



**CITY OF  
RIALTO**

*invites your interest in the position of*



## **Director of Human Resources**

Recruitment Services Provided by Ralph Andersen & Associates



## The Opportunity

The City of Rialto, California invites interest as the new Director of Human Resources/Risk Management. Working directly for the newly appointed City Manager, this skilled professional will be involved in a wide variety of areas and serve as a key member of the Executive Team. Widely recognized as a city on the move, the City of Rialto is seeking an energetic and experienced human resources professional who will support a broad range of robust activities for a full-service organization with a citywide employee head count in excess 400 with six labor associations including public safety (police and fire). Serving as the Risk Manager, responsibilities include liability, property, loss recovery, workers' compensation, employee safety, and loss control.



# The Community

Located in San Bernardino County, the City of Rialto is known as the “Bridge to Progress”. Conveniently located an hour’s drive to some of the State’s majestic snow-capped mountains, tranquil deserts, and pristine beaches, Rialto offers unique recreational opportunities for every lifestyle. Whatever the recreational or artistic pursuits, they can be found close at hand and include skiing in Big Bear, golfing in Palm Springs, shopping on Rodeo Drive, surfing at Malibu, visiting Disneyland, the Music Center, the California Speedway, Hollywood, historic mission sites, or the National Orange Show. Striving to become a leader in sustainability, the City has strategically focused on striking a balance between visitors, businesses, and residents.

The City is comprised of 22.4 square miles and has a culturally diverse population of over 100,000 residents. Rialto is an area of ever-increasing economic strength. Home to several major regional distribution centers: Amazon, Medline, Niagara, Monster Energy, Staples, Under Armour, Target, and Pyro Spectaculars (one of the United States’ largest fireworks companies), Rialto continues to expand not only its industrial base, but also its residential and commercial base. Embracing the concept of *family, prosperity, and a commitment to a better way of living*, Rialto is emerging as one of several cities in the Inland Empire that is thriving due to a rich culture and an exceptional, friendly business environment as well as a commitment to quality education and unmatched hospitality. In addition to its forward-thinking philosophy and drive, Rialto cherishes its history, diversity, and natural environment to further provide the community with a high level of quality living.



# The City Government

The City of Rialto was incorporated in 1911 as a general law city and operates under a Council/City Manager form of government. The Mayor and four Council Members govern Rialto based upon a common priority of ensuring continued enhancement of quality of life for its residents and visitors. They are each elected at large to four-year staggered terms. The Mayor and Council serve as the legislative body primarily responsible for the overall policies and legislative direction of the City. The Mayor and Council appoints the City Manager and City Attorney. The City Clerk and Treasurer are elected by the voters.



Rialto is a full-service city with a FY2021/22 total budget of \$196.3 million and a \$104.2 million general fund. Rialto relies on a workforce of 417 full-time and additional part-time employees who provide a full array of municipal services through the following Departments: Police, Fire, Public Works, Community Services (Parks & Recreation), Finance, Community Development (i.e., Development Services: Planning, Engineering, Building, and Economic Development), Public Utilities (Water and Wastewater), Human Resources, and Management Services. Current priority programs for the City include: Public Safety, Infrastructure Enhancements, and a Sustainable Community.





## Overview, Philosophy, and Focus on Culture Change

The mission of Rialto’s Director of Human Resources/Risk Management (“Director” or “Director of HR”) is to function as the “Chief People Person” for the organization and to provide high quality support to the City’s employees, maximize employer-employee relationships, as well as recognize and celebrate the contributions of City staff. With an outgoing and engaging personality, the Director of HR will work closely with the City Manager to assist in setting the overall tone of the organization as an employer of choice in the region, establishing a “can-do” approach to problem-solving with employees, and supporting management in achieving its operational goals relative to human capital needs.



With a keen understanding that core values of the organization all point toward better serving the public, this newly appointed Director of HR will also be seen as a collaborator, facilitator, and supportive of a change-management culture. This enhanced approach needs to be further developed, refined, and implemented as part of the City Manager’s overall focus on a healthy organization. The Director of HR will also seek to inspire and grow this positive approach to fruition. Successful candidates will welcome this approach and be comfortable moving away from the more traditional approach of personnel management and working to instill the concept of a people-driven organization, incorporating best practices and servant leadership which is well matched with the City Manager’s style. The goal of full implementation and organizational culture shift will be data-driven and measured by key indicators that all point to the importance of building, maintaining, and embracing a happy and well-supported workforce.

# Position Responsibilities

This at-will position is a direct report to the City Manager and is a key member of the City Manager's Executive Team. Under administrative direction from the City Manager, the Director of HR plans, directs, and reviews all activities and operations of the City's Human Resources & Risk Management Department including classification, compensation, recruitment/selection, group benefits, labor relations, equity, and employee development. The Department also handles coordination with other divisions, departments, and outside agencies. Risk Management is part of the Department and includes liability, property, loss recovery, workers' compensation, employee safety, and loss control programs. Both the general liability and workers' compensation programs are self-funded and utilize independent third-party administrators (TPAs) for claims processing.

The Director of Human Resources also provides day-to-day management of the Human Resources Department that includes a staff of 5 full-time and 1 part-time staff as noted on the [organization chart](#).

Assignments undertaken by the Director of HR will be broad in scope and allow for a high degree of administrative discretion to include:

- Assume responsibility for all human resources related services and activities;
- Promote a city-wide philosophy that enhances morale, promotes productivity, and generally encourages a culture of professionalism, responsiveness, and excellence;



## Position Responsibilities *continued*

- Provide leadership to staff to ensure a high-performance, service-oriented work environment that supports achieving the Department's and City's mission objectives and values;
- Direct recruitment and selection across all departments and support and encourage best practices and diversity, equity, and inclusion;
- Manage and coordinate employee orientation, city-wide training, coaching, and mentoring programs;
- Ensure the City's compliance with policies and contracts, as well as Federal, State, and other regulatory agencies including mandatory training; interact with the City's legal counsel as needed.
- Administer the City's classification and compensation plans including reviews of market trends; assist in analyzing and implementing organizational changes;
- Provide guidance and support to employees, supervisors, and Department Directors on a variety of personnel related issues including personal development targets, performance evaluation and disciplinary actions up to and including termination;
- Oversee and participate in the development and administration of the human resources budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures and implement budgetary adjustments as appropriate and necessary;
- Manage and facilitate benefit, insurance, and other benefit programs including coordinating with insurance representatives;
- Direct an effective risk management program for the City, including assessment of risk exposure and development of policies/coverages to ameliorate risk; act as the liaison with legal counsel and represent the city in litigation of claims and employee related issues;
- Work closely with the City Manager and Deputy City Manager to negotiate and resolve sensitive personnel issues and concerns; and
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of human resource management.



# The Ideal Candidate

The City is seeking a Director of Human Resources/Risk Management with outstanding leadership skills and exceptionally strong people skills. The Director of HR will also embrace a philosophy that pro-actively reaches out to departments in a consultative fashion and truly believes in the benefit of working for and promoting a healthy organization to the fullest. A sense of humor, positive mental attitude, dose of humility, and a good work-life balance approach are all personal qualities that ultimately lead to long-term success.

Additionally, the ideal candidate will have a career history that supports the ability to:

- Excel in developing interpersonal relationships including being an excellent communicator and collaborator; be able to achieve consensus and guide policy decisions;
- Be seen as innovative and creative with an entrepreneurial approach to personnel management and service delivery;
- Offer the City of Rialto a high level of integrity and honesty; be known as a professional recognized for his/her efforts and sought out by others throughout the organization;
- Display an engaging personal style and be a good listener with a results-oriented approach to problem-solving;
- Be an analytical yet strategic thinker; a pragmatic and forward-thinking individual with the ability to understand technical issues and offer sound, objective decision-making to management staff;
- Present facts and information clearly and concisely while analyzing and responding to issues and questions; identify clear courses of action; convey confidence and be decisive; and
- Coach, inspire, and mentor staff and city-wide employees to reach and achieve goals, setting an example of the highest level of professionalism.



# Qualifying Education and Experience

**Education:** Requires the equivalent of graduation from an accredited college or university with a Bachelor’s degree in human resources management, public or business administration, industrial relations, or a closely related field. A Master’s degree is preferred.

**Experience:** Candidates should possess a minimum of six (6) years of increasingly responsible professional human resources experience including three (3) years of supervisory responsibility of staff. Experience should include multiple areas of expertise: classification, compensation, benefit administration, employee relations, developing and implementing best practices and policies, risk management, recruitment and selection, and labor negotiations including the ability to support the Chief Labor Negotiator (services provided by outside law firm).

Experience working successfully with employee associations or unions and/or prior experience working for a public agency is preferred. California experience is highly regarded although full consideration will be given to well-rounded professionals who have a solid career history in human resources that ideally includes risk management.

**Certifications:** None required although certification as International Public Management Association-Senior Certified Professional (IPMA-SCP) and Certified Labor Relations (CLRP) are desirable.

## Compensation and Benefits

The compensation for the Director of Human Resources will be negotiated with the City Manager within the annual salary range of \$129,430 to \$173,448.

The City also offers an attractive benefit package that includes:

- **Retirement:** CalPERS 2.7% @ 55 plan (single highest year) for qualified “classic” members as defined by CalPERS with 8% Employee Cost; 2% @ 62 plan (highest three years) for new members with 8% Employee Cost. The City does ***not*** participate in Social Security except for the Medicare portion (1.45%).
- **Retiree Medical Plan:** If employee retires from City employment (after 5 years of City service), employee shall retain, as a retiree, all current CalPERS Health benefits. Employee, as a retiree, and dependents must meet the definition of “annuitant” as defined by CalPERS.
- **Deferred Compensation (401A) Plan:** City contributions of \$750 per month
- **Medical/Dental:** 100% City-paid
- **Life Insurance/ADD and Long-Term Disability:** \$150,000 life insurance policy for employee with City paid benefits

# Compensation and Benefits *continued*

- **Educational Incentive:** 7.5% for Master's degree
- **Tuition Reimbursement:** \$2,500 per fiscal year
- **Administrative leave:** 140 hours per fiscal year
- **Holidays:** 12 paid holidays annually
- **Vacation:** 240 hours annually; 600-hour cap
- **Sick Leave:** 120 hours annually
- **Cash-Out Provision:** 200 hours of cash-out annually (combination of vacation and/or sick time)

## To Be Considered

Candidates are encouraged to **apply immediately**. Submittal requires cover letter, comprehensive resume, and detailed project listing to Ralph Andersen & Associates at [apply@ralphandersen.com](mailto:apply@ralphandersen.com).

The process for this recruitment is highly confidential. References will not be contacted until mutual interest has been established. Only the most highly qualified candidates will be invited to participate in the interview process.

Ralph Andersen & Associates will work in concert with the City Manager to conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile. Panel interviews (Round #1) will be done using video technology. Round #2 for finalists will include a one-on-one meeting with the City Manager.

Confidential inquiries welcomed to Heather Renschler, Ralph Andersen & Associates, at (916) 630-4900.

***The City of Rialto is an equal opportunity employer.***



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