

EXECUTIVE DIRECTOR, CIVIL SERVICE

City of Long Beach, CA





THE COMMUNITY

Ideally located on the Pacific coast just south of Los Angeles and adjacent to Orange County, the City of Long Beach, California (population 485,000) is at once a Southern California seaside resort, an urban metropolis with a diverse economy, and a tapestry of small neighborhoods whose international cultures are woven into a tightly knit yet diverse community.

Long Beach enjoys a quintessential Southern California climate that makes its abundance of cultural and recreational options appealing throughout the year. It boasts six miles of beaches and numerous beautiful parks and open spaces, as well as The Long Beach Convention Center, Aquarium of the Pacific, Queen Mary, and the annual IndyCar Acura Grand Prix of Long Beach. Along with a variety of other attractions that include two historic ranchos, three marinas, and five golf courses, the City's many offerings help to draw 5.5 million visitors every year.

The community's economy is further supported by a wide variety of industries including education, health and social services, manufacturing, retail trade, and professional services, among others. The City is a hotbed for startup activity, education and ingenuity. Also located within the City are Long Beach City College and California State University, Long Beach, which has repeatedly been named a "Best Value College" in the nation by Kiplinger. Serving the K-12 student population, the Long Beach Unified School District consistently attracts international recognition for increasing student achievement and public education best practices and consistently ranks among the Top 10 urban school districts in the country in a variety of reports and rating systems.

Committed to using technology to help deliver the best possible services, Long Beach has been named among the Top 10 "Digital Cities" in America for seven consecutive years. The seventh largest city in California and one of the most diverse in the country, Long Beach offers its residents and visitors all the amenities of a large metropolis while maintaining a strong sense of community and cohesiveness throughout a wide variety of unique and desirable neighborhoods. Long Beach is known for being bike-friendly and has been ranked the 10th most walkable city in the nation in both 2016 and 2017.

For more information about the City of Long Beach, please visit their website at www.longbeach.gov.

THE CIVIL SERVICE COMMISSION

The Civil Service Commission is a charter-mandated commission and consists of five members of the community, appointed by the Mayor and confirmed by the City Council. The powers and duties of the Civil Service Commission are:

- Adopts and amends Civil Service Rules and Regulations, subject to the approval of the City Council;
- Makes independent investigations concerning the enforcement of the responsibilities as listed in the City's Charter and the rules adopted;

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- Provides for the examination and certification for employment in the classified service;
- Creates classifications of employees in the classified service, subject to the power of the City Council to establish positions of employment;
- Maintains eligible lists for classified positions as needed;
- Appoints an Executive Director to carry out the responsibilities listed in the City's Charter and the policies of the Commission;
- Adjudicates appeals, subpoenas and requires the attendance of witnesses and the production of any documents pertinent to any Commission investigation or appeal, and administers oaths to such witnesses;
- Enforces and remedies violation of Commission rules; and
- Makes final decisions in any matter properly brought before it, in the absence of action to the contrary by the City Council.

The Civil Service Commission determines whether those seeking to work for the City of Long Beach are qualified to do the job for which they are applying. This is done through an application and selection process in which applicants are asked to describe their qualifications and are tested to determine if they possess the required knowledge, skills and abilities for that particular job.

Each year, the Civil Service Department accepts thousands of applications for City of Long Beach jobs and administers various examinations for different jobs, such as written and performance exams, and appraisal interviews and training and experience evaluations. At the end of each testing process, a list of eligible candidates is created and City departments hire people for jobs from these eligible lists. In addition, the Civil Service Department serves as the support staff for the Civil Service Commission.

Mission Statement

The Long Beach Civil Service Commission is committed to providing technical, operational, and strategic support on a wide range of employment concerns to ensure a diverse, high quality classified workforce for the City of Long Beach.

It does this by:

- Providing a robust employee selection system in accordance with Civil Service Rules and Regulations, which is designed to meet the needs of the organization.
- Listening to the needs of the customers and the operating departments and responding accordingly.
- Keeping abreast of best practices and trends related to merit-based employment principles and guidelines.

The Civil Service Commission meets on the 1st and 3rd Wednesday of each month. Currently, the Civil Service Department has 18 full and part-time employees.

THE EXECUTIVE DIRECTOR

The Executive Director reports directly to and serves at the pleasure of the Civil Service Commission; is the department head for the Civil Service Commission Department; and acts on behalf of the Commission in overseeing the operation of the merit system and carrying out the civil service and merit system provisions of the Charter.

Under general administrative direction, the Executive Director acts as executive officer of the Civil Service Commission department and secretary to the Civil Service Commission. He/She manages and conducts the general administrative activities of the Commission, represents the Civil Service Commission before other boards and commissions and acts as liaison to the Human Resources Department, City Manager's Office and other City departments.



In addition to thinking in creative and innovative ways in order to address current and ongoing needs and issues with limited resources, some of the top priorities of the Executive Director are:

- **Collaboration** – Continue to meet the needs of the City departments within Charter requirements. Continue to work with the Human Resources Department to address current and ongoing issues. Bring people together and resolve conflicts at all levels. Continue to rethink the recruitment process with constituents in order to get more qualified candidates and more diverse candidates as well as attract a new generation of applicants. Educate and train departments and City employees on City employment rules and policies.
- **Recruitment** – Address the challenge of balancing the large number of job classifications with the testing process, given current staffing levels. Seek and develop ways to attract a new generation of workers. Educate and market the positions so that the applicants are excited about working for the City and committed to progressing on a long-term career trajectory. Continue to work on reducing the time from submittal of position requisition to approval of eligible list. Continue to embrace the diversity and the culture of Long Beach in the workplace. Maintain independence as a Chartered commission and independent department so that merit-based employment principles are upheld and maintained.
- **Staffing** - Provide the staffing level required to address the demands of the current and future Civil Service workload. Recruit well qualified Civil Service staff who will work as a team. Provide leadership and staff development to ensure efficient and effective delivery of services. Educate and train departments and City employees on City employment rules and policies.
- **Technology** - Help others to accept the new technological culture of recruitment and examinations. Find resources to address future technology needs and innovations.

THE IDEAL CANDIDATE

The ideal candidate will be a seasoned human resources professional with a background in civil service. This person will have significant experience in public sector recruitment procedures and exam development. He/She will also be familiar with public sector disciplinary processes.

The selected candidate will understand the value of diversity, be unbiased and open to new ideas. He/She will be a collaborative, innovative strategic builder and be able to build consensus. He/She will be a personable, engaging and relatable manager who empowers, motivates and mentors employees. This person will lead by example, think outside the box and will inspire others to perform at a higher level where creativity is welcomed.

The ideal candidate will have outstanding communication and listening skills and be fully engaged and visible within the local community as a representative of the Civil Service. This person will be comfortable building key external relationships aligned with the purpose of the Civil Service Commission to help engage and

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recruit a new generation of workers. Lastly, the Civil Service seeks a candidate with the highest level of integrity who is efficient and can bring constituents together.

Education, Certifications and Experience

The ideal candidate will have:

- Possession of a bachelor's degree from an accredited college or university (a master's degree is preferred) in a related field; AND,
Ten (10) years of verifiable increasingly responsible experience in: management or administration in personnel, labor, employment and/or human resources administration.
- Some years of experience in the public sector in a jurisdiction under a civil service system.
- A solid understanding of the legislative process, by-laws and public meeting laws; and labor negotiations/labor relations experience. Union meet and confer experience also desired.

Candidates from comparable sized organizations from the public and private sector are encouraged to apply.

COMPENSATION

The salary range for this position is \$160,000 to \$190,000 with placement dependent on the candidate's qualifications. The City's compensation package also encompasses an attractive benefits package that includes:

- **Retirement** – City offers CalPERS with a benefit of 2.5% @ 55 for Classic members or 2% at 62 for new members as defined by PEPRA, subject to the limitations set by PERS. Employee pays the employee portion. The City also participates in Social Security.
- **Vacation** – Twelve (12) days after one year of service; 15 days after 4.5 years of service; 20 days after 19.5 years of service.
- **Executive Leave** – Forty (40) hours per year.
- **Sick Leave** – One day earned per month; unlimited accumulation; conversion upon retirement to cash credit toward health and/or dental insurance premiums, or to pension credits.
- **Holidays** – Nine designated holidays per year, plus four personal holidays to be used at the employee's discretion.
- **Transportation Allowance**
- **Health and Dental Insurance** – The City offers an HMO and PPO option for health and dental insurance coverage. The City pays major portion of the premium for employee and dependents depending on the health/dental plan selected.
- **Life Insurance** – City-paid term life insurance policy equal to three times annual salary to a maximum of \$500,000.
- **Disability** – City-paid short-term and long-term disability insurance.
- **Flexible Spending Account** – Optional election for employees to reduce taxable income for payment of allowable childcare or medical expenses.
- **Management Physical** – Annual City-paid physical examination.
- **Deferred Compensation 457(b) Plan** – Optional for employee contribution to a supplementary retirement savings program available through ICMA Retirement Corporation.
- **Technology Allowance** – Monthly stipend.



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HOW TO APPLY

Please apply **on-line** by **Monday, April 29, 2019** at www.allianceRC.com. For questions and inquiries, please contact:

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