



**San Gabriel**  
CITY WITH A MISSION



Invites you to apply for  
**Director of  
Human Resources/  
Risk Management**



## *Imagine...*

*...the opportunity to work in one of the most historic and beloved settings in Southern California, home to the fourth of the 21 California missions, at a time when tremendous growth and diversity combine to make San Gabriel one of Southern California's prime destinations.*

### **The Community**

San Gabriel, 10 miles northeast of Los Angeles, is the birthplace of the region, founded by Father Junipero Serra in 1771. Visitors to the historic Mission District enjoy outstanding entertainment, vibrant food culture, and the charm of early California. San Gabriel is a place of unique homes and diverse neighborhoods offering substantial commercial land, solid connections to regional transportation, and outstanding public education. San Gabriel is a great place to live, work and visit.

### **The Organization**

San Gabriel operates under the Council/Manager form of government. The Council is elected at large to four-year overlapping terms, with the Mayor appointed by majority vote of the City Council. Mark Lazzaretto, appointed by the City Council, is the current City Manager. The City's general fund budget for FY 2018-19 is \$38 million, funding approximately 175 full-time employees.

### **The Department**

The Department of Human Resources & Risk Management consists of five positions including the Director of Human Resources/Risk Management, Human Resources Analyst, Human Resources Specialist, Executive Assistant and Administrative Assistant II.

### **The Position**

Under general direction from the City Manager, the Director of Human Resources & Risk Management plans, organizes, manages and directs a comprehensive human resources and risk management program including developing goals, policies and procedures, recruitments, selection, classification and compensation, employer-employee relations, benefit administration, workers compensation and liability programs; and participates in the meet and confer process with represented City employees.

## The Successful Candidate

The successful candidate will have strong leadership and management skills with outstanding communication, organizational, and implementation skills, capable of managing the operations of the Human Resources and Risk Management department; be able to work well with others, mentor staff and deal constructively with conflict; have experience administering a workers' compensation and liability program; negotiate all aspects of a benefit program; work directly with the City's four labor associations; and have the ability to fully understand the needs and goals of each individual department while maintaining legal and ethical standards and best practices.

In addition to the roles and functions above, the Director of Human Resources and Risk Management must:

- ◆ Demonstrate an expertise in employment law;
- ◆ Develop recruiting and staffing strategies in an effort to attract and retain the right talent;
- ◆ Direct all activities related to the City's general liability and workers' compensation programs;
- ◆ Have experience in dealing with employee grievances and unlawful allegations;
- ◆ Understand the principles and practices of municipal budget preparation and administration;
- ◆ Serve as a member of the City's Executive Team

## Qualifications

A Bachelor's degree in human resources, public, business administration or a related field. A Master's degree is desirable; four (4) years of increasingly responsible public personnel administration experience and a minimum of three (3) years supervisory responsibilities.

## Compensation

The current monthly base salary range for the Director of Human Resources/Risk Management is \$11,994-\$14,578. The City also offers an outstanding benefit package including:

- **Participation in the CalPERS Retirement System:** 2% @ 60 for "classic" CalPERS members and 2% @ 62 for new CalPERS members; participating San Gabriel employees will remain in their existing tier.
- **City contribution (up to \$1,568 per month) towards medical, dental, and vision insurance premiums:** a choice of multiple PPO and HMO medical plans (the City contracts with CalPERS for health insurance), two dental plans, and vision plan.
- **Other Benefits:**
  - ◆ City vehicle or vehicle allowance of \$225/biweekly
  - ◆ City-paid long term disability and life insurance (2x annual salary)
  - ◆ City-paid Employee Assistance Program (EAP) and Travel Assistance Program for employee and eligible household members



- ◆ Payment of lifetime health insurance for qualified retiree (and family) per established vesting schedule
  - ◆ Payment of membership fees in relevant professional organizations
  - ◆ Optional enrollment in Deferred Compensation (457) Programs
  - ◆ Optional enrollment in Supplemental Insurance Programs
- **Leaves:**
    - ◆ 60 hours of administrative leave per year
    - ◆ 96 hours of sick leave per calendar year
    - ◆ 80 hours of vacation per year
    - ◆ 104 hours of holidays per year
- **Annual Cash Outs:**
    - ◆ Sick Leave Buy Back Program allows the option to cash out up to 50% of unused sick leave accrued in the established 12-month period.
    - ◆ Vacation Buy Back Program allows the option to cash out up to 40 hours of unused vacation per year.
    - ◆ Holiday Buy Back Program allows the option to cash out up to 8 hours of unused holiday per year.

### **We Welcome Your Application**

Candidates must submit a completed City of San Gabriel application, résumé, and cover letter directed to City Manager Mark Lazzaretto, online at [jobs.sangabrielcity.com](http://jobs.sangabrielcity.com). **All application materials must be submitted online by 5:00 p.m. on Thursday, December 20, 2018.** *Faxed, emailed, or hard copies of application materials are not accepted.* Any inquiries should be made directly to the Human Resources Department.

*The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five (5) days prior to the examination date.*

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All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 聖蓋博市是平等機會的僱主

Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.  
La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

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