

# City of Santa Monica **Human Resources Manager**



**World Class Destination, Vibrant Beach Town, Big City Opportunities**



City of  
**Santa Monica®**

The City of Santa Monica  
is actively seeking candidates for

# Human Resources Manager

## The Opportunity

The City of Santa Monica is seeking an experienced Human Resources Manager to lead and manage the Labor and Employee Relations Division within the Human Resources Department.

The Human Resources Manager reports to the Director of Human Resources and will be a key member of the City's Human Resources Team. The HR Department serves as a strategic partner to all City Departments and provides a full range of human resources services for over 2200 City staff, who in turn are dedicated to providing the best possible service to the Santa Monica Community. The City has eleven bargaining units made up of local associations and national organizations. The Human Resources Department includes the divisions of Labor and Employee Relations, Employment and Classification, Organizational Development and Benefits and Administration.

The Labor and Employee Relations Division consists of seven staff members who work collectively as a team to accomplish the goals of the Division and Department. The Division proactively negotiates and administers labor agreements with the City's various employee associations; provides assistance to departments regarding employee performance issues and disciplinary matters; and investigates employee complaints. Additionally, the Division administers the interactive/reasonable accommodation process and monitors compliance of various protected leave programs. Currently the maintenance and operation of the automated HR/Payroll information systems also resides in this division.

It is the mission of the Human Resources Department to provide exceptional service to the public, employees and City departments.

## City Government

Santa Monica is a Charter City with a Council-Manager form of government. City Manager Rick Cole was appointed by the Council in 2015. The Human Resource Manager, under the direction of the Human Resources Director, will support the entire City organization, including the departments of Big Blue Bus, City Attorney, Community & Cultural Services, Finance, Fire, Housing & Economic Development, Human Resources, Information Systems, Planning & Community Development,

Police, Public Library, Public Works, Records and Election Services and Rent Control Board. The City also operates water services, a cemetery, the Santa Monica Pier and the Santa Monica Municipal Airport.

The City Council's Strategic Goals are: establishing a new model of mobility; preserving community diversity and affordability; securing local control of airport land use; exercising regional leadership to reduce homelessness; and promoting life-long learning.

The organization has a total budget of \$774.9 million for FY2017-18 and the Human Resources Department budget is \$4.9 million for FY 2017-18 with 27 staff members.

## The Ideal Candidate

The Human Resources Manager in Labor and Employee Relations will have a track record of success in building strong relationships and gaining cooperation in the best interest of the organization and will possess an understanding of effective labor relations. This individual will be a forward thinking, big picture professional and will be accustomed to operating in a fast-paced and highly productive environment. He/She will exercise independence and is expected to be proactive and take initiative while maintaining the highest degree of confidentiality and maintaining a strong ethical foundation. The successful candidate will thrive in a collaborative and consultative hands-on environment where they promote an atmosphere of teamwork within the Division, the Department and City-wide.

The ideal candidate for this position will possess a strong background in public sector employee and labor relations and the interactive/reasonable accommodation process, as well as have the capability and desire to provide back-up support to the other functional areas of the Department.

Strong candidates will demonstrate an innovative approach to problem solving and have exceptional communication skills while working successfully both independently and in a team environment. The successful candidate will be tech savvy and have proven success managing people, programs and projects, including setting performance goals and metrics.



## Experience and Education

Graduation from an accredited college or university with a Bachelor's degree in Human Resource Management, Public or Business Administration, Organizational Development, or a closely related field is required. A Master's degree in a related field is highly desirable.

Five years of recent, paid progressively responsible public sector human resources experience which includes significant experience in performing employee relations duties and labor relations support activities; human resources management or organizational development/training experience; recruitment and selection; classification and compensation administration. Two of the required years must have included supervision and/or management of others.

The current opening is in the Labor and Employee Relations Division.

## Application & Selection Process

The Human Resources Manager recruitment is being conducted by The Hawkins Company (search consultants). They will review all written materials submitted, and will screen and evaluate candidates. Only the most highly qualified candidates will be invited to participate in an on-site interview. Interested and qualified individuals are invited to submit a resume and cover letter electronically to **[smcity.hrmgr@thehawkinscompany.com](mailto:smcity.hrmgr@thehawkinscompany.com)**.

Resumes received by **May 4, 2018** will receive first consideration. Candidates are encouraged to apply early. The position is open until filled.

The Hawkins Company  
8939 S. Sepulveda Blvd., #110-216  
Los Angeles, CA 90045  
[www.thehawkinscompany.com](http://www.thehawkinscompany.com)

Confidential inquiries are encouraged and should be directed to Ms. Brett Byers at 323-403-8279, [brett@thehawkinscompany.com](mailto:brett@thehawkinscompany.com).



## About the City

Within just 8.3 square miles bordered by the Pacific Ocean and the west side of Los Angeles, Santa Monica is home to 90,000 residents who enjoy beautiful neighborhoods, a world renowned beach, fabulous restaurants, a thriving art community, vibrant shopping districts, excellent schools, award winning community facilities and parks, and plenty of sunshine.

Santa Monica's approximately 16,000 businesses include everything from high profile entertainment companies and world class retail to small entrepreneurial start-ups. Santa Monica has earned the moniker "Silicon Beach" with Snapchat, Hulu and Activision as a few of the high-tech companies that make Santa Monica their home.

The Santa Monica community is known for its high level of engagement in civic affairs. Community priorities emphasize active and healthy lifestyles, culture, sustainability, social services, youth services and balanced land use. The City received a Bloomberg Philanthropies Mayor's Challenge prize to help fund The Wellbeing Project to address wellbeing across all segments of the community through a combination of measurement and action. In short, Santa Monica is a vibrant beach town with the resources of a big city.

## Fast Facts

*Santa Monica residents enjoy annual average temperature of 61.7°, smog free weather and miles of excellent beach, surf and deep sea fishing.*



## Compensation and Benefits

The annual salary for this position \$139,584 -- \$172,332 DOQ. Santa Monica offers a competitive benefits package, which includes, but is not limited to:

- **CalPERS Retirement:** Retirement formula and employee contributions are based on appointment date and membership status with CalPERS. Classic CalPERS members: 2% @ 55, member contribution of 7%. Effective January 1, 2013, the Public Employees' Pension Reform Act (PEPRA) will apply to new members of CalPERS: 2% at age 62, member contribution of 6.25%.
- **City Paid Health Insurance:** Effective January 2018, the City pays 93% of the medical insurance premium for employees and eligible dependents with the employee contributing 7%. The City pays 100% of dental and vision premiums and the Employee Assistance Program for employee and eligible dependents
- **Vacation:** Minimum of 12 days per year; maximum of 21 days per year. Option to cash out specified amounts of vacation leave.
- **Management Leave:** 7 days per year, option to cash out one of those days.
- **Sick Leave:** 12 days per year; sick leave buyout program may be used to cash out leave at the end of each fiscal year.
- **Holidays:** 12 holidays days per year including two floating holidays.
- **Supplemental Retirement Plans:** 457 and 401(a) deferred compensation plans available; no City contribution. The 401(a) plan is funded through a mandatory employee contribution of 3.8% of salary per month. New hires have a one-time option to opt out of the plan for the lifetime of the plan.
- **Term Life Insurance:** Twice annual base salary rounded to the nearest \$1,000, up to a maximum benefit of \$500,000 and LTD.
- **9/80 Work Schedule:** Every other Friday off.



## Employment Opportunities

Visit us on the web at  
[www.smgov.net/hr](http://www.smgov.net/hr)  
Or call 310-458-8246

City of Santa Monica  
Human Resources  
1685 Main Street  
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