

# BEVERLY HILLS

CALIFORNIA

---

Human Resources Manager



Recruitment Services Provided by  
Ralph Andersen & Associates



# The Community of Beverly Hills

*Spanning 5.7 square miles, Beverly Hills is adjacent to the cities of Los Angeles and West Hollywood. The residential population is approximately 33,000 and the daytime population swells to over 200,000 with a vibrant business community and visitors throughout the year. Beverly Hills is recognized worldwide and is known as a destination offering the very best City services, hotels, shopping, and dining. Beverly Hills remains the foremost address for luxury and exceptional living. Beverly Hills continues to be a premium destination, a place for people who enjoy and appreciate excellence.*



# ***The City Government***

Beverly Hills is a General Law city governed by a five-member City Council. Every even-numbered year, either two or three members are elected at-large to serve four-year terms. Each March, the Council meets and chooses one of its members as Mayor and one as Vice-Mayor. The Mayor is the presiding officer of the Council. The City Council is directly responsible for appointing three positions within the City, including the City Manager, City Attorney, and City Clerk.

## ***City-Wide Organization / Financial Stability***

The City of Beverly Hills provides a full range of municipal services with a current General Fund budget of approximately \$321.6M for FY23/24. The City consists of 10 departments plus the City Attorney's office. Under the leadership of the City Manager, the City's approximate 1,015 full-time and part-time staff work diligently for a performance environment of excellence and innovation. The ultimate goal of this high-performance organization is to provide unparalleled services to the community.

The City of Beverly Hills has a strong, diverse, and mature economic base, a tax structure that captures much of the City's economic activity, and solid financial reserves.

## ***Human Resources Department***

The Human Resources Department provides a wide range of human resources and risk management support to City departments and to the public, including employee and labor relations, recruitment and selection, classification and compensation, training and organizational development, employee benefit and leave administration, employee injury and illness prevention, workers compensation administration, and general liability and insurance administration. Total current staff in the Human Resources Department is 20 full-time employees plus additional part-time staff.

This HR Manager reports to the Assistant Director of Human Resources and has 4 direct reports.

# The Ideal Candidate

The City of Beverly Hills is seeking candidates who can provide exceptional leadership and guidance to staff as an experienced human resources professional that has exceptional skills in day-to-day operations with a focus on recruitment, selection, and talent management. Extraordinary people skills are essential with an engaging management style that highlights the City's philosophy of providing high-caliber, responsive customer service – the Beverly Hills way! Operational oversight will also include being proactive and strategic in preparing for future needs, both short- and long-term.

Most importantly, the HR Manager will be able to:

- ◆ Quickly grasp the value and service standards of Beverly Hills;
- ◆ Oversee both at a macro and micro-level, the human capital operational needs across all disciplines and serve as the go-to manager supporting the HR Team's delivery of best-practices and results;
- ◆ Monitor and track workflow and staff assignments to optimize and more effectively balance out the workload among the HR Team;
- ◆ Elevate, enhance, and increase frequency of various reporting systems and measurements to monitor progress and outcomes such as staffing needs, turn-around time, open/closed recruitments, retention rates, and other key indicators;
- ◆ Track and monitor outcomes and staff performance based on established goals and data-driven metrics;





# The Ideal Candidate *continued*

- ◆ Deliver high-quality services in a time-sensitive and dynamic environment incorporating well-honed project management skills;
- ◆ Embrace a philosophy that prioritizes initiative, anticipates needs, understands the importance of clear communication in all directions, proactively reaches out to management and employees in a consultative fashion, and truly believes in the benefit of working for and promoting a healthy organization;
- ◆ Possess a sense of humor, positive “can do” attitude, and a healthy dose of humility;
- ◆ Understand the impact that human resources related decisions have on overall operational effectiveness and the culture of the organization; and
- ◆ Think strategically while advancing the mission and vision of the Human Resources Department.

- ◆ The HR Manager will have a comprehensive knowledge of the professional practices and principles that support:
  - ◇ Timely delivery of multiple projects and initiatives;
  - ◇ Being seen as innovative and creative with an entrepreneurial approach to human resources management and service delivery;
  - ◇ Commitment to the principals of Diversity, Inclusion, and Belonging;
  - ◇ Succeeding in an environment requiring lots of hands-on involvement;
  - ◇ Offering high level of integrity, honesty, and transparency;
  - ◇ Displaying results-oriented approach to problem-solving;
  - ◇ Genuine interest in working on externally facing initiatives like “Hire Local” which promotes city employment for city residents, “Team Beverly Hills” involving local residents learning about municipal operations as well as working with the local school district on “Career Development Day” for aspiring students; and
  - ◇ Setting an example of the highest level of responsiveness and professionalism.

# Qualifying Education and Experience

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Education:** Bachelor's degree in human resources management, public or business administration, or a closely related field. A Master's degree in human resources management, public or business administration, is highly desirable.

**Experience:** Five (5) years of human resources management experience which has included recruitment and selection and employee and labor relations. At least two (2) years of experience must have included supervisory responsibilities.



*Importantly, California human resources experience is highly valued including an understanding of labor and MOUs in a unionized environment, and the resulting impact of decisions related to labor and union negotiations. Although this is a statewide recruitment, out-of-state candidates may also be selectively considered if a solid career track record of success in public sector is demonstrated through submitted qualifications.*

# The Compensation

The City provides an attractive compensation package. The annual base salary for the HR Manager is \$138,893 to \$172,558. An anticipated increase, pending approval by City Council, will be effective through 2025. In addition, the City of Beverly Hills contributes significantly to employee health and retirement benefits as part of the overall compensation package.

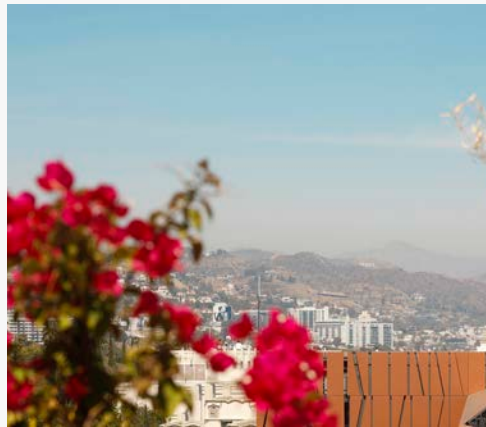
- ◆ **Retirement:** California Public Employees' Retirement System (PERS) defined benefit retirement plan (2.5@55 for "Classic" members; 2.0@62 for new PERS members as defined by PEPRA).
- ◆ **Health Insurance Coverage:** Medical insurance for employees and dependents including dental and vision with a City contribution (anticipated increase is pending for 2024). Currently, the City pays up to \$2,250/month with the option to receive taxable cash up to \$500/month for unused benefits (for employee or employee plus one) or \$2,450/month with the option to receive taxable cash up to \$400/month for unused benefits (for employee plus family coverage).
- ◆ **Retiree Medical Insurance:** \$300 per month is contributed to an account by the City.
- ◆ **Life and AD&D:** Term life insurance in the amount of \$125,000 is provided by the City.
- ◆ **Disability Insurance:** Long-term disability insurance is provided by the City.
- ◆ **Leave Benefits:** Generous vacation, sick leave, and administrative leave package with annual cash out provisions for unused time including:
  - ◇ 11 paid holidays.
  - ◇ 2 personal holidays.
  - ◇ 80 hours administrative leave (pro-rated in first year); eligible to cash out up to 40 hours annually.
  - ◇ Up to 80 hours vacation leave accrued (first year of service).
  - ◇ Employees accrue 3.69 hours per pay period of sick leave.
- ◆ **Pay for Performance:** Up to 5% pay for performance bonus option in conjunction with annual performance review. Eligible after one full year of service.



# The Compensation *continued*

- ◆ **Wellness Pay:** 2% of employee's base salary is provided to promote and support wellness.
- ◆ **Deferred Compensation Plan:** City contributes \$50 per month to a deferred compensation program; additional employee contribution option.
- ◆ **Work Schedule:** The HR Manager will work a 5/40 work schedule with a hybrid work schedule (onsite and telework) as an option.

Additional details may be found in the [\*\*Management and Professional Employees Association Memorandum of Understanding\*\*](#).





# To Apply

Interested candidates should apply immediately and ideally, prior to **Monday, December 11, 2023**, for optimal consideration. This recruitment may close at any time a highly qualified pool of applicants has been received. Interested candidates should submit a comprehensive resume and compelling cover letter to [apply@ralphandersen.com](mailto:apply@ralphandersen.com). Resumes will be reviewed and evaluated by Ralph Andersen & Associates as they are received and will receive first consideration. Only the most highly qualified candidates will be invited to interview with the City of Beverly Hills. It is anticipated that the new HR Manager will begin work with the City of Beverly Hills in January/February 2024 or at a mutually agreed upon date.

Confidential inquiries should be directed to Ms. Heather Renschler, Project Director or Ms. Serena Wright-Black, Co-Project Director, Ralph Andersen & Associates, at (916) 630-4900 or request an appointment to discuss further by contacting [scheduling@ralphandersen.com](mailto:scheduling@ralphandersen.com).

[www.beverlyhills.org](http://www.beverlyhills.org)



***The City of Beverly Hills is an Equal Opportunity Employer***