

THE CITY OF SANTA MONICA IS
ACTIVELY SEEKING CANDIDATES FOR
**HUMAN RESOURCES
MANAGER (LABOR
AND EMPLOYEE
RELATIONS)**



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THE OPPORTUNITY

The Labor and Employee Relations Division of Human Resources (LERD) is a dynamic and creative group that administers the labor and employee relations functions for the City. As a Human Resources Manager over this division, you will be responsible for managing a variety of labor and employee relations activities, including collective bargaining, performance management, investigations, staff development, and leave administration. This includes serving as lead negotiator for City labor contracts, developing City-wide labor relations strategies, building collaborative relationships with key stakeholders, and cultivating and developing a highly engaged team of employee relations professionals that provide best in class services to a world class municipal government recognized for its innovation, sustainability, and commitment to serve the residents, businesses, and visitors of the City of Santa Monica.

Every day is different with new challenges, opportunities, and priorities, and your efforts in this role directly affect the quality and effectiveness of the workforce and management for all business units throughout the City of Santa Monica!

THE COMMUNITY

Since incorporation in 1886 as the third city in Los Angeles County, the City of Santa Monica (population 90,400) has developed and sustained world-renowned stature for its beautiful neighborhoods, remarkable beach and pier, fabulous restaurants, thriving arts community, vibrant shopping districts, commitment to environmental sustainability, social consciousness, excellent schools, and award-winning community facilities and parks. The City of Santa Monica draws an estimated 250,000 tourists, shoppers and employees daily. Tourism attracts over 8 million visitors annually. Within its 8.3 square miles and bordered by the Santa Monica Bay and the westside of Los Angeles, the city is home to a variety of technology, healthcare, education, hospitality, entertainment, retail, and entrepreneurial start-ups, inclusive of numerous high-profile and neighborhood businesses.

The Santa Monica community is additionally 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.

Santa Monica is a vibrant beach town with the resources of a big city. To learn more about the City of Santa Monica, please visit www.santamonica.gov.

THE ORGANIZATION

Santa Monica is a Charter City with a Council-Manager form of government. The seven members of the City Council are elected for staggered four-year terms. Every two years, after each election, the City Council selects one of its members to serve as Mayor and another to serve as Mayor Pro Tempore. The City Council appoints the City Manager who is responsible for implementing the City Council's strategic direction that is built on a framework that promotes good governance and connects organizational purpose and day to day functions for a sustainable city of well-being. Three priorities identified by the City Council are: 1) Addressing homelessness; 2) Creating a clean and safe Santa Monica; 3) Equitable and inclusive economic recovery.

The City of Santa Monica is a full-service city. Organization goals and responsibilities are achieved through 13 departments consisting of Santa Monica Department of Transportation (SaMo DOT), City Attorney's Office, City Clerk, City Manager's Office, Community Development, Community Services, Police, Fire, Public Library, Public Works, Human Resources, and Rent Control. Due to the fiscal impacts of COVID-19, the 2020-2021 adopted citywide budget is



approximately \$614 million reflecting a 24% decrease from 2019-2020, and the number of citywide staff (full time equivalent positions (FTEs)) totals 1,877 a reduction of 421 FTEs from 2019-2020.

The Human Resources Department is led by the Chief People Officer, Lori Gentles, and is comprised of 3 divisions: 1) Administrative Services 2) Employment Classification and Employee Benefits, and 3) Labor & Employee Relations and Organizational Learning in support of providing comprehensive Human Resources services for all employees.

THE DEPARTMENT

The mission of the Human Resources Department, known as the **HRARC**, is to **Attract** and retain the next generation of leaders, **Reinforce** a civil and equitable workplace, and **Cultivate** a culture of accountability, empowerment and leadership. This People Driven Mission Statement defines and guides the Department's work where metrics and workforce analytics drive efficiency, programming, and decision-making. To empower and engage the Human Resources superstar staff team, the Department embraces a "best idea wins" culture where all staff input is actively sought, valued and considered.

The Human Resources Department operates as the City's cultural architects - building, shaping and influencing organizational culture in alignment with the City's mission. The Human Resources Department additionally provides staff support to the City's 5-member Personnel Board appointed by the City Council. More than 90% of City employees are covered by Civil Service and represented by one of 11 recognized employee organizations for the purposes of collective bargaining and other employment matters. The 11 recognized employee organizations include: Administrative Team Associates (ATA), Municipal Employees Association (MEA), Supervisory Team Associates (STA), Local 1109, Santa Monica Police Officers Association (SMPOA), International Brotherhood of Teamsters Local 911 (IBT), Fire Executive Management Association (FEMA), Sheet Metal, Air, Rail and Transportation Workers (SMART-TD), Public Attorneys Union (PAU), Public Attorneys' Legal Support Staff Union (PALLSU), American Federation of State, County and Municipal Employees (AFSCME - MTA).

The Human Resources Department is comprised of 27 FTEs and operates with a \$5.3 million budget. The Labor/Employee Relations and Organizational Learning Division consists of 6 total 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 employee associations, provides assistance to departments regarding employee performance issues and disciplinary matters, investigates employee complaints, and supports, promotes and delivers compliance and professional development training opportunities for staff. Additionally, the Division administers the interactive/reasonable accommodation process and monitors compliance of various protected leave programs and provides training and organizational development services to support employee growth and development.

THE POSITION

The Human Resources Manager is appointed by the Chief People Officer/Human Resources Director and serves as an integral member of the Human Resources Department leadership team. The ideal candidate will be a self-

motivated, forward-thinking, and cognitively diverse leader, able to understand the big picture and thrive in a fast-paced and highly active environment.

The top key priorities of the position include but are not limited to:

- 1) Continually foster and maintain mutually respectful and collaborative relationship with all bargaining groups.
- 2) Work toward achieving mutually beneficial multi-year successor agreements with the bargaining groups. The city will be negotiating with 8 of our 11 bargaining units in 2022.

The ideal candidate will:

- Communicate a persuasive and inspired vision or sense of core purpose, and positively influence and motivate others.
- Be a seasoned strategist and negotiator able to hit the ground running and serve as a mentor and supporter of staff.
- Anticipate and identify short term opportunities and long-term, future organizational needs.
- Anticipate future consequences and trends accurately; recommend new ideas and approaches to problem solving; and seize strategic opportunities for change.
- Hold self and others accountable for measurable high quality, timely and cost-effective results; determine objectives, set priorities, accept responsibility, and learn from and leverage mistakes.
- Use data, wisdom, experience and logical methods to make good decisions, address root cause and solve difficult problems with effective solutions; facilitate dispute resolution; and appropriately incorporate multiple inputs to establish shared ownership and effective action.
- Be widely trusted and respected; be seen as a direct, skillful individual; present factual information in an appropriate and convincing manner, keep confidences, and admit mistakes.
- Work effectively with diverse stakeholders, including City Manager, City Attorney, City Council all bargaining groups, and all staff.
- Be knowledgeable about how organizations work; gets things done both through formal and informal channels; effectively maneuver through complex political situations, be flexible and focus on the long game.
- Yield credibility; be a dynamic leader who can foster collaborative efforts on behalf of the organization as a whole.
- Have high emotional intelligence with adept interpersonal skills.

The Human Resources Manager overseeing Labor/Employee Relations and Organizational Learning is expected to exercise independence, fiscal prudence and political awareness. They will be proactive, act thoughtfully and strategically, and take initiative while maintaining the highest degree of confidentiality, integrity and a strong ethical foundation. The strong candidate will have extensive experience in employee and labor relations, deep understanding of employment and labor laws, a strong background as chief negotiator negotiating and implementing complex contracts for diverse bargaining groups, an understanding of the interactive/reasonable accommodation process, EEO investigations and compliance, and civility related training such as harassment prevention, ethics, and implicit bias. Strong candidates will also demonstrate an innovative approach to problem solving, have exceptional communication and management skills, work successfully independently and in a team environment, embrace the use of performance measurement tools, and have a positive reputation for managing programs and projects and helping people grow.

MINIMUM QUALIFICATIONS

Option A:

Graduation from an accredited college or university with a bachelor's degree in human resources management, public or business administration, organizational development, industrial and organizational psychology, or a closely related field.

Five years of recent, paid progressively responsible and professional-level public sector human resources experience in any of the following areas: employee relations, personnel administration, labor relations, recruitment and selection, classification and compensation, benefits administration, or training and development. Two of the required years of experience must have included directing the work of others.

Option B:

Graduation from an accredited college or university with a bachelor's degree.

Seven years of recent, paid progressively responsible and professional-level public sector human resources experience in any of the following areas: employee relations, labor relations, personnel administration, recruitment and selection, classification and compensation, benefits administration, or training and development. Two of the required years of experience must have included directing the work of others.

COMPENSATION & BENEFITS

The salary range for this position is \$143,808 to \$177,540 annually depending on qualifications and experience. The City of Santa Monica offers a competitive benefits package including the following:

- City Paid Health Insurance: Effective January 1, 2021, the City pays 92% of the medical insurance premium for employees and eligible dependents with the employee contributing 8%.
- Retiree Medical Insurance: The City contributes into a retiree medical trust (\$176.56 per month as of January 2022).

- Supplemental Retirement Plans: 457 and 401(a) deferred compensation plans are available with a City contribution of \$68 per month to the 457 (b). The 401(a) plan, which an employee can elect to "opt-out" of, is funded through a 3.8% employee contribution.
- Retirement: California Public Employees' Retirement System (CalPERS) retirement formula is based on appointment date and membership status with CalPERS. Classic CalPERS members receive 2% at 55 with a current employee contribution of 7%. New CalPERS members receive 2% at 62 with a current employee contribution of 6.75%. The City does not participate in Social Security but does participate in Medicare, which requires a 1.45% contribution by both the employee and the City.
- Confidential Unrepresented Employees Pay Plan: The Human Resources Manager is currently an unrepresented classification, but receives aligned benefits provided under the terms of the AFSCME LOCAL 4819, MANAGEMENT TEAM ASSOCIATION (AFSCME) Memorandum of Understanding, which can be found under the Labor Relations website at: https://www.smgov.net/Departments/HR/Labor_Relations/MOUs/MOU_s.aspx

APPLICATION PROCESS

To be considered, please submit your resume and cover letter of interest outlining the background and experience that makes you the ideal candidate electronically to sm.hrm.cn@thehawkinscompany.com by April 18, 2022. Resumes received by April 18, 2022, will receive first consideration. Materials should reflect size of organization, scope of management experience including staffs or teams managed, and significant labor relations accomplishments. For additional information or questions, please contact Ms. Yonnine Hawkins Garr at 323-252-1655, yonnine@thehawkinscompany.com or Ms. Tisa Jones at 213-309-7984, tisa@thehawkinscompany.com or Ms. Adrienne Montgomery at 310-995-3884, adrienne@thehawkinscompany.com.



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COVID 19 Vaccination: Proof of COVID 19 vaccination will be required as a condition of employment unless a religious or medical/disability exemption is granted by the City.

The City of Santa Monica is a progressive, inclusive and culturally-rich community. As leaders in public service, we strive to be an employer of choice by attracting and retaining a workforce where people of diverse races, religions, cultures and lifestyles thrive. Our goal is to create a welcoming and inclusive environment where our employees are empowered to perform at their highest level and where their differences make a positive impact.

The City is an equal opportunity employer and strives to build balanced teams from all walks of life without regard to race, color, ethnicity, religion, national origin, age, sex, sexual orientation, gender identity, marital status, ancestry, disability, genetic information, veteran status, or any other status protected under federal, state and/or local law. We aim to create a workplace that celebrates and embraces and diversity of our employees. Join us!

Special assistance with the application and examination process is available, upon request, for persons with a disability. To request assistance or a reasonable accommodation, please call (310) 458-8246, TDD (310) 458-8696 (Hearing Impaired Only). Requests for reasonable accommodation associated with an exam or test must be submitted at least three work days prior to the exam or test.