

DIRECTOR OF HUMAN RESOURCES & RISK MANAGEMENT

City of Lynwood, CA





THE CITY

Lynwood is a small, progressive city located approximately 13 miles south of downtown Los Angeles. The 70,000 people who call Lynwood home enjoy mild weather year-round, quaint neighborhoods, and easy access to shopping, dining and daily services.

THE CITY GOVERNMENT

The City of Lynwood is a general law city pursuant to California law and operates under the Council-Manager form of government. Five City Council Members are elected at large to four-year, staggered terms. The Mayor and Mayor Pro Tem are selected by their peers for one-year terms. Other elected officials include the City Clerk and City Treasurer. While most of the municipal operations and services are encompassed within the City, Lynwood contracts with the County for public safety services through the Los Angeles County Sheriff and Fire Departments. The County also operates the popular Lynwood Library located within the Civic Center. In addition, City Attorney services are provided contractually by a private firm specializing in local government. The City Council is supported by the four Commissions and Boards: Community Development Block Grant Advisory Board, Public Safety/Traffic & Parking Commission, Personnel Board, and Planning Commission.

City Departments include:

- City Manager's Office
- City Attorney
- City Clerk
- City Treasurer
- Development Compliance & Enforcement
- Finance & Administration
- Human Resources
- Public Works
- Recreation & Community Services
- Technology & Media Support Services

Lynwood's FY 2017-2018 budget totals \$105.9 million (including CIP). The City has a work-force of 270 and employees are represented by two associations/bargaining groups, the Lynwood Employees' Association (LEA), and the Lynwood Employees Management Group (LEMG).

For more information, visit <http://lynwood.ca.us>.

THE DEPARTMENT

The Department of Human Resources & Risk Management provides strategic, administrative and operational service to help achieve the City's overall success, and to ensure the organization is compliant with Federal, State and local laws and regulations. The Department provides full-range hire-thru-retire services, with a dedicated focus on recruiting, hiring, training and retaining high quality personnel. It is composed of two divisions:

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Human Resources - In addition to supporting and coordinating the activities of the Personnel Commission, the Human Resources Division facilitates the following organizational functions and employee transactions:

- Employee Benefits
- Employee Benefits Administration
- Employee and Labor Relations
- Employee Training & Development
- Classification and Compensation
- Discipline and Grievances
- Leave Program
- Memoranda of Understanding Administration
- Performance Evaluations
- Policies & Resolutions
- Recruitment & Selection
- Job Descriptions and Salary Schedules
- Open Recruitments (Full-Time and Temporary/Part-Time)
- Promotional Recruitments
- Federal and State employment law compliance
- Other functions related to Human Resources Administration

Risk Management - The Risk Management Division identifies and minimizes exposures that could result in financial loss to the City. In addition to processing all workers' compensation and general liability claims, the Division is responsible for the administration of comprehensive loss prevention programs that incorporate current practices and philosophies that are most effective in preventing injuries, vehicular collisions, liabilities, and damage to equipment and materials.

For additional information about the Department's activities, visit <http://lynwood.ca.us/human-resources/>.

THE POSITION

The Director of Human Resources & Risk Management plans, organizes, directs and coordinates a comprehensive personnel, human resources, and risk management program which encompasses: classification and compensation, recruitment and selection, labor relations and negotiations, equal employment opportunity, fair employment, affirmative action, risk management, risk reduction, liability claims, litigation management, workers' compensation, grievances, retirement programs, and employee training. In addition, the Director prepares the personnel budget; maintains budgetary controls; directs the maintenance of personnel records for City employees; supervises and trains department employees; and maintains effective public relations with public officials, administrators, department heads, employees, and the general public. This person also prepares information for and participates in the negotiations with employee organizations on wages, hours and working conditions; serves on the management team in the City negotiating process. This is an At-Will position.

THE IDEAL CANDIDATE

The ideal candidate will be an experienced human resources professional, skilled administrator, and accomplished manager of people. This person will be a strong business partner who works closely with the City Manager and Department Heads to create and maintain a culture dedicated to best practices and professionalism. This successful candidate will be a self-starter who thrives in a fast-paced, team-oriented environment. He/She will also be a good writer, highly organized, open-minded, and flexible.

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Education and Experience:

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to qualify is graduation from an accredited university with a Bachelor's degree in Public or Business Administration, Human Resources Management, Organization or Industrial Relations, or related field; 5 years executive level experience in the public sector; and at least 3 years supervisory experience. Master's Degree in a related field is preferred and may be substituted for one year of the required experience. Experience in a union environment handling employee/employer relations, labor negotiations, grievances and related issues is highly desirable.

Licenses, Certificates & Special Requirements:

- Possession of an appropriate California driver's license issued by the State Department of Motor Vehicles.
- Bilingual communications skills (English/Spanish) will be advantageous but are not required.

COMPENSATION & BENEFITS

The salary for the Director of Human Resources & Risk Management is \$120,000 to \$150,000, DOQ. In addition, the City of Lynwood offers the following benefits:

- Retirement - CalPERS 2% @ 62 benefit formula for new employees; 3% @ 60 benefit formula for current members of CalPERS (or reciprocal agency) and individuals who have less than a six month break in service.
- All employees are required to pay the 8% Employee Paid Member Contribution (EPMC).
- Medical Insurance – The City contributes up to \$1,128.40 per month towards any medical plan selected by the employee and his/her eligible dependents.
- Dental/Vision Insurance – The City will contribute up to 80% of the family premium for dental and vision insurance. Life Insurance – Life, AD & D covered at 100% by the City.
- Deferred Compensation - The City offers a choice of two deferred compensation providers.
- Vacation - Accrued at two weeks each year with increases based on years of service
- Sick Leave - 96 hours annually
- Management Leave - 90 hours annually
- Holidays - 11 paid holidays and 4 days floating holidays annually
- 4/10 Work Schedule
- Additional Benefits may include: Longevity Pay, Education Incentive, Bilingual Pay, an Employee Assistance Program, and opportunities for Citywide Training and a flexible schedule.

HOW TO APPLY

Please **apply on-line** by **December 4, 2017**, at www.alliancerc.com. For questions and inquiries, please contact:

Cindy Krebs

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