

Compensation and Benefits

The City of Port Hueneme offers an attractive and competitive salary and benefits package. The current salary range for this position is \$89,157 and \$115,912 annually, depending on qualifications. The employee benefits package includes:

- ◆ Retirement – CalPERS with a 2.7% @ 55 formula and single highest year for Classic PERS members. New PERS members are subject to a 2% @ 62 and (? Group members hired on and after January 1, 2013, deemed to be a “new member” as defined in Government Code S 7522.04, shall individually pay an initial Member CalPERS contribution rate of 50% of the normal cost rate for the Defined Benefit Plan in which said “new member” is enrolled, rounded to the nearest quarter of 1%, or the current contribution rate of similarly situated employees, whichever is greater (AB 340 — Government Code Section 7522.30). pay 50% of the normal cost rate for PERS. The City participates in Social Security.)
- ◆ Health Insurance Plans – The City will contribute an allowance between \$500 per month (for employee only) to \$1,000 per month (employee plus two or more dependents) towards CalPERS Health Program. City also provides dental and vision plans.
- ◆ Time Off – The City offers 11½ paid holidays and 1 floating holiday annually; annual leave of 180 hours in years 1 thru 4 with cash out provision of up to 120 hours a year (must have 160 hours remaining).
- ◆ Administrative Leave – Employee is granted 27 hours annually.
- ◆ Life Insurance – Term life policy of \$100,000.
- ◆ STD/LTD Disability – Salary Continuation Plan.
- ◆ Employee Assistance Program and Annual Physical.

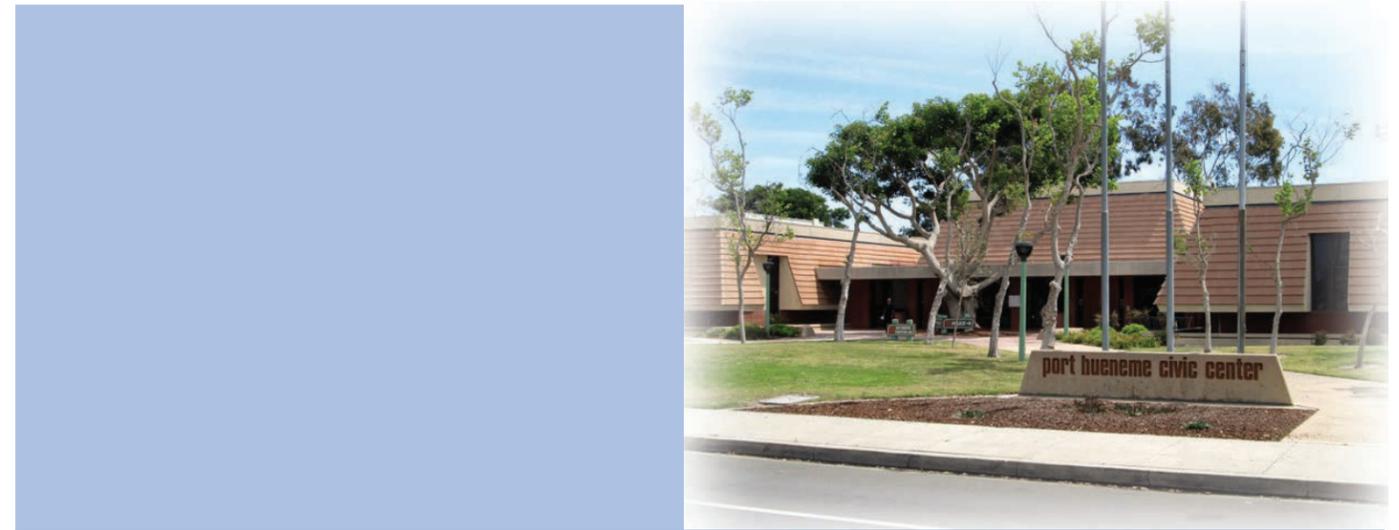
The Process

To apply for this unique and 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 contacted until after an interview takes place).

Bill Avery or Bill Lopez
Avery Associates
3½ N. Santa Cruz Ave., Suite A
Los Gatos, CA 95030
E-mail: jobs@averyassoc.net

The final filing is: July 26, 2019.

If you have any questions related to this position, please contact Bill Avery at 408.399.4424 or bill@averyassoc.net, or Bill Lopez at 408.888.4099 or williaml@averyassoc.net. For more information on the City of Port Hueneme, visit its website at www.cityofporthueneme.org.



The City of Port Hueneme

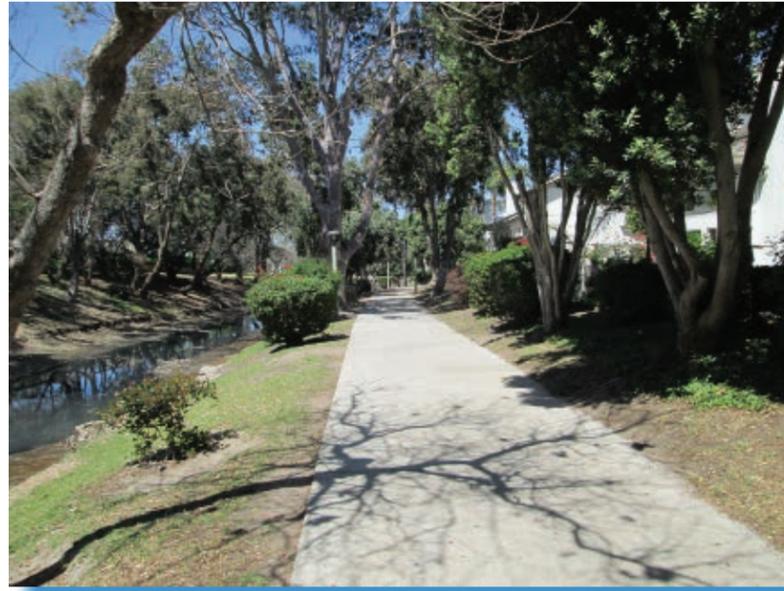


*invites your interest
for the position of*

Human Resources Manager

The Community

The City of Port Hueneme (pronounced “Wy-nee’mee”) is a charming, friendly and relaxed seaside community in Ventura County, California. The City is ideally located along the County’s renowned Gold Coast, 60 miles northwest of Los Angeles and 40 miles south of Santa Barbara. Port Hueneme has a population of approximately 24,000 residents living within the 4.5 square miles that comprise the city limits and serves as home to Naval Base Ventura County and the commercial Port of Hueneme.



Visitors quickly find that the quality of life in Port Hueneme is one-of-a-kind. Those who live or work here benefit from the City’s small town atmosphere, affordable housing, temperate climate, clean air, low crime, quality education and recreation. Port Hueneme takes pride in its clean and well-maintained beach and fishing pier. The City’s 90 acres of parkland exceeds the statewide norm by more than one-third. The educational system is exceptional, as local schools at all levels are nationally recognized for academic performance. California State University, Channel Islands and off-campus extensions of the University of California and State University systems, and local community colleges, are also within a 20-minute drive of Port Hueneme. Mild winter temperatures and cooling midsummer sea breezes typify Port Hueneme’s subtropical temperate climate.

The City of Port Hueneme has seen much dramatic progress since its incorporation. Residents consistently cite the high quality of life offered due to planned development, excellent public facilities and responsive city services as being primary reasons for choosing to live in the City. A commitment to maintain high standards for a clean and

attractive appearance of the City continues to be a major priority. The importance of preserving and enhancing existing amenities to ensure the long-term health and vitality of the community is recognized as well. In November 2018 Port Hueneme’s voters overwhelmingly approved an additional one-cent local sales tax that will generate at least \$1.8 million annually in new General Fund revenue. The City has also successfully implemented a new Cannabis Business Ordinance that is already producing over \$2 million annually in new General Fund revenues. More than 10 new restaurants have opened in the last two years, and major retailers such as Ross Stores and Ace Hardware have filled once-vacant commercial space.



City Government and its Departments

Port Hueneme was initially incorporated in 1948 and became a Charter City effective December 1996. Port Hueneme has a five- member City Council, which functions as the policy making governmental body utilizing a Council/Manager form of government. The five individuals are elected at-large and serve staggered four-year terms in office, with the Mayor and Mayor Pro-Tem being selected by the City Council in December of each year.

City services are structured around five departments: City Administration, Community Development, Finance, Police and Public Works. The City of Port Hueneme has an approved FTE level of 107 and operates with a total budget of approximately \$47 million. The General Fund for FY 2018-19 is approximately \$16.7 million. The City’s Administration Department oversees the Recreation and Community Services Division, and the City Manager serves as the Executive Director of the Port Hueneme Housing Authority. The Ventura County Fire Protection District provides fire prevention, suppression and emergency medical services.

The Position and Ideal Candidate

The Human Resources Manager oversees all human resources functions for the City, reporting to the Deputy City Manager within the City Manager’s Office. The Human Resources Manager will be expecting to build close working relationships with the executive team, the Joint Powers Insurance Authority, Police Department and the City Attorney’s Office. The new Manager will work closely with all Directors and Division heads on matters relating to recruitment and staffing, compensation and benefits, human resources programs and employee relations, as well as overseeing risk management.



The Human Resources Manager will join Port Hueneme at an exciting time with a lot of key priorities that need to be achieved. Main tasks for the new Human Resources Manager will include overseeing a revision and publication of the City’s Personnel Rules and Administrative Policies, as well as a comprehensive analysis of the City’s classification and compensation plan. Additionally, the Manager will need to implement new organizational development programs and devise retention strategies for the City.

The ideal candidate for this role will be a passionate and engaging team player, with a strategic acumen and an ability to improve organizational development. He/she will also be a strong relationship builder who will be able to work well with all entities of the City operation. The Human Resources Manager will also have a strong technical background with an understanding of the benefits program, compensation plans and the various risk management programs. A Bachelor’s degree in human resources management, public administration, or closely related field; supplemented by three years of progressively responsible administrative work in the field of human resources, risk management; or any combination of education, training, and experience which will provide the required knowledge, skills and abilities.