

## Compensation and Benefits

The salary for the Assistant Human Resources Director is up to \$161,423 annually, depending on qualifications. The current competitive benefits package includes:

- ◆ Retirement benefits through the California Public Employees' Retirement System (CalPERS). "Classic" members are covered under the 2% at age 55 formula and "New" members are covered by the 2% at age 62 formula. Classic and New members are required to pay a percentage of their salary towards the employee contribution. The City does not participate in Social Security.
- ◆ Paid administrative leave of 40 hours per fiscal year
- ◆ The City provides \$803 (rising to \$1,173 in January 2021) in cafeteria dollars monthly towards the total premium for medical insurance for you and eligible dependents. If the employee waives medical they will receive \$703 (rising to \$973 in January 2021).
- ◆ The City contributes \$66.80 monthly towards dental insurance.
- ◆ A life insurance policy in an amount equal to one times annual salary, plus \$5,000.
- ◆ The City provides a long-term disability coverage plan.
- ◆ Paid Annual Leave which accrues at the rate of 6.24 hours biweekly or 162.24 hours annually for employees with less than five years of service.
- ◆ The city operates on a 9/80 schedule with every other Friday off.
- ◆ Twelve paid holidays per year.
- ◆ Paid Bereavement Leave.
- ◆ A wellness program that provides up to \$500 per fiscal year for eligible expenses.
- ◆ A Flexible Spending Plan.
- ◆ The City contributes 1% of salary to a 401(a) deferred compensation plan (no employee match requirement).



## 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/](http://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  
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Los Gatos, CA 95030  
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The final filing date for this recruitment is April 29, 2020.

If you have any questions regarding this position, please contact Bill Avery at 408.399.4424 or Bill Lopez at 408.888.4099.



# The City of Oxnard



*invites your interest  
for the position of*

## Assistant Human Resources Director

## The City of Oxnard

Located on the beautiful Southern California coast, the City of Oxnard is the largest and most populous city in the County of Ventura with over 210,000 residents. Nestled about 60 miles northwest of Los Angeles and 35 miles south of Santa Barbara, Oxnard prides itself on its rich diversity and culture. Although agriculture remains a major industry, Oxnard enjoys an expanding economy based on a healthy combination of agriculture, commercial and manufacturing development, tourism, and the U.S. Navy.



Residents enjoy an unsurpassed quality of life enhanced by the clean air and Mediterranean climate of this coastal community, the charm and solitude of the nearby Los Padres National Forest, and the cultural and educational amenities of a vibrant urban setting. This very diverse community includes acres of new housing. Local assets include two thriving military bases, a full service deep water port, master planned industrial parks, prime commercial and retail sites, a regional medical center and hospital and flourishing community college. In addition, there are golf courses, marinas and wonderfully landscaped streets.

The population has grown significantly in the last fifty years providing many challenges to local government and residents. Oxnard continually offers many opportunities for its enterprising and forward-thinking business community.

This city by the Pacific Ocean is an ideal place to raise a family, where Oxnard residents enjoy a spirit of community pride. With its attractive residential areas located among tree-lined streets, parks and beaches Oxnard provides a wide variety of housing choices. An ideal location with white sandy beaches, oceanfront recreation and outdoor adventures, award winning festivals and friendly neighborhoods, Oxnard offers an exceptional quality of life.



### City Government

Oxnard is a full-service city operating under the council-manager form of government. The City Council consists of an elected Mayor holding a two-year term and six council members elected by district to four-year staggered terms. Also directly elected are the City Clerk and City Treasurer.

Oxnard has a current all-funds budget of over \$490 million, which includes the General Fund of over \$140 million. The City employs just

over 1,312 authorized full-time equivalent employees within 14 City departments and City Council.

### The Position and the Ideal Candidate

The Assistant Director of Human Resources will be joining an organizational transformation initiative committed to excellence and service with a passion for implementing bold new ideas to push the City forward. The new Assistant Director will be a key part of the Department's management team and instrumental in carrying forward the vision of improved organizational effectiveness and best practices throughout all City operations.



Serving under the general direction of the Director of Human Resources, the Assistant Director will assist in the daily operation and functioning of the department on a day to day basis. The individual will have significant human resources program experience and will have a keen innovative eye towards creative policy and program development to ensure that the city functions effectively and is on the cutting edge. A particular area of focus from a program and policy perspective for this position will be on organizational development and training.

The ideal candidate will be expected to quickly assimilate into a culture of collaboration, teamwork and proactive communication within the City operations. Yet, competitive individuals will bring a fresh pair of eyes and a creative orientation towards developing new ideas in the department. A passion for public service, fostering a strong team and mentorship culture as well delivering high levels of customer service.

The new Assistant Director will have a minimum of six years of increasingly responsible human resources administration experience, including at least four years of management and supervisory responsibility. A Bachelor's degree in a related field is required, a Master's degree is highly desirable. Extensive experience in organizational design and development is highly desirable.

