

# CITY OF FONTANA

INVITES YOUR INTEREST FOR THE POSITION OF  
DIRECTOR OF HUMAN RESOURCES (HR)  
& RISK MANAGEMENT



**FONTANA**  
CALIFORNIA



## ABOUT OUR CITY

Nestled against the San Bernardino Mountains, Fontana is a modern city that offers its residents and visitors a wealth of community activities, combined with a thriving local economy and central and easy access to major business centers. Industrial and trucking-based industries continue to prosper in Fontana, due to the City's location at the crossroads of major trade routes (Interstates 10, 15, and 210) and the presence of the Union Pacific Railroad. The City is also home to many large retailers and small businesses. The Fontana Metrolink station provides a low-stress commuting option for residents working in the Los Angeles metropolitan area.

Today, more than 212,000 people call the City of Fontana home. Fontana's low crime rate, affordable housing, diversity, and below average unemployment rate has made the city one of the fastest growing in California and a trendsetter in San Bernardino County. Despite the city's rapid growth, Fontana still maintains a hometown atmosphere.

Fontana is a very dynamic City that has roots in the steel industry and is comprised of a unique blend of both residential and industrial uses. It is a general-law city that is governed by a five member City Council, including the Mayor, under the Council-Manager form of government. The City Manager is responsible for carrying out policies and ordinances that are adopted by the City Council, overseeing the day-to-day operations of the government, and appointing department heads. The City of Fontana is organized into three major units that are led by two Deputy City Managers and the Chief of Police. The Administrative Services Organization includes the Office of the City Clerk, the Community Services Department, the Information Technology (IT) Department, the Management Services Department, and Housing & Economic Development. The Development Services Organization includes the Community Development Department, the Engineering Department, and the Public Works Department. The Human Resources Department reports directly to the City Manager.

The City of Fontana provides first-class services to the community such as police protection; the construction and maintenance of highways, streets, and other infrastructure; waste water and sanitation services; and recreational services and cultural events. The City's overall budget for FY 2018-19 is approximately \$228 million.

Fontana was named one of the Nation's 100 Best Communities for Young People by America's Promise Alliance and ING in 2008 and again in 2010. In 2014, Fontana was named in the Top 20 Safest Cities in the Nation by Business Insider and in 2017 Fontana was named the second strongest City financially by the Fiscal Times as well as one of the Top Work Places in the Inland Empire by the Inland News Group.

## HR DEPARTMENT

The Fontana Human Resources Department strives to provide quality services to attract, develop, motivate, and retain quality employees in a diverse workforce and within a supportive work environment. Some of the Department's responsibilities include, but are not limited to:

- Recruitment and retention of quality employees
- Maintenance of a fair and equitable classification and compensation system
- Development and implementation of a relevant City-wide training program
- Oversight and adjudication of employee complaints and grievances
- Administration of a comprehensive employee benefit program, which includes the negotiation of various benefit components
- Implementation of an employee morale program
- Ensuring employee safety
- Prompt and fair delivery of workers compensation benefits
- Risk assessment and cost-effective risk transfer when appropriate
- Litigation management
- Fair and fiscally responsible analysis of third-party claims



The City has approximately 590 full-time and 500 part time-employees that are represented by six labor groups. In addition, the Human Resources Department manages retiree benefits for approximately 225 former employees. During FY 2017-18, the Department processed over 5,600 employment applications for both full and part time opportunities.

The Director of Human Resources & Risk Management is an at-will position and will be a key member of the Executive Team. The incumbent will report directly to the City Manager and will be responsible for managing an annual budget of over \$9.6 million. The Department itself is comprised of nine (9) full-time positions, including Human Resources Analysts, Technicians, and Clerks.

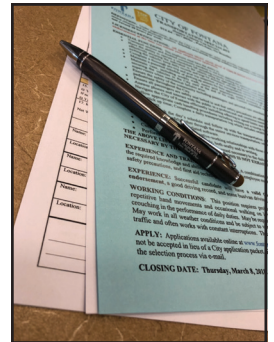


# DIRECTOR OF HUMAN RESOURCES (HR) & RISK MANAGEMENT

## HR DIRECTOR POSITION

The Director of Human Resources & Risk Management is responsible for planning, organizing, managing, directing, and coordinating the activities of human resources for all City departments, including providing highly complex staff assistance. Below is a list of essential functions of the position; however, it is not exhaustive and may be supplemented as deemed necessary by the City:

- Administration of a comprehensive human resources program.
- Direct and participate in the administration of the city-wide classification and compensation plan.
- Oversee the recruitment and selection process.
- Manage the benefits and retirement programs.
- Oversee all risk management functions including Workers' Compensation, Liability, and Safety.
- Serve as the Chief Negotiator when dealing in Employee Labor Relations.
- Advise and assist employees and Department Heads in a variety of personnel matters including the interpretation of policies and the processing of employee grievances.
- Direct and participate in the development of the Department's work plan, activities and projects.
- Supervise the administration and development of the Department's budget.
- Review and analyze current legislation, court cases and related human resources information.
- Select, supervise, train, and evaluate assigned staff.
- Communicate clearly and concisely, both orally and in writing.



## THE IDEAL CANDIDATE

The City of Fontana is seeking an energetic, motivated self-starter with unquestionable professional integrity and honesty traits. As the leader of the Human Resources Department, the incumbent must have strong leadership and management skills, be able to work well with others, and deal constructively with conflict. This person will be responsible for creating and implementing the short and long term strategic goals of the Department, as well as the City as a whole. The Director of Human Resources & Risk Management must be a facilitator, able to fully understand the needs and goals of each individual Department while maintaining legal and ethical standards and best practices. The ideal candidate must be able to embrace and promote change, as they will be instrumental when leading the City towards emerging trends in Human Resources while maintaining the City's family-like atmosphere. They should also be persistent, motivated, an effective communicator, organized, and able to mentor staff.

The ideal candidate must be a strategic thinker with extensive knowledge of modern public sector human resources and risk management practices and technologies. They must have the ability to employ different leadership approaches and work styles with various employees, with the ability to recognize an individual's strengths and weaknesses and determine how to maximize their contributions to the overall success of the Department. The incumbent must be a problem solver, as they will be relied upon to lead and sustain an exceptional human resources team that will enable the City to continue to provide superior services to other departments as well as to the general public.

The incumbent must have knowledge of principles and practices of public human resources administration, including methods and techniques used in labor relations, recruitment and selection, classification, salary and benefits administration, training, safety, risk management, and budget preparation and administration. Knowledge of principles and practices of employee relations program administration is required. In addition, qualified candidates must have knowledge of pertinent Federal, State, and local laws, codes, and regulations. Candidates that possess a combination of experience and training that would provide the required knowledge and abilities is qualifying.

**Experience and Training:** Five (5) years of increasingly responsible experience in all phases of human resources and risk management, including a minimum of two (2) years of supervisory responsibility. Education equivalent to a Bachelor's degree from an accredited college or university with major coursework in public or business administration, industrial relations, psychology or a related field. Experience administering a Workers' Compensation and liability program, as well as negotiating all aspects of a benefits program and working directly with labor associations and unions are highly desirable.



## COMPENSATION & BENEFITS

Salary will be determined by the candidate's qualifications, including applicable experience and education. The current annual salary is \$171,225. Annual salary is supplemented by a generous benefits package, including:

- **Cell Phone Allowance:** \$1,020/year
- **Auto Allowance:** \$7,200/year
- **Longevity Pay:** Payable after 10 years of service
- **Personal Leave Accrual (Vacation & Sick Leave):** 224-312 hours/year depending on years of service
- **Administrative Leave:** 80 hours/year
- **Holidays:** 11 City-observed holidays, and an additional 3 Floating Holidays
- **Work Schedule:** 4/10 work week (Monday – Thursday)
- **Retirement:** Enrollment in the California Public Employees Retirement System (CalPERS): 2.0% @ 55 formula for Classic CalPERS members with a 7% employee contribution, or 2.0% @ 62 formula for New CalPERS members with a 5.75% employee contribution (Member contribution subject to change).
- **Health Insurance (Medical, Dental, & Vision Insurance):** Up to \$2,105/month towards the purchase of medical, dental, vision, group life, and short and long term disability insurance.
- **Fringe Benefits:** All fringe benefits which are proportionate to those provided to Management/Confidential Unit employees.

## APPLICATION PROCESS

Interested candidates should submit a City application no later than **Thursday, October 25, 2018 at 5:00 PM**, online at [www.fontana.org/jobs](http://www.fontana.org/jobs) or in person to the Human Resources Department located at 8491 Sierra Avenue, Suite B, Fontana, CA 92335. Applications must be filled out completely and clearly to show that the minimum qualifications are met. Resumes may be submitted, but cannot be accepted in lieu of an official application. Emailed or facsimiled applications will not be accepted. Applications received after the closing date and time, regardless of postmark date, will not be considered. Incomplete or illegible application packets may result in disqualification.

Following a review of each application submitted, the most qualified applicants will be invited to move forward in the recruitment process for this position, which may include a written exercise and multiple interviews. Interviews are tentatively scheduled for November 2018, with an anticipated start date in January 2019. The successful candidate will be required to pass a comprehensive background investigation conducted by the Fontana Police Department, which includes reference checks, fingerprinting, and a pre-employment physical.

If you have any questions, please do not hesitate to contact the Human Resources Department at (909) 350-7650 or via email at [humanresources@fontana.org](mailto:humanresources@fontana.org).



**TOP  
WORK  
PLACES  
2017**





# CITY OF FONTANA

## **DIRECTOR OF HUMAN RESOURCES & RISK MANAGEMENT** **Supplemental Questionnaire**

### **INSTRUCTIONS:**

The intent of this exercise is to assess your knowledge and direct experience in the areas indicated below as well as your ability to express yourself clearly and concisely. Please answer the following supplemental questions in a separate document and submit them along with your application packet and resume. Please keep your answers to each question to less than one (1) page and include your name (Last, First) in the left header of the document.

1. Please describe your experience as it relates to labor relations and working with multiple bargaining units and various levels of employee organization (i.e. unions, employee associations, and non-represented).
2. Please share your experience administering Risk Management & Liability Programs and any steps you have taken to mitigate potential legal issues for your organization.
3. Please describe your experience in working with Police Department personnel as it relates to recruitment, retention, and discipline.

# ABOUT OUR CITY

The City of Fontana is located in Southern California, in the U.S.A. We sit at the intersection of two major freeways. Metrolink rail service to the greater Los Angeles area runs through the center of town, and we are only 10 minutes away from Ontario International Airport.

A general law city – Fontana operates under a Council-Manager form of government and is located within a one hour drive of the beaches, desert or mountains. Several major shopping centers are conveniently located nearby.

The City of Fontana was incorporated in 1952 and the present population is estimated at 201,812 (Source: U.S. Census Bureau). The City's incorporated area is 42.4 square miles, with a sphere of influence of 10 additional square miles.

The City provides a full range of services for its citizens. These services include police, paramedic, recreation and parks, planning and development, street improvements and lighting and general administration. In addition, the City's Housing and Business Development Department has numerous programs for residential and commercial rehabilitation loans and economic development programs.

**SELECTION PROCESS:** Following a review of applications submitted, qualified applicants will be notified of date, time and place of examination. Written, oral, performance and physical exams may be given (no veterans preference given). Names of successful candidates will be placed on an eligibility list from which selection will be made.

All candidates will be required to provide identification before being admitted to written, interview or performance examinations. Please bring to the examination: A valid driver's license or another form of valid identification which has your photograph and signature (school or business I.D. card, building pass, professional license, valid passport, etc.).

**SELECTION PROCEDURE:** Admission to competitive examination may be limited to those applications showing the best combination of qualifications in relation to the requirements and duties of the position.

**The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice.**

Applications must be filled out completely and clearly to show that the minimum qualifications are met. Resumes may be submitted, but cannot be accepted in lieu of an official application.

**APPOINTMENT:** All employment offers are conditional based upon the successful completion of a medical examination (including a drug screening), fingerprinting, reference and background checks. All new employees are required to take a loyalty oath. All statements made on applications are subject to investigation and verification. False statements will be cause for disqualification, removal from the Eligibility List, or discharge from employment.

We encourage everyone to file an application with us and we do not discriminate against any applicant on the basis of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, sex, age, sexual orientation, pregnancy, marital status or veteran status. Reasonable accommodations, including auxiliary aides for disabilities are available upon request.

**THE CITY RESERVES THE RIGHT TO RATE CANDIDATES BASED ON A REVIEW OF THE APPLICATION MATERIALS AND TO INVITE ONLY THE MOST QUALIFIED CANDIDATES TO PARTICIPATE IN SUCCESSIVE PARTS OF THE SELECTION PROCESS.**

**AN EQUAL OPPORTUNITY EMPLOYER**

8491 SIERRA AVE, SUITE B • FONTANA, CALIFORNIA 92335 • (909) 350-7650



# CITY OF FONTANA

Human Resources Department  
“A City of Action”

## EMPLOYMENT APPLICATION FORM INSTRUCTIONS

Before completing the application, please read the minimum qualifications for the job in which you are interested. **You cannot be considered for the position unless you meet these requirements.** Incomplete or illegible application packets may result in disqualification.

The on-line application form is available as an Adobe Acrobat PDF form. You may fill in the form(s) online (use the tab key to advance from field to field), print it out, sign it and send by regular mail or hand deliver to the City of Fontana, Human Resources Department. Application forms must have an original signature and date to be considered.

Positions may have a different set of requirements; therefore, you need to use the packet for the position in which you are interested.

### AMERICANS WITH DISABILITIES ACT (ADA)

Reasonable accommodations for disabilities are available upon request, call (909) 350-7650.



# CITY OF FONTANA

## Human Resources Department Employment Application

8491 Sierra Avenue, Suite B, Fontana, CA 92335  
(909) 350-7650 [www.Fontana.org](http://www.Fontana.org)

### Human Resources Department Use Only

Accepted ☐

Rejected ☐

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Position Applied For:

**PERSONAL INFORMATION - Note:** Before completing this form, please read the Minimum Qualifications for the job in which you are interested. You cannot be considered for the position unless you meet these requirements. Incomplete applications may result in disqualification.

1. Name (Last, First, Middle)		2. Driver's License (Number, State & Class)	
3. Mailing Address		4. Primary Telephone Number	5. Alternate Telephone Number
(City, State, Zip)		6. E-mail Address	
7. Have you ever been employed by the City of Fontana? If the answer is "yes", please give title and dates of employment in section 13.	Yes <input type="checkbox"/> No <input type="checkbox"/>	8. Do you understand that after an offer of employment has been made and prior to commencement of employment, you may be required to take a medical examination, which includes drug screening, and participate in a background investigation, and that the offer of employment may be withdrawn based upon the results of these examinations?	Yes <input type="checkbox"/> No <input type="checkbox"/>
9. Do you fluently speak, read, or write a language other than English? If "yes" list in section 13.	Yes <input type="checkbox"/> No <input type="checkbox"/>	10. Are you 18 years of age or older?	Yes <input type="checkbox"/> No <input type="checkbox"/>
11. Do you have any relatives employed by the City? If the answer to the above question is "yes", please give name, relationship, and department in section 13.	Yes <input type="checkbox"/> No <input type="checkbox"/>	12. Have you ever been a member of Cal PERS? If the answer is "yes", please state the name of agency and dates of service in section 13.	Yes <input type="checkbox"/> No <input type="checkbox"/>
13. Use this space to explain any of the above questions. Attach additional 8½" x 11" sheets if needed.			
<div></div>			
<div></div>			

### EDUCATION & SKILLS - Applicants may be required to furnish proof of academic training by transcript, diploma, or G.E.D.

15. Did you graduate from a U.S. high school? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Still Attending If no, do you possess a G.E.D. or equivalent? <input type="checkbox"/> Yes <input type="checkbox"/> No	16. What computer equipment and software can you operate? _____
17. KEYBOARD/TYPING SKILLS Net Words Per Minute _____	18. What mechanical equipment do you operate? _____

COLLEGES/TECHNICAL OR BUSINESS SCHOOLS ATTENDED	MAJOR FIELD OF STUDY	Completed Number of		CERTIFICATION OR DEGREE AND DATE RECEIVED
		Semester Units	Quarter Units	
Name: _____	_____			Certificate or Degree: _____
Location: _____				Date Received: _____
Name: _____	_____			Certificate or Degree: _____
Location: _____				Date Received: _____
Name: _____	_____			Certificate or Degree: _____
Location: _____				Date Received: _____

List Any Job Related Professional Licenses (s), Registration (s), and/or Certificate (s) and date received:

\_\_\_\_\_

\_\_\_\_\_



**EMPLOYMENT** - Please account for all employment within the last ten years, beginning with your current or most recent employer. In addition, please indicate any other experience which you feel is relevant to the position for which you are applying (military, volunteer or other experience gained over ten years ago, etc.). Attach an additional sheet if extra space is needed. The City reserves the right to rate candidates based on a review of the application materials, and to invite only the most qualified applicants to participate in subsequent parts of the selection process.

**NOTE: All sections of this application must be completed.**

**Applications will be rejected if “SEE RESUME” is written on any portion of this section.**

Employer: _____ Address: _____ _____ Phone No.: _____ From: _____ To: _____ Weekly Hours: _____	Official Payroll Title of Your Job: _____ Supervisor: _____ Describe your Duties: _____ _____ _____ _____ Reason for Leaving: _____
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Employer: _____ Address: _____ _____ Phone No.: _____ From: _____ To: _____ Weekly Hours: _____	Official Payroll Title of Your Job: _____ Supervisor: _____ Describe your Duties: _____ _____ _____ _____ Reason for Leaving: _____
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Employer: _____ Address: _____ _____ Phone No.: _____ From: _____ To: _____ Weekly Hours: _____	Official Payroll Title of Your Job: _____ Supervisor: _____ Describe your Duties: _____ _____ _____ _____ Reason for Leaving: _____
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If we contact your <b>present</b> employer, will such action jeopardize your position?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Have you ever been discharged by an employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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**REFERENCES** - Please list two Professional references (not relatives) who are qualified to evaluate your qualifications.

<b>Name</b> _____ <b>Occupation</b> _____ <b>Telephone</b> _____ Home <input type="checkbox"/> Work <input type="checkbox"/>	<b>Name</b> _____ <b>Occupation</b> _____ <b>Telephone</b> _____ Home <input type="checkbox"/> Work <input type="checkbox"/>
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I certify that all statements on this form and on any attachments are true and complete to the best of my knowledge and belief. I understand that any falsification of the information on this form and attachments may result in my disqualification from further consideration for employment or if I am employed, may be considered grounds for immediate dismissal.	
_____ <b>Signature of Applicant</b>	_____ <b>Date</b>

**THE CITY OF FONTANA IS AN EQUAL OPPORTUNITY EMPLOYER**

We encourage everyone to file an application with us and we do not discriminate against any applicant on the basis of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, sex, age, sexual orientation, pregnancy, marital status or veteran status. Reasonable accommodations for disabilities are available upon request.



Name \_\_\_\_\_

Name of Educational Institution, Branch of Military or Technical School Attended	Course Title	Units/Certificate Received (if applicable)



# CITY OF FONTANA

## STATISTICAL SURVEY

The following information is collected for statistical purposes only. It will be removed from the application and filed separately.

**Attach this form to the end of the application packet**

<b>Name:</b>	<b>Position Applied For:</b>
<b>Sex (Optional):</b> Female                      Male	<b>Date of Birth (Optional):</b>
<b>Ethnicity (Optional, check one):</b>  <b>White (Not Hispanic or Latino):</b> A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.  <b>Black or African American (Not Hispanic or Latino):</b> A person having origins in any of the black racial groups of Africa.  <b>Hispanic or Latino:</b> A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.  <b>Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino):</b> A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.  <b>Asian (Not Hispanic or Latino):</b> A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.  <b>American Indian or Alaskan Native:</b> A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.	<b>How did you hear about this vacancy?</b>  Publication? (please specify): _____  Referred by a City Employee  Visit to Human Resources Office  TV, Channel 3, KFON  Fontana.org (City's website)  "Notify Me" Email  Job Information Line  Indeed.com  Facebook.com  Twitter.com  Monster.com  Other: _____  <p style="text-align: center;"><b><u>POLICE POSITIONS ONLY</u></b></p> Referred By: _____ Position Held: _____ Signature of Referee: _____ <b>(Required)</b>