



CAREER OPPORTUNITY

City of El Segundo

CALIFORNIA



INVITES APPLICATIONS FOR THE POSITION OF:

HUMAN RESOURCES MANAGER

350 Main Street, El Segundo, CA 90245 310-524-2381 - hrstaff@elsegundo.org

APPLICATIONS MAY BE FILED ONLINE AT: <http://www.elsegundo.org>

THE COMMUNITY

The City of El Segundo is ideally located on the Santa Monica Bay encompassing over five square miles, spanning from Los Angeles International Airport on the north, the City of Manhattan Beach on the south, the Pacific Ocean on the west and the unincorporated area of Del Aire and City of Hawthorne east of Aviation Boulevard.

A small group of representatives from Standard Oil Company in the early 20th century was the impetus behind the founding of the City. El Segundo is Spanish for "the second" which was the name given to the community when then Standard Oil built its second California oil refinery here in 1911. Since its incorporation on January 18, 1917, the City has evolved from a working-class refinery town on the edge of Los Angeles to one of California's most dynamic and diversified economic engines. Today El Segundo is renowned for its quaint small-town atmosphere surrounded by a thriving business environment that caters to some of the nation's most prestigious corporations.

The City's population is just under 17,000, which has enabled the community to preserve its small-town intimacy and charm. As a regional center for commerce, El Segundo's daytime working population exceeds 75,000 with additional visitors staying at the City's 15 hotels. A high concentration of Fortune 500 companies such as AT&T, Gilead (Kite Pharma), Mattel, Northrop Grumman, Boeing, and Raytheon as well as entertainment, media, medical, professional sports franchises, financial, and aerospace organizations such as the Los Angeles Lakers, Los Angeles Kings, Los Angeles Times, and Los Angeles Air Force Base call El Segundo home.

Experiencing tremendous economic growth and evolution over the past several years, the City has many diverse business including Top Golf, Space Force, L'Oréal Cosmetics, Belkin International, Nant-Studios, and Beyond Meat. Throughout the region, El Segundo is known for its pro-business attitude and has received the Los Angeles Economic Development Corporation as the "Most Business-Friendly City in Los Angeles County" award three times.



THE ORGANIZATION

El Segundo is a General Law city that operates under the Council-Manager Form of Government. The City is governed by a five-member City Council elected at large, on a non-partisan basis, to four-year overlapping terms. The position of Mayor is selected by Council Members and serves a two-year term. The City Manager is appointed by the City Council to serve as the organization's CEO. The City delivers a comprehensive range of municipal services through nine major departments (including police and fire) with approximately 362 full-time equivalent employees and a total budget of approximately \$160 million.

The Human Resources Department is staffed with 6 full-time employees: Human Resources Director, Human Resources Manager, Senior Human Resources Analyst, two Human Resources Analysts, and Human Resources Technician. The department works closely with payroll and risk management in the Finance Department.



THE POSITION

The Human Resources Manager is an at-will “working manager” position reporting directly to the Human Resources Director. Under general direction, this position plans, manages and performs advanced-level professional human resources and risk management program/service delivery for the City. The Human Resources Manager provides responsible support to the Human Resources Director to accomplish department goals and objectives as well as formulating and overseeing the execution of operational objectives as outlined in the City Strategic Plan. Technologies utilized by the department include Eden, NeoGov Insight, Laserfiche, KnowBe4 and CivicClerk. Immediate activities requiring action include support of labor negotiations for police, fire, supervisory, and general employees’ contracts, implementation of NeoGov Onboard and Perform modules, review and update of the Administrative Code, and implementation of a citywide records management program. An RFP to replace current Enterprise Resource Planning (ERP) is expected to be launched this year.

THE IDEAL CANDIDATE

The ideal candidate will be a generalist with a depth of technical knowledge in employee and labor relations, employment, labor and retirement laws, benefits administration, recruitment and selection, classification and compensation, and risk management. He/she will possess a high degree of emotional intelligence, political astuteness and the ability to build effective working relationships with labor associations, supervisors and managers and city committees. The ideal candidate will be an excellent communicator, very skilled at process improvement and time management with a proven record of bringing projects to completion. The successful candidate will demonstrate excellent writing and research skills and will display an innovative approach to problem solving.

QUALIFICATION GUIDELINES

Education: Equivalent to a Bachelor’s degree in Human Resources Management, Industrial Relations, Public Administration, Business Administration, or a closely related field.

Experience: Five (5) years of professional level human resources management and development experience, including two (2) years of supervisory experience.

Certificate: Human Resources certification such as PHR, IPMA-CP, SHRM-CP, or CLRM is not required, but desirable.

COMPENSATION AND BENEFITS

The salary for this position is \$10,070 to \$12,085 per month with placement in the range dependent on qualifications. The Human Resources Manager is a full-time at-will position in the City’s Management and Confidential Group (unrepresented employee group) with the following benefits package:

9/80 Work Schedule: Full-time employees work 80 hours in 9 days and receive every other Friday off. City Hall hours are 7:00 a.m. to 5:00 p.m. Monday through Thursday and 7:00 a.m. to 4:00 p.m. on Friday. Participation in a 4/10 trial schedule is also available.

Retirement: California Public Employee Retirement System (CalPERS) plan which offers reciprocity between agencies. Classic Tier II employees, who have been in the CalPERS system and are new to the City of El Segundo, will receive 2%@60 formula. Employees new to the City and CalPERS, and do not belong to a reciprocal agency of CalPERS, will receive the PEPRA formula of 2%@62. Classic employees are required to contribute 8% of pensionable income towards their retirement benefit; PEPRA employees are required to contribute 6.75%.



Social Security & Medicare: The City of El Segundo participates in Social Security. The City matches the employee contribution which is 6.2% of salary. Federal mandate requires all employees hired or rehired by any government agency on or after April 1, 1986 to participate in Medicare. The City matches the employee's Medicare contribution, which is 1.45% of salary.



Health Benefits: CalPERS medical, MetLife Dental and VSP plans are offered. A monthly contribution of \$1,650 is provided (\$735 per month for medical and \$915 per month in flex dollars). Flex dollars may be used towards medical premiums, deferred compensation, flexible spending, or dependent care accounts. There is no cash back for unused flex dollars.

Leave Benefits: Vacation Leave is earned at a rate of 3.69 hours per pay period. After reaching the top of the salary range, accrual is based on total time worked in a CalPERS agency. Sick Leave is earned at 8 hours per month.

Executive Leave: Executive leave up to 56 hours per calendar year. There is no cash value to this leave.

Holidays: Twelve (12) paid holidays including one floating holiday which is added to your leave bank on January 1 every year.

Cell Phone Stipend: \$80 per month or City phone provided.

Life Insurance: City paid policy of \$50,000.

Flexible Spending and Dependent Care Accounts: Optional participation.

Section 457 Deferred Compensation Plan: Optional participation in MissionSquare plan.

APPLICATION & SELECTION PROCESS

To apply online and view the complete description of characteristic duties and responsibilities, please visit www.elsegundo.org. This recruitment requires that a cover letter addressing your professional human resources management experience and resume be uploaded with the application to be considered complete. Final filing date for this position is Monday, March 6, 2023 at 5 p.m. Applicants appearing best qualified based upon a review of the application materials will be invited to participate in a virtual interview which is tentatively scheduled for Wednesday, March 15, 2023.

The City of El Segundo is an Equal Opportunity Employer, committed to supporting Diversity, Equity, and Inclusion initiatives to build and sustain an environment that values diversity, welcomes opportunities to engage and understand others, and fosters a sense of belonging.

APPLY HERE

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.elsegundo.org>

OUR OFFICE IS LOCATED AT:
350 Main Street, El Segundo, CA 90245
310-524-2381 | hrstaff@elsegundo.org

