

Compensation and Benefits

The salary range for the Human Resources Director is \$141,677 - \$169,413 annually, DOQ. The City also offers a comprehensive and competitive benefit package, including:

- ◆ Vacation: 96 hours accrual per year (increases with longevity) with an annual cash conversion option.
- ◆ Holidays: 11 fixed paid holidays plus 1 day of personal leave/floating holiday.
- ◆ Sick Leave: 8 hours per month. 100% payout upon separation with 5 years of service.
- ◆ Executive Leave: 80 hours per year.
- ◆ Exceptional Leave: City Manager may provide up to 8 days in recognition of extraordinary service. May be taken as time off or cashed in.
- ◆ Insurance: \$782 monthly is provided towards PERS medical insurance. Beginning October 1, 2016 an additional \$493.36 will be provided as flex dollars, which can be used to pay for medical premiums and/or 457 deferred compensation. Dental and vision are fully paid.
- ◆ PERS Retirement: Classic Members: 2% @60, single highest year coordinated with Social Security and Medicare, employee pays 7% of PERS member share. New Members: 2% at 62, three-year average final compensation, employees pay 50% of normal cost (6.25%).
- ◆ Life Insurance: \$50,000 Term life insurance with AD & D coverage paid by the City.
- ◆ Deferred Compensation: Voluntary participation in a 457 plan.



For more information on the City of El Segundo, please visit the City's website at www.elsegundo.org.

The Process

To be considered for this exceptional career opportunity, please visit the Avery Associates Career Portal on our website at www.averyassoc.net/current-searches/ to upload your letter of interest, resume and contact information, including email addresses for five work-related references (who will not be called until after an interview takes place).

Bill Avery or Bill Lopez
Avery Associates
3½ N. Santa Cruz Ave, Suite A
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E-mail: jobs@averyassoc.net



The final filing date for this position is June 25, 2018.

If you have any questions, please contact Bill Avery at 408.399.4424 or bill@averyassoc.net or Bill Lopez at 408.888.4099 or williaml@averyassoc.net.



The City of El Segundo



*invites your interest
for the position of*

Human Resources Director

The Community

El Segundo, a Los Angeles County beach city of almost 17,000 with a considerably larger daytime population, is located on the Santa Monica Bay. The north and south boundaries of the town are Los Angeles International Airport and Manhattan Beach with the Pacific Ocean as the western boundary. With its proximity to major freeways, the 405 and the 105, and bisected by the historic Pacific Coast Highway, El Segundo is ideally situated for both residents and businesses. The City offers all the natural elements of fun and adventure that you'd expect from a beach city. Residents enjoy classic California living with ocean breezes and a healthy outdoor lifestyle.



El Segundo balances an ideal business environment with a small town community to provide a high quality of life for its residents and employers. There are tree-lined neighborhoods with award winning schools (its high school an architectural land mark), parks and athletic fields. A wealth of dining and retail experiences are thriving that range from historic Main Street to modern multiplexes.

El Segundo is home to numerous Fortune 500 companies including Chevron, aerospace giants including Boeing, Raytheon, Lockheed Martin, Northrop Grumman, and The Aerospace Corporation. It is also home to the Los Angeles Air Force Base and the Space and Missile Systems Center (SMC), which is responsible for space-related acquisition for the military.

Toy manufacturer Mattel, satellite TV provider AT&T (formerly DirecTV), medical company DaVita, and IT services firms are headquartered there, as well as sporting goods retailer Big 5 Sporting Goods.

El Segundo offers its residents and employees opportunities to live, work and play in an ideal location with a robust economy but with a small town charm.

City Government

The City of El Segundo has operated under the council-manager form of government since 1917. A five Member City Council, serving four-year terms and elected at large, governs the City. The Mayor is selected by the seated council every two years. Also elected are the City Clerk and Treasurer.

El Segundo provides a full-range of municipal services through the departments of police, parks and recreation, finance, public works, planning and building safety, human resources,



library, and information systems, with a total of 269 employees. The total all funds budget exceeds \$152M.

The Position and Ideal Candidate

The Human Resources Director oversees a department that provides a full array of personnel services including HR consultation services to management. The staff of 4.5 FTEs includes the Director, an HR Manager, HR Analyst, HR Assistant and an Office Specialist who also supports the main reception area and mailroom operations.

A key priority in this role relates to organizational development. An organizational-wide needs assessment will analyze development opportunities and lead to the creation of a more formal training and development program. Coordination and delivery of the current Supervisory Training program will be a key element of this effort. A second focus area involves the ongoing effort to update and document the City's administrative and personnel regulations. Operational priorities involve supporting the contract negotiation efforts with the City's six bargaining units, providing proactive recruitment support for city operations, assisting management in addressing employee relations concerns and seeking opportunities to reduce benefit and workers compensation costs.

The ideal candidate will be a strong, innovative leader with the proven ability to bring creative management and operational solutions to the organization. He or she will be a strategic thinker who understands transparency in government and possesses unquestioned integrity and ethics. Top-flight administration and communication skills, along with an exceptional customer service focus are essential to this role. Establishing and maintaining effective work relationships and a high level of credibility with the executive management team and city employees, combined with the ability to provide excellent consultative and analytical skills are essential to success in this position. The HR Director will have an established record of leading, coaching and mentoring staff and implementing best practices for optimal customer service. She/he will be a key member of the City's labor negotiating team and will contribute as a key member of the city Executive Team as a problem solver of citywide issues.



The new HR Director will have at least five years well-rounded experience in municipal HR activities including four years tenure at the division management level or higher, including familiarity of the full range of human resources functions in the areas of employee/labor relations, recruitment and selection, classification and compensation, training and development, benefits and risk/safety. This position requires a Bachelor's degree from an accredited college or university in a related field. An MBA/MPA/MA is highly desired.