



# HUMAN RESOURCES DIRECTOR

APPLICATION FILING PERIOD: **OPEN UNTIL FILLED**

Please apply online through [www.calopps.org](http://www.calopps.org). You may also visit our city website: [www.cityofalhambra.org](http://www.cityofalhambra.org).

## **SALARY RANGE/BENEFITS: \$ 9,986 —\$ 13,086 per month**

Effective January 1, 2013, new members to CalPERS or an agency with CalPERS' reciprocity will be subject to the provisions of the Public Employees' Pension Reform Act of 2013 (PEPRA) and will receive 2% @ 62 benefit formula under which the employee pays 6.25% as a contribution to the PEPRA plan. Employees who are current members of CalPERS or an agency with CalPERS' reciprocity, or who have less than a six month break in service between employment in a CalPERS (or reciprocal) agency will be enrolled in the 2.7% @ 55 benefit formula under which the City pays 2% of the employee's contribution to the Public Employees Retirement System (PERS) and the employee pays 6% of the employee contribution to PERS. The City offers a Section 125 cafeteria benefit plan. The City does not participate in the Social Security System. City paid leave time (sick, vacation and holiday) available in accordance with City policies.

## **POSITION:**

Under general direction, plans, organizes and directs the activities of the Human Resources Department including recruitment, selection, classification, employer-employee relations, benefit administration, worker's compensation and liability program; training; serves as chief labor negotiator; supervises department staff; coordinates activities with other departments; does related work as required.

## **DUTIES:**

Ensures enforcement of and compliance with the City Personnel System; directs the recruitment program; directs the City's Employee Relations Program; acts as chief labor negotiator for the City in the meet and confers with department heads, supervisors, employee representatives, and the general public to discuss human resource opportunities, plans, programs or problems; administers the City's worker's compensation and liability programs, including but not limited to the acceptance or rejection and processing of all claims associated with settlement of claims shall require the approval of the City Manager, City Attorney and/or City Council; provides counsel to department heads and supervisors regarding the disciplinary and grievance process; selects, trains, supervises and evaluates staff; acts as custodian of City personnel records with all related duties and responsibilities; serves as primary staff to the Civil Service Commission; oversees the administration of hearings before the Civil Service Commission; oversees the administration of employee benefit programs; administers City-wide training and development programs; plans, organizes and directs the City's personnel program under the provisions of the City Charter, City Municipal Code, Memorandum of Understanding, Administrative Policies, Federal, State and local laws, case law and regulations to ensure compliance therewith; administers the City's classification and compensation programs; reviews reclassifications and salary adjustments; administers the City's Employee Assistance Plan; prepares and administers Human Resources Department budget and strategic plan; administers leaves of absence, disability accommodation and benefits, in accordance with applicable state and federal laws, City policy and labor agreements.

## **QUALIFICATION GUIDELINES:**

Education/Experience: A Bachelor's degree in public, human resource or business administration, industrial relations or a related field. A Master's degree is desirable; five (5) years of increasingly responsible public personnel administrative experience including significant labor negotiations experience.

Knowledge of: Principles, practices and procedures of public personnel administration and management; current federal, state and/or local legislation and judicial decisions pertaining to Equal Employment, Employer-Employee Relations, and federal regulatory programs.

Ability to: Plan, organize and direct a comprehensive and effective Human Resource system; ability to supervise, plan, assign and evaluate the work of assigned staff; ability to negotiate and administer labor relation agreements; ability to exercise independent judgment in the solution of Human Resource problems; ability to administer a comprehensive classification and compensation with the City Manager, elected officials, department supervisors, employees and the general public; ability to analyze technical and administrative personnel problems and make sound recommendations for their solutions.

## **SPECIAL REQUIREMENTS:**

Possession of a valid California Driver License, Class C.

## **SELECTION PROCESS:**

Applicants must complete an application online through [www.calopps.org](http://www.calopps.org) prior to the final filing date. Applications will be screened for qualifications, appropriate background and only the most qualified will be invited to participate in the examination process. Successful candidates must achieve a minimum passing score in each of the test components. Applicants will be notified by e-mail as to the test date, time and location. **The examination process will include an oral interview weighted at 100%.**

Candidates will be required to pass a City administered pre-employment physical and may be required to pass a thorough background investigation and polygraph examination as a part of the selection process. Candidates who do not pass will be disqualified and removed from the eligibility list.

**ACCOMMODATION:**

Applicants with legal disabilities who require special testing arrangements must contact the Human Resources Department *at least five (5) business days* prior to the examination date.

THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT AND ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.