



CITY OF ANAHEIM

CALIFORNIA

invites your interest in the position of

DEPUTY HUMAN RESOURCES DIRECTOR



Recruitment Services Provided by
Ralph Andersen & Associates

The City of Anaheim seeks a Deputy Human Resources Director to assist in the overall management of the Human Resources Department. To be successful in this transparent, inclusive, and collaborative organization, ideal candidates will have extensive experience in various areas of Human Resources, including general administration, working with large employee groups, experience with public safety, and risk management. Successful candidates will also have strong interpersonal skills, excellent written and verbal communication skills, and emotional intelligence.

THE COMMUNITY

Located in Orange County, approximately 25 miles southwest of Downtown Los Angeles, the City of Anaheim (population 356,000) is one of the nation's premier municipalities and California's 10th most populous city. Anaheim is a modern, diverse city with a proud history dating back to its 1857 founding. Anaheim is known worldwide as the home of the Disneyland Resort, including Walt Disney's original Disneyland Park. Professional sports teams include the Angels Baseball team, and the Anaheim Ducks Hockey Team. Anaheim also boasts world-class meeting and entertainment venues including the Anaheim Convention Center—the largest on the West Coast, the Honda Center, City National Grove of Anaheim, and the Anaheim Garden Walk. The City supports a large number of diverse employers, including the Walt Disney Company, Kaiser Permanente, L-3 Communications, Northgate Gonzalez Markets, Extron Electronics, and a number of four-star hotels. Anaheim is 52 square miles and has many housing options, including picturesque Anaheim Hills, historic and established downtown, and West Anaheim neighborhoods. The City maintains 57 parks for family enjoyment and owns two beautiful golf courses that offer a complete range of clubhouse facilities and amenities, as well as biking and hiking trails. Over the years, Anaheim has been transformed from a small farming community to a major sports, entertainment, recreational, and industrial community. Boundless shopping, nightlife, and dining options add to the appeal of this world-class city. Anaheim's thriving visitor industry and business community help support the city's neighborhoods and make Anaheim a desirable city to live, visit, and raise a family.



THE CITY



Incorporated in 1876, Anaheim is a charter city operating under a Council Manager form of government. The City Council sets policy and represents residents and businesses at the local government level through District representation with six (6) district council members and a directly elected mayor serving the City, at-large. Anaheim is a full-service city supporting more than 356,000 residents, 23,000 businesses, and 30 million annual visitors. City operations represent a cutting-edge, award-winning agency with more than 2,950 employees and an adopted budget of \$2.0 billion dollars, with \$510 million dedicated to the general fund. City departments include four departments directly appointed by the City Council: City Administration (City Manager), City Attorney, City Clerk, and City Treasurer, as well as the departments of Housing and Community Development, Economic Development, Community Services, Convention, Sports & Entertainment, Finance, Fire & Rescue, Human Resources, Planning & Building, Police, Public Utilities, and Public Works.

HUMAN RESOURCES DEPARTMENT

The Human Resources Department has an operating budget of over \$18 million and a staff of 44 FTEs. The Department consists of six collaborative and cross-functional teams focused on: Human Resources Administration, Recruitment & Selection, Benefits/Wellness, Employee and Labor Relations, Organizational Development, and Risk Management. The Department oversees all aspects of the City's recruiting, benefits, risk management, organizational development, and employee and labor relations functions.

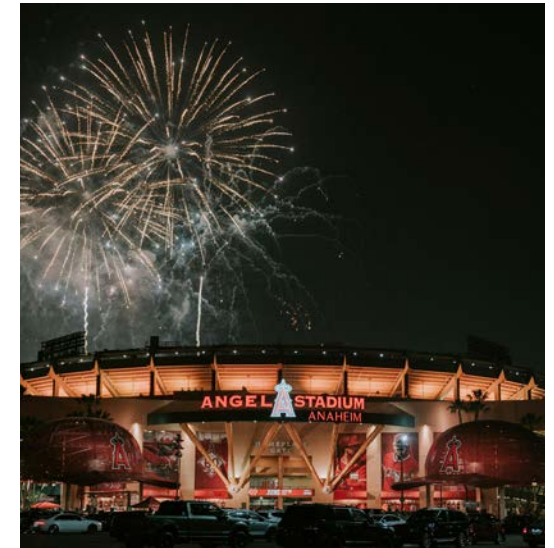
For additional information click on the link below:

- [HR Department Organizational Chart](#)

THE POSITION & IDEAL CANDIDATE

The Deputy Director of Human Resources is an at-will position that works under the general direction of the Director of Human Resources to plan, organize, direct, and review the activities and operations of the Human Resources Department. The top candidate for this position will be a confident, high-energy leader capable of operating with significant independence and initiative and possess strong political acumen. The ideal candidate will have the ability to contribute at the executive level; provide highly collaborative and ethical leadership; inspire and lead staff; and, be recognized by the organization as being strategic, passionate, and committed.

The successful candidate will possess an approachable and engaging communication style that welcomes input and interaction with the City's Department Directors as well as stakeholders and employees at all levels of the organization. This top caliber individual will be confident and experienced at moving various initiatives forward with the ability to strategize and refine as needed to achieve full implementation.

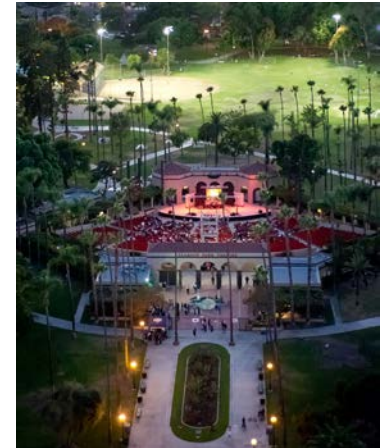


THE POSITION & IDEAL CANDIDATE CONTINUED

Critically important in this position is the ability to plan and direct the full range of human resource services including a strong knowledge of labor relations, in all facets of human resources, which is a key responsibility of the position. Additional understanding and expertise gained in a public agency environment managing and interpreting citywide programs, policies, and advising city departments on employee relation matters in a full-service organization, is also desired.

Key Functional areas include:

- Assume management responsibility for the administration and implementation of a variety of human resources programs and services. Develop and implement new policies, procedures, and programs, in order to improve human resources operations or to bring it into conformance with new regulations and laws.
- Manage and participate in the development and implementation of department goals, objectives, policies, and priorities; oversee division and special projects; recommend and implement changes to services, programs, policies, and procedures.
- Direct, plan and manage, through subordinate managers, activities and projects of work in the areas of employee benefits, risk management, workers' compensation, recruitment and selection, employee relations, labor relations, and organizational development and training.
- Develop, interpret, and assist with all personnel rules and regulations; develop City-wide policies and strategies; exercise sound judgment and brings recommendation on key issues for the organization.
- Confer with, recommend, advise, and elicit cooperation of supervisors and managers on human resources matters including the application of discipline, processing and resolution of grievances, evaluation of performance, and administration of Memoranda of Understanding.
- Represent Human Resources at various internal and external committee, ad-hoc, and city council meetings, as well as mediations, employee hearings, and may serve as chief negotiator of collective bargaining negotiations.
- Reimagine traditional governmental recruitment processes to reduce the time to hire and expedite filling vacancies.
- Strong understanding of federal and state laws; understand dynamics of PERS benefits.



EDUCATION AND EXPERIENCE

Eight (8) years of increasingly responsible human resource management experience including four (4) years of administrative and supervisory responsibility, plus a Bachelor's degree from an accredited college or university with major course work in human resources management, personnel administration, business administration, public administration, or a related field. An equivalent combination of experience and education sufficient to perform the essential job functions and provide the required knowledge and abilities is qualifying.

COMPENSATION AND BENEFITS

The salary range for the Deputy Director is \$141,736 to \$212,604. Scheduled COLAs: 5% in July 2024 and 5% in July 2025.

The City also offers an attractive benefits package that includes:

- **Retirement** – The City contracts with the California Public Employees' Retirement System (CalPERS) to provide retirement benefits. The benefit is 2.7% @55 for "Classic" members and 2% @62 for new members as defined by PEPRRA. Subject to employee contribution. Both the City and the employee contributes toward CalPERS retirement contributions. Retiree Health Savings Plans (RHS) – Employees will be enrolled in a Retiree Health Savings Plan; the City contributes 3% and an employee contributes 1%. This plan allows employees to save on a tax-free basis for medical premiums in retirement.
- **Health Plans** – The City offers three (3) HMO and two (2) PPO health plans. Vision coverage is included at no cost. Employees may waive medical coverage and receive a \$125/month opt-out credit when providing proof of coverage through another medical plan. Employees pay 1.45% towards the Medicare Plan.
- **Dental Plans** – The City offers employees two (2) dental insurance plans. HMO plan is at no cost to the employee.



COMPENSATION AND BENEFITS CONTINUED



- **Vacation** – Employees accrue vacation hours at the rate of four (4) to nine (9) hours per pay period, depending upon length of service. New employees to the City normally start at four (4) hours per pay period. Employees are eligible for vacation leave upon completion of 13 pay periods.
- **Holidays** – ten (10) paid holidays provided per year.
- **Sick Leave** – Employees accrue sick leave at the rate of three (3) hours per pay period, equal to 78 hours per year. In January, employees with an excess of 175 hours will have the option to cash out their excess sick leave or defer to their 457 (b) plan.
- **Additional Leave** – After January 1st of each calendar year, employees receive sixteen (16) hours of administrative leave (depending on date of hire) and one eight (8) hour floating holiday.

- **Other Insurance Benefits** – The City provides the opportunity to elect life insurance and accidental death and dismemberment (AD&D) insurance for employees and their eligible dependents. Short-term and long-term disability (STD and LTD) insurance coverage is provided at no cost to the employee.
- **Miscellaneous Benefits** –The City offers two flexible spending accounts, Health Care FSA and Dependent FSA, that reduce taxable income. The Deferred Compensation (457) Plan allows employees to save and invest money for retirement with tax benefits. Contributions can be made on a pre-tax and/or after-tax Roth basis to the 457(b) Plan offered by the City. REACH, is the City’s Employee Assistance Program, that is free of charge to employees and their immediate family members. Some departments offer employees the opportunity to work an alternate work schedule. The Employee Transportation Center offers a Rideshare/ Transportation Incentive Program to minimize travel time and costs. Access to a credit union provides City employees with a variety of products, services, and benefits.



TO APPLY

This is a confidential recruitment and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references will not be contacted until mutual interest has been established. Candidates are encouraged to apply immediately, with the recruitment closing on **Monday, March 4, 2024**. Candidates should submit a comprehensive résumé and a compelling cover letter immediately via email to: apply@ralphandersen.com. Confidential inquiries should be directed to Mr. Fred Wilson, Ralph Andersen & Associates at (916) 630-4900.



Anaheim is an Equal Opportunity Employer and values diversity at all levels of the organization.

www.anaheim.net