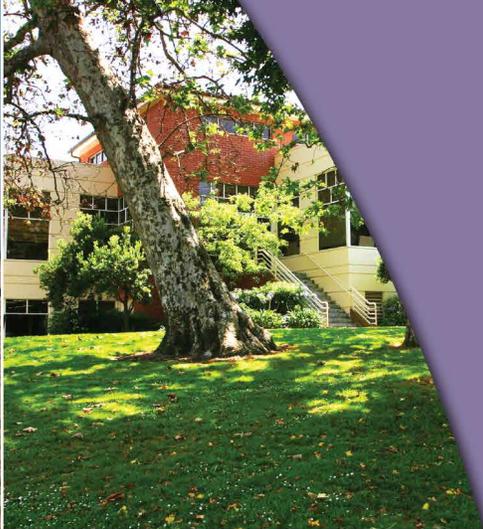


# CITY OF EL SEGUNDO, CA

INVITES YOUR  
INTEREST IN  
THE POSITION OF

## DIRECTOR OF HUMAN RESOURCES



## THE COMMUNITY

- Highly desirable beach community
- Strategic location with access to major transportation networks (international airport, three train stations, and two interstate freeways)
- Incredibly strong, diverse local economy with a healthy future
- A “City of Champions” serving as headquarters to dozens of world class companies, including the Los Angeles Lakers, Los Angeles Kings, Los Angeles Times, and newcomers such as Beyond Meat
- Long considered the “Aerospace Capital of the World” and birthplace of GPS and the satellite
- Thriving Downtown with quaint restaurants, coffee houses, breweries, art galleries, etc.

The City of El Segundo is ideally located on the Santa Monica Bay and encompasses over five square miles, spanning from Los Angeles International Airport on the north, the City of Manhattan Beach on the south, the Pacific Ocean on the west and the unincorporated area of Del Aire along Aviation Boulevard on the east.

A small group of representatives from Standard Oil Company in the early 20th century were the impetus behind the founding of the City. El Segundo is Spanish for “the second” which was the name given to the community when then Standard Oil built its second California oil refinery here in 1911. Since its incorporation on January 18, 1917, the City has evolved from a working-class refinery town on the edge of Los Angeles to one of California’s most dynamic and diversified economic engines. Today El Segundo is renowned for its quaint small-town atmosphere surrounded by a thriving business environment that caters to some of the nation’s most prestigious corporations.

The City’s population is just under 17,000, which has enabled the community to preserve its small-town intimacy and charm. As a regional center for commerce, El Segundo’s daytime working population exceeds 70,000 and another several thousand hotel guests stay at the City’s 15 hotels. The City is home to a high concentration of Fortune 500 companies, including AT&T, Gilead (Kite Pharma), Mattel, Northrop Grumman and Raytheon and dozens of rising stars (such as Beyond Meat).

This best-of-both-worlds community consists of three main areas: the residential community and adjoining downtown, and Smoky Hollow business districts; the Chevron Refinery; and the commercial/ industrial area of the

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City. El Segundo is prized for its strategic location within the LA Basin. Just a few minutes away from the nation’s third largest airport and adjacent to two major interstate highways, El Segundo is highly accessible and an ideal community in which to work and live. The City is stocked with quality hotels, restaurants, office complexes and industrial parks.

In addition to the important role the Chevron refinery played in the City’s development, Los Angeles International Airport has played a major role in turning El Segundo into an aerospace center. The likes of Douglas Aircraft, Hughes Aircraft, Northrop and North American Aviation (Rockwell) all located in El Segundo during the 1940s and 1950s. While mergers and acquisitions may have changed their names, many of these aircraft-related companies remain the core of the community’s current aerospace/defense industry. In 1960, the creation of The Aerospace Corporation and Los Angeles Air Force Base allowed, once and for all, El Segundo to lay claim to the title of “The Aerospace Capital of the World.” Today, the city has retained that focus, but the business environment is much more diverse. El Segundo is now home to many new and different types of businesses ranging from entertainment, (L.A. Lakers and L.A. Kings) and media (L.A. Times), to software engineering and beyond.

Business needs change over time and the City is proud to say that it has adapted to meet those changes. The City is known throughout the region for its pro-business attitude and was recently recognized by the Los Angeles Economic Development Corporation as the “Most Business-Friendly City in Los Angeles County.”



## THE ORGANIZATION

El Segundo is a General Law city and operates under the Council-Manager Form of Government. The City is governed by a five-member City Council elected at large, on a non-partisan basis, to four-year overlapping terms. The position of Mayor is selected by Council Members and serves a two- year term. The City Manager serves as the organization's CEO. The City delivers a comprehensive range of municipal services through nine major departments (including police and fire) with approximately 362 full-time equivalent employees and a total budget of \$138 million.



## THE DEPARTMENT

The City strives to attract, develop, and retain exceptional staff members who provide quality programs and services to the residents and community of El Segundo. Recognizing that employee contributions and engagement are the most essential elements of an organization's success, the Human Resources Team is a strategic partner to the City's departments in recruiting, developing, maintaining and managing a highly qualified workforce that provides quality customer service.

The Director of Human Resources directs the activities of the Department with the support of a Human Resources Manager, a Sr. Human Resources Analyst, a Human Resources Analyst and a Human Resources Assistant.

## THE POSITION

Under general direction of the City Manager, the Director of Human Resources directs, plans, organizes, budget, controls, and manages the activities of the Human Resources Department, including employment, compensation, health and welfare, employee relations, and labor relations; provides human resources policy direction and oversight; participates as a member of the Executive Management Team; and performs other related duties as assigned.

Essential functions for the incoming Director of Human Resources include, but are not limited to: providing leadership strategies for improving human resources functions across the City; partnering with departments to develop strategies for creating efficiencies between Human Resources and operating departments; developing and implementing goals, objectives, policies, and procedures for effective operation of the department; negotiating, administering, and interpreting

collective bargaining contracts and personnel rules, directly or through consultation with legal counsel, other advisors, associations, and consortiums; mediating personnel issues and managing and conducting investigations; leading and promoting a diverse culture that is reflective of the City's values and supporting a changing workforce; providing leadership, program development, administration, and coordination of departmental services; serving as liaison with the community, professional groups, and other external contacts and resources for the City; and partnering with leadership to create and maintain a healthy workplace culture that supports the City's values and maintains the highest levels of service.

## THE IDEAL CANDIDATE

The City of El Segundo is seeking an experienced human resources professional with a collaborative, engaging, and open style and a good balance of technical and interpersonal skills to serve as its next

Director of Human Resources. The ideal candidate will bring demonstrated leadership capabilities, a breadth of expertise in human resources functions, and a proven track record of successful interactions with unions. This is a dynamic and hands-on position, directly involved in labor negotiations, training, discipline, and other facets of human resources. This position, therefore, requires an individual with excellent oral and written communication skills who is accessible, adaptable, and an active listener. The City is seeking candidates who will take a proactive approach to addressing challenges and offer creative solutions to problem-solving. Ideally, the selected individual will be a proven

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self-starter who can work autonomously and is not afraid to think outside the box and try new things. A culture of collaboration and professional development is encouraged in El Segundo. As such, the incoming Director will be looked upon to ensure that the workforce reflects the City's culture and values. The successful candidate will be a committed coach, mentor, and leader that inspires trust in others and encourages an environment of teamwork throughout the organization. A candidate with experience in labor negotiations and with developing and leading staff training and growth will be highly valued.

This individual is also expected to be an exceptional manager, an ethical and authentic person, who leads by example, values all staff and their development, and is generous with praise for work well done. The successful candidate will play a key role in continuing the transformation of the department from a traditional organization into one that has the reputation of being highly functional and service oriented.

The selected candidate will be expected to possess knowledge of principles, practices, and methods of management and personnel administration; laws, rules, regulations, court decisions, and legal interpretations concerning personnel matters; federal, state, and local employment laws; labor relations practices; wage and salary administration; principles and practices of public sector budget preparation and administration; and report writing.

Candidates must possess, at minimum, a Bachelor's degree in Human Resources, Business Administration, Public Administration, or a related field; and eight (8) years of professional human resources management experience, including four (4) years of supervisory experience. A Master's degree and/or certification in Human Resources Management or a related field is highly desirable.

## THE COMPENSATION

Current annual salary for the Director of Human Resources is \$157,403 - \$188,883; placement within this range is dependent upon qualifications and experience. In addition, the City of El Segundo offers an outstanding benefits package, including:

**Retirement** – CalPERS 2% @ 60 for Tier II employees; 2% @ 62 for Tier III employees.

**Health Insurance** – Monthly contribution

City Monthly Contribution to Health premiums: \$782.00

City provided Monthly Flex benefit: \$718.00

City's Total Monthly contribution for benefits: \$1,500.00

Up to \$1,500/month is provided for employee benefits, all of which may be used for medical insurance under the Public Employees Retirement System Health Care system.

**Vision/Dental** – Fully paid for employee and dependents.

**Flex Plan** – Allows for payment of employee paid insurance premiums, medical expenses, and dependent daycare expenses with pre-tax dollars.

**Life Insurance** – \$50,000 term life policy provided by City; employee may purchase additional self and dependent coverage at group rates.

**Holidays** – 12 fixed paid holidays and 8 hours of prorated floating holiday leave.

**Sick Leave** – Sick leave is accrued at 8 hours/month; partial payment for accruals over 1,056 hours. There is a sick leave payoff upon separation at 100% with 5 years of service.

**Executive Leave** – Up to 80 hours per year.

**Vacation** – Vacation annual accrual rates range from 96-200 hours/calendar year depending upon years of service. 100% of annual accrual can be cashed out.

*Note: Salary range, overall benefit package, and use of a metric-based annual bonus program, will be under review in the near future.*

## TO APPLY

If you are interested in this outstanding opportunity, please apply online at:

**[www.bobmurrayassoc.com](http://www.bobmurrayassoc.com)**

**Filing Deadline:  
November 29, 2020**

Following the closing date, resumes will be screened according to the qualifications outlined. The most qualified candidates will be invited to personal interviews with Bob Murray & Associates. Candidates will be advised of the status of the recruitment following finalists' selection. Finalist interviews will be held with the City of El Segundo. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval.

If you have any questions, please do not hesitate to contact Mr. Gary Phillips at:

(916) 784-9080

