

EXECUTIVE RECRUITMENT FOR

**FLEET SERVICES
COMPLIANCE OFFICER**



THE COMMUNITY

Ideally located on the Pacific Ocean south of Los Angeles, adjacent to Orange County, the City of Long Beach, California (population 470,000) is frequently described as a series of strong, diverse interwoven smaller communities within a large city. Enjoying an ideal Southern California climate, Long Beach is home to an abundance of cultural and recreational options. The Long Beach Convention Center, Aquarium of the Pacific, Queen Mary, and the annual Acura Grand Prix of Long Beach, plus a wide variety of other attractions (two historic ranchos, three marinas, and five golf courses), serve to draw 6.5 million visitors a year. The City is also home to California State University, Long Beach and Long Beach City College. Cal State Long Beach is the second largest university in the state and was recently ranked the No. 3 best-value public college in the nation. Serving the K-12 student population, the Long Beach Unified School District consistently ranks among the Top 10 urban school districts in the country. Covering approximately 50 square miles, Long Beach is supported by a wide mix of industries with education, health and social services, manufacturing, retail trade, and professional services comprising the highest representation. Long Beach was named by America's Promise Alliance as one of the 100 Best Communities for Young People two years in a row. While it offers all the amenities of a large metropolis, many say Long Beach offers the added benefit of having maintained a strong sense of community and cohesiveness despite its growth. Long Beach is the seventh largest city in California and has been referred to as the "most diverse city" in the country by USA Today. A superb climate, quality schools, a vibrant downtown, and a wide variety of neighborhoods help make Long Beach one of the most livable communities in the country.

CITY GOVERNMENT

Long Beach, a charter city formed in 1897, is governed by nine City Council members elected by district and a city-wide elected Mayor. Other elected officials include the City Attorney, City Auditor, and City Prosecutor. The elected officials are elected to staggered four-year terms. The City Council appoints the City Manager, City Clerk, and Director of Police Oversight. The City Manager is responsible for the efficient administration of all City departments, excluding those under direction of a separately elected official, Board, or Commission. Long Beach is one of only three cities in California with its own Health Department and one of the very few municipalities with its own Utilities (Water and Gas) and Energy Resources Departments.

The City is supported by a FY 2025 total budget of \$3.6 billion, with a General Fund budget of \$752 million. More than 6,000 full and part-time employees support municipal operations with the majority being represented by eleven recognized employee organizations. To learn more about the City of Long Beach, go to: www.longbeach.gov.



THE DEPARTMENT

The Department of Financial Management, with 272 authorized permanent positions, oversees the City’s financial and fleet services operations (each constituting about half of the department’s employees) and serves as a financial adviser to the City Manager and City Council.

The Department is organized into the following bureaus:

- Administration
- City Controller/Accounting
- Budget Management
- Business Services
- Commercial Services
- Fleet Services
- City Treasurer

The Department’s mission is to help the City Manager, Mayor and City Council keep the City financially strong, and to provide high quality fleet operations. The Department has an informal/ relaxed personable work environment, but one expecting high productivity, dedication with integrity, and the best interests of the City always in mind.

FLEET SERVICES BUREAU

The Fleet Services Bureau's purpose is to provide vehicle and equipment acquisitions, preventative maintenance, unscheduled repair and fueling services to City departments so they can have safe, reliable, and cost-effective equipment and vehicles to accomplish their operational goals and purpose. Fleet Services' Towing Division provides towing and lien sales for unclaimed property. Core functions include fleet operations and acquisitions (vehicle purchase, outfitting, and auction; green fleet sustainability strategy and policy coordination; electric vehicle (EV) and charging infrastructure planning and deployment; fleet performance and efficiency analysis; preventive maintenance and unscheduled repairs; and City fuel and fuel storage management) and towing and lien sales (City vehicle towing and roadside service and City vehicle and property auction). Fleet Services accounts for half of the Financial Management Department's employees, and 70 percent of the Department's budget.

The City of Long Beach Fleet has regularly received recognition from national publications such as Government Fleet magazine and National Association of Fleet Administrators (NAFA). In 2024, the City was awarded the No.1 Leading Fleet in the country by Government Fleet. In 2023, the City was recognized as the No. 5 Leading Fleet in North America, and was awarded second place in the 2023 Green Garage Awards as well as the No. 2 Greenest "Garage" in North America by the National Association of Fleet Administrators (NAFA). These awards recognize the most progressive and environmentally committed and innovative vehicle fleet maintenance garages in the nation. In addition, these awards acknowledge environmentally friendly fleets that prioritize sustainability and lower carbon footprints throughout their operations and showcase their best practices for eco-friendly vehicle fleet maintenance garages. Fleet Services Bureau takes pride in setting and maintaining industry standards, while upholding innovation as the future of fleet vehicles evolves.



THE POSITION

The Fleet Services Compliance Officer position presents an exciting career opportunity for a leader that is service oriented with excellent interpersonal and leadership skills, critical and strategic thinking and problem-solving skills, organizational skills, and technical expertise. Working closely with the Fleet Services Bureau Manager, Fleet Superintendents, and various City Departments, the candidate will be responsible for creating a compliance program within the Fleet Services Bureau.

THE IDEAL CANDIDATE

The successful candidate will provide subject matter expertise on EV compliance issues to ensure compliance with all relevant laws and regulations. The ideal candidate is a self-starter who follows through on long-term projects while balancing daily operations; has a big picture/management perspective; is technically proficient while able to communicate in lay terms; has excellent analytical and problem-solving skills; has strong written and oral communication skills; is comfortable expressing views, ideas and approaches; is able to present effectively to both small and large groups; is able to deal tactfully and effectively with employees, public officials and the general public; is able to earn the cooperation, trust or buy in from others within the Department and City; and is someone who takes ownership and, when appropriate, makes independent decisions and keeps work moving forward.

ESSENTIAL JOB DUTIES

- Coordination with the Department of Public Works and affected departments for infrastructure phase planning, specifically future planning of EV infrastructure.
- Review and oversee proposed layouts and site planning to best meet department needs while balancing timing and funding.
- Review and oversee location planning of future EV infrastructure or other emissions related infrastructure projects, regarding phased implementation of future EV infrastructure based on available funding and in consideration of current and immediate departmental charging needs.
- Attend site walks, inspections and other fleet related infrastructure projects and review and coordinate with Public Works to ensure optimal project implementation.
- Review and oversee proposed equipment installation proposals, ensuring proper equipment selection to meet the operational needs of departments and their assets.
- Supervise, assist, review, evaluate and submit all regulatory items required for the City's emissions compliance programs and goals.
- Coordinate and manage regulatory compliance issues pertaining to emissions standards; coordinate the work of professional and administrative staff involved in mandates and regulatory compliance.
- Coordinate and participate with governmental and regulatory agencies in joint inspections, and investigations.
- Oversee inspections of the City's assets, projects and facilities; assist with and/or conduct special studies and surveys; accompany regulatory members during compliance reviews; write, review or assist in preparing complex reports.
- Plan, organize, and oversee future programs and projects to ensure compliance with mandates. Assist in preparation of grant applications and administer grant funding and services.
- Communicate with regulatory agencies and act as liaison with internal staff and representatives from outside agencies involved in emissions compliance regulations and goals, monitor new, proposed, or pending compliance regulations, attend and report at hearings, meetings and technical committees as department representative before State, Federal and County regulatory agencies.
- Prepare or assist in completion of technical reports, correspondence and other written materials; may develop, design and produce charts, graphs, generate spreadsheets, including analysis and interpretation; serve as primary technical expert within the department on matters involving regulations, and emissions compliance. This includes, but is not limited to, required reporting for current and future grants.
- Review, comment and notify appropriate personnel of new proposed regulations and legislation affecting regulatory compliance and mandates.
- Ensure that the City's Fleet emissions reductions programs and goals are carried out.
- Other duties as assigned.

MINIMUM REQUIREMENTS

EDUCATION AND EXPERIENCE

- A bachelor's degree from an accredited college or university in Business Administration or a closely related field.
- A minimum of five (5) years of progressively responsible professional level experience in compliance, environmental sustainability or environmental policy; three (3) years of which must have been at a supervisory or lead position.

DESIRABLE QUALIFICATIONS

- Knowledge in CARB Compliance, Advanced Clean Act, Advanced Clean Fleet, and Clean Truck Check.



SELECTION PROCESS

This recruitment will close on January 30, 2025, and is being conducted by The Hawkins Company. Interested and qualified individuals are invited to submit a resume and cover letter of interest in PDF format electronically to: fsc.lb@thehawkinscompany.com. Applications that fail to include all necessary documents will be considered incomplete and will not be taken into consideration.

Applications will be reviewed for depth and breadth of experience, and for level and relatedness of education. The most qualified candidates will be invited to participate in further selection procedures. The selected candidate may be required to go through a background check and a physical examination prior to appointment. Confidential inquiries are welcomed and should be directed to Yonnine Hawkins Garr at 323-252-1655, yonnine@thehawkinscompany.com or Will Hawkins at 310-703-4474, will@thehawkinscompay.com.

The City of Long Beach is an **Equal Opportunity Employer**. We value and encourage diversity in our workforce. The City of Long Beach is committed to creating a workplace where every employee is valued for who they are. Having our workforce reflect the diversity of our community at various levels of the organization is a continuous goal embraced by our

departments, management staff, and policymakers. To support efforts of fairness and diversity, City leadership is committed to incorporating equity and inclusion into our work by supporting staff and community partners. We are committed to promoting transparency by publishing updated demographic information for employees, including workforce diversity data and pay by race and gender.

The City of Long Beach will consider qualified applicants with a criminal history pursuant to the **California Fair Chance Act**. You are not required to disclose your criminal history or participate in a background check until you receive a conditional job offer. If the City of Long Beach has concerns about a conviction that is directly related to the job after making a conditional job offer and conducting a background check, you will have the opportunity to explain the circumstances surrounding the conviction, provide evidence to mitigate concerns, or challenge the accuracy of the background report. Find out more about the Fair Chance Act by visiting <https://calcivilrights.ca.gov/fair-chance-act>.

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If special accommodation is desired, or if you would like to request this information in an alternative format, please contact the City's Administration Bureau at (562) 570-6781.



THE HAWKINS COMPANY
8939 S. Sepulveda Blvd., #110-216
Los Angeles, CA 90045
www.thehawkinscompany.com