



An opportunity to lead dedicated staff in implementing the program and activities of a full-service Human Resources and Risk Management!

The City of Baldwin Park is accepting application for:

HUMAN RESOURCES/RISK MANAGER

Salary: \$8,215 — \$11,009/mo. DOQ, plus a generous benefits package

Open Until Filled; First Review of Applications on May 1, 2017

THE POSITION

The City of Baldwin Park is seeking a “hands on”, proactive, enthusiastic and dedicated professional to plan, manage and direct the programs and activities of the Human Resources/Risk Management Department. This position shall serve at the pleasure of the City Council and will report directly to the Chief Executive Officer. The ideal candidate will possess effective administrative and leadership strengths in worker’s compensation, liability and property insurances, labor relations, classification and compensation administrations, recruitment and selection, and employee retention and training.

RESPONSIBILITIES/DUTIES

Under general direction, duties of the Human Resources/Risk Manager may include, but are not limited to, the following:

- Plans, manages and oversees all Human Resources/Risk Management Division functions, programs and operations including labor relations, safety and risk management, workers’ compensation, benefits administration, classification, compensation, recruitment and selection, training and employee development services and activities.
- Consults with and advises the Chief Executive Officer, department directors and division managers on personnel and risk management matters.
- Performs and/or directs the performance of job analysis and classification studies; conducts compensation studies and participates in the development of compensation and benefit programs and strategies
- Coordinate and administer the services and activities of the City’s safety, loss control, property/liability claims, and risk financing programs; recommend programs, policies, goals and objectives; manage City resources.
- Administer workers’ compensation claims management activities; review status of claims with adjusters and defense attorneys making recommendations within limits of authority; represent City before the Workers’ Compensation Appeals Board (WCAB).
- Prepare for and coordinate with injured workers, doctors, supervisors, attorneys and case managers to facilitate appropriate treatment and return to work; prepare for and appear at City Council Closed Sessions on claim settlements over established limit.

Human Resources Department

14403 East Pacific Avenue

Baldwin Park, CA 91706

(626) 813-5207 phone

(626) 813-5284 fax

www.baldwinpark.com

Business Hours: Monday - Thursday
7:30am to 6:00pm

Located roughly 20 miles east of Los Angeles and measuring less than seven square miles, the City of Baldwin Park can trace its origins back to the mid-1800s as a sleepy-town agricultural region. The City was part of cattle grazing land belonging to the San Gabriel mission, and in 1906 became known as Baldwin Park after wealthy landowner, Elias J. “Lucky” Baldwin. In 1956, the City was incorporated under the general laws of the State of California becoming the 47th incorporated city. Today, this suburb of more than 75,000 residents is considered the hub of the San Gabriel Valley and is the 24th largest city in the Los Angeles County.

The City of Baldwin Park is at the forefront of healthy living, partnering with HEAC, Healthy Eating Active Communities, to reduce disparities in obesity and diabetes by improving nutrition and physical activity areas within our community. The No Smoking Ordinance, the Adopted Healthy Eating Active Living Resolution, and the Moratorium on Drive Thru Restaurants are some of the many policies that have been implemented to support our goal of providing our children with a healthy future.



RESPONSIBILITIES/DUTIES (continued)

- Develops and coordinates City-wide training for employees.
- Administers and coordinates all phases of employee relations; participates as a member of the City's labor negotiating team; oversees the conduct of surveys and the collection and analysis of data to prepare for negotiations; develops contract language and implements contract changes; interprets and administers employee contracts throughout the duration of the agreements.
- Prepare and recommend revisions and amendments to policies, programs, ordinances and resolutions relating to personnel and risk management matters.
- Oversees and participates in the development and administration of the Human Resources/Risk Management division budget.
- Administer the employee benefits program.
- Represents the Human Resources/Risk Management Division to other departments, elected officials, and outside agencies and organizations.
- Consults with and advises City staff and other interested individuals on policies, procedures, employee relations, organizational staffing, and disciplinary matters; provides guidance and assistance on personnel issues and disciplinary actions; assists management and supervisory staff with policy issues and documentation related to disciplinary processes and actions; counsels employees.
- Participates in the selection of, trains, motivates, supervises and evaluates assigned personnel; provides and/or coordinates staff training; works with employees on performance issues in coordination Human Resources.
- Perform related duties as assigned.

QUALIFICATION GUIDELINES

- At least five years of progressively responsible nature in all phases of personnel and risk management programs
- At least three years of supervisory and management experience
- Possess a Bachelor's Degree in Business or Public Administration or closely related field
- Master's Degree is desirable

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of municipal personnel administration; applicable Federal, State & local laws, regulations, ordinances & policies.
- Principles and practices of risk management administration including methods and techniques used in worker's compensation, liability, property insurance and loss prevention programs.
- Principles and practices of administration, including methods and techniques used in budget, recruitment and selection, classification and salary administration, employee retention and training, safety and affirmative action.
- Ability to plan, organize, assign and coordinate the activities of professional, technical and clerical staffing.
- Ability to develop and implement effective personnel and risk management policies and procedures.
- The ideal candidate will have demonstrated experience in the following areas: attention to detail, organization, problem solving, multi-tasking and strong interpersonal and leadership skills.

BENEFITS AND COMPENSATION

Compensation Starting salary step will depend on qualifications, prior experience and skills.

Retirement Participation in California Public Employees Retirement System (CalPERS)
CalPERS Retirement Plan: 2.7% @ 55 or 2% @ 62, depending on member status.
CalPERS employee contribution: 8% for classic members or 5.5% for PEPRAs members.



BENEFITS AND COMPENSATION (continued)

Health/Life Insurance	Group life, medical, dental, vision and long term disability insurance programs are provided. \$1,000.00 per month for Health and Dental insurance, excess may be received as taxable income, or may be placed in our deferred compensation program. \$34.05 per month for Vision insurance \$60,000 Group term life insurance/AD&D
Additional Pay	Phone allowance of \$50 per month; Administrative Leave of 50 hours per fiscal year; City contributes \$100.00 per month into a City sponsored deferred compensation plan of employee's choice.
Group	At-Will Unclassified Management
Retiree Health	CalPERS Health contribution of single party coverage based upon the employee's years of service with the City
Work Week	4/10 Work Schedule
Leaves	Vacation: Employees initially accrue 96 hours per year. Hours increase based on length of service. Sick: Employees accrue 96 hours per year. All City employees are eligible to participate in the Sick Leave Incentive Program. Holiday: 9 observed holidays per year, plus 20 floating holiday leave hours
Other	Optional programs available to employees include: Aflac/FSA/DCC; Additional Life Insurance; Computer Purchase Program; Education Tuition Reimbursement Program; Bilingual pay of \$100.00 per month, upon certification; and choice of two (2) deferred compensation plans.

THE SELECTION PROCESS

- For consideration in this job opportunity, please submit a completed and signed City of Baldwin Park employment application. **Apply immediately! The recruitment is open until the needs of the City are met.**
- Applications must be accompanied by a cover letter, resume, current salary, and five professional references.
- Applications may be submitted electronically via email, postal mail or in person.
- All applications will be reviewed in detail and the most highly qualified applicants will be invited to continue in the selection process. Failure to state all pertinent information may lead to elimination from competition.
- This selection process will consist of an Application Evaluation (Qualifying) and Appraisal Interviews (100%).
- The successful candidate will be required to undergo a background check which includes fingerprinting, pre-employment medical examination, including a drug/alcohol screening; and must be able to establish both work authorization & identity.

Employment applications are available through our website: www.baldwinpark.com, or may be picked up at Baldwin Park City Hall, Human Resources Department, 3rd floor. For more information regarding this opportunity, contact our office at (626) 813-5207.

Submit your application to: City of Baldwin Park, Human Resources Department
14403 East Pacific Avenue, Baldwin Park, CA 91706
Or via email to: ebigley@baldwinpark.com

The City of Baldwin Park is an Equal Opportunity Employer

The City of Baldwin Park is committed to promoting equal employment opportunity to all without regard to political affiliation or opinion, age, race, color, national origin, ancestry, religious creed, marital status, disability, medical condition, gender, pregnancy or pregnancy related condition.

Please note: If you require an accommodation during the selection process, please notify the Human Resources Department.

*The provisions of this bulletin do not constitute an expressed or implied contract for employment.
Any provision contained in this bulletin may be modified or revoked without notice.*