1887 and incorporated as a general law city on December 29, 1898. The City encompasses 10 square miles in the County of Los Angeles, situated 27 miles northeast of the City of Los Angeles. Blessed with a spectacular natural setting beneath the San Gabriel Mountains, Azusa is a community with a strong sense of family and history. The City boasts a vibrant industrial base and diverse neighborhoods. With active citizens charting a new vision, Azusa is becoming a model of an older suburban community undergoing exciting renewal to continue to be the Gateway to the American Dream.

The City is strategically located off the 210 Freeway within a 30-minute drive to Pasadena, Orange County, Inland Empire, and the Ontario International Airport. In addition to its convenient freeway access, Azusa offers several major traffic corridors including the renowned U.S. Route 66 (Foothill Boulevard) that runs east to west through the community. California State Route 39 runs north to the newly designated San Gabriel Mountains National Monument and south to the beach.

About the City

The City of Azusa operates under a Council-Manager form of government. The elected City Council consists of the Mayor, Mayor Pro Tem, and three Council Members. The City Council selects a City Manager who serves at the pleasure of the Council as the administrative head of City government. While the elected Council provides political leadership and makes policy, the City Manager directs City departments.

The City-wide All Funds Budget is in excess of $168 million with a General Fund Budget of approximately $37 million. A complement of 252 full-time equivalents (FTEs) and 68 part-time FTEs provide a full range of municipal services to over 49,484 residents including public safety (police), public works, utilities (light and water) as well as parks and recreation. Fire services are provided by the Los Angeles County Fire Department. The City has seven labor unions, six of which have recently re-negotiated new three-year labor contracts. The labor contract for the remaining union, IBEW, is set to expire in June 2017 and negotiations are scheduled to commence in the spring.

The Position

The Director of Human Resources & Risk Management reports to the City Manager and provides leadership to the Human Resources Department that includes four staff (2 Human Resources Technicians; 1 Human Resources Analyst; and 1 Part-Time Intern). The Director of Human Resources & Risk Management has budget responsibility for a budget in excess of $3 million ($456,000 for human resources and $2.6 million for risk management).

As a key member of the City’s Executive Team, the Director of Human Resources & Risk Management will serve as a City-wide advisor emphasizing a commitment to a comprehensive approach to human resource management and staff development. The Director of Human Resources & Risk Management handles difficult personnel problems or issues directly and serves as a trusted advisor to the City Manager and members of the Executive Team.

This position is also responsible for benefits administration, workforce development, and succession planning. Additionally, the Director of Human Resources & Risk Management will be expected to promote the use of technology to work smarter as well as a positive organizational culture that fosters productivity, flexibility, and customer/staff satisfaction.

The Director of Human Resources & Risk Management also serves as the Personnel Officer, working closely with the Personnel Board to perform duties assigned pursuant to the Municipal Code and Rules of the Civil Service System. Responsibilities include overseeing the conduct and oversight of both the classification plan and compensation plans as well as initiating recruitments through the full cycle of job advertising, screening, testing, and new hire orientation. Importantly, this position also serves as the Chief Negotiator in the labor negotiations process, administers labor agreements, and is actively involved in disciplinary action proceedings. Currently, the Personnel Board meets every other week.

Administration of the Risk Management Program, including worker’s compensation, liability, and other insurance programs, as well as the employee benefit program are other essential responsibilities of the Director of Human Resources & Risk Management. The Director of Human Resources & Risk Management also serves as Board Member or alternate on the City’s insurance joint powers agency.

Other specific responsibilities of this position include:
- Provide strong leadership and advisory and consulting services to the City Manager and the Executive Team on complex human resource matters and strategic organizational issues striving for excellence in service delivery;
- Understand and promote the importance of organizational development and set the tone to encourage and facilitate employee development;
- Be aware of new legislation, regulations, and policies relevant to municipal operations; maintain integrity of legal mandates while demonstrating flexibility in implementing appropriate recommendations and best practices; and
- Adapt and modify current systems to establish clear standards that best complement the City’s needs.

The Ideal Candidate

The City of Azusa is seeking a Director of Human Resources & Risk Management who will teach teamwork by example, promote an innovative and entrepreneurial environment, and communicate clearly and concisely, both orally and in writing. The ability to understand, explain, and apply policy and procedures is imperative. The Ideal Candidate will be confident and comfortable in representing the City on a full range of issues.

The successful candidate will have the ability to respond to emergency and problem situations, deal effectively with conflict to reach effective resolutions. The incoming Director will also be able to perform complex professional administrative and analytical work requiring a high level of sensitivity. This Ideal Candidate will be a key contributor on key strategic issues that support the various operating departments.

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Director of Human Resources & Risk Management

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