

CITY OF INGLEWOOD

Human Resources

Announces a Career Opportunity For:



HUMAN RESOURCES MANAGER

PROMOTIONAL & OPEN COMPETITIVE

SALARY: \$6,746 - \$9,556 per month *The City is currently participating in a Work Furlough Program through December 31, 2013 with City Hall closed every Friday. The Work Furlough Program reduces employee's workweek from forty (40) to thirty-six (36) hours per week.*

DEADLINE TO APPLY

The Human Resources Department will accept applications until a sufficient number of qualified applicants have applied but no later than Thursday, April 25, 2013 @ 5:00 p.m. Postmarks and/or faxed applications will NOT be accepted. Resumes are accepted but not in lieu of official City's application. Interested parties are encouraged to submit their applications as soon as possible. Applicants are required to submit a proof of certifications and educational requirements with application materials before the closing date to be considered for this recruitment.

JOB SUMMARY

Under administrative direction, the Human Resources Manager is working manager responsible for managing and administering all aspects and operations associated with citywide personnel services. Utilizing a traditional Civil Service System the Human Resources Department is responsible for Employee Relations, Labor Contract Administration and Compliance, Training and Development programs, Classifications, Compensation and Recruitment & Selection Processes, Workers Compensation Program, Health and Safety Programs and administering and enforcing workplace Federal and State Laws.

MINIMUM QUALIFICATIONS

BA/BS degree in Human Resources, Organizational Management, Public Administration or closely related field; Master's degree preferred. Seven (7) years experience in public sector personnel performing progressively responsible duties in the areas of Employee/Labor Relations, Workers Compensation, Classification, Compensation and Benefits Administration, Recruitment and Selection, including two (2) years at a management level. Must possess at the time of application and maintain a valid California Driver's License.

EXAMPLE OF DUTIES

Examples of duties include but are not limited to preparing and administering the department's budget to include worker's compensations 3.5 million program budget. Executive recruiting, conducting job analysis, ensuring employee performance evaluations are completed on schedule, employee compensation reviews and recommendation, benefit administration, and administrative investigations. Oversees and monitors the Workers Compensation and Health and Safety programs; Provides guidance to department/division managers on Human Resources and Employee Relations issues; and may assist with functional and/or technical supervision of other City staff.

Incumbent in this position works closely with the City Manager, Assistant City Manager and Union Officials to resolve labor issues; Plans, prepares and represents the City in Employer-Employee Relations issues, including labor negotiations, impasse resolutions and grievance administration, including serving as staff to the City's Board of Review; Oversees, monitors and directs office operations of assigned staff; Interviews prospective employees, and hires and/or recommends hiring; Identifies and implements new employee programs and on-going staff training programs. Assigns, tracks, and reviews work assignments and progress; reviews and approves the formal performance evaluation of assigned department staff; approves sick and vacation leave of assigned staff; and takes effective personnel action as required.

THE IDEAL CANDIDATE

The City is seeking a working manager and leader with a demonstrated record of accomplishments in dealing with complex issues in a multicultural environment. The person must be a practical problem solver who can reconcile diverse interests and concerns into a common understanding, acceptance, and support; and who can translate innovative ideas into cost effective and practical solutions.

SELECTION PROCESS

The Selection Process for this position, depending on the number of qualified applications received, may consist of or more of the following:

1) Multiple Choice Written Test; (2) Written Exercise; (3) Performance; (4) Assessment Center, or (5) Oral examination. Candidates who earn a minimum of 70% on each test part will have his/her name placed on an employment eligibility list. Eligibility lists typically expires one year from the date established, or until fewer than three rankings remaining. A comprehensive character reference check and work background review will be conducted in addition to a complete medical examination prior to appointment.

OPEN: 04/09/2013 REC NO.: 2013-20

APPLICATIONS will be accepted on every business day for open positions unless otherwise stated on the job announcement. Resumes will not be accepted in lieu of a City application form, but may be attached to the City's form.

Supplemental Questionnaires are required for some classifications along with proof of degree and certification requirements should the position require such.

Applications are subject to review for legibility and eligibility. Only applicants who application materials clearly meets the minimum qualifications as demonstrated in their application materials and whose training and experience best meet the needs of the City will be invited to participate in the selection process.

CONVICTIONS for violations of law must be fully disclosed. Failure to report convictions may result in dismissal. Convictions are not an automatic disqualifier; failure to provide accurate penal codes and convictions will be disqualified. The City reserves the right to fingerprint all prospective employees and volunteers prior to beginning any assignment.

Changes of name, address, or telephone number must be communicated to the Human Resources Department immediately to ensure proper delivery of notices and information regarding the selection process or status of application materials.

VETERANS POINTS may be awarded for entry level examinations. To qualify, applicants must submit form #DD214 with application materials.

TYPES OF RECRUITING EXAMS

"OPEN" examination is a competitive examination open to all interested and qualified applicants.

"PROMOTIONAL ONLY" examinations shall be limited to permanent City employees. You must be currently employed by the City in a permanent full time, probationary, and/or permanent part-time status to participate in the selection process.

"OPEN & PROMOTIONAL" examinations are open to interested and qualified applicants. Should a sufficient number of internal qualified applicants apply, the recruitment may be converted to a promotional only process.

Qualified applicants are those who meet the minimum qualifications, and whose training and experience as described in the application packet best meet the needs of the City.

Qualified applicants will receive notification of the date, time, and place of examination(s) by one or more of the following: Email, US mail, or telephone. Disqualified applicants will receive notification of their status by email or US mail.

The exam types will be dependent upon the number of qualified applications received for the current recruitment process.

The selection process may include one or more of the following test parts: (1) Multiple Choice Written Test; (2) Written Exercise; (3) Performance; (4) Assessment Center, or (5) Oral examination. All exams are job-related. In some instances, evaluation of application materials will be scored and considered as part of the examination process.

ELIGIBILITY LISTS -An eligibility list will be established consisting of names of those candidates who have passed all portions of the examination process. Names shall be arranged in ranking order of final scores.

In some cases, Civil Service Rule IV Section (d) New names may be added to an eligible list from time to time up on the obtaining of additional qualified candidates pursuant to the selection process or as a result of a reduction of force.

Appointments will be made from candidates in the first three rankings on the eligibility list who are ready and willing to accept a position. The manager of the hiring department shall interview the top three ranks for fit into their operation. Eligible candidates who are not selected will be returned to the eligibility list for future consideration with other departments within the City

Eligibility lists typically expires one year from the date established, or until fewer than three rankings remaining. All newly hired employees serve a probationary period of one-year, are considered at will employees, and can be released with or without cause during the probationary period.

To check on current recruitments please visit our website at:

HTTP://www.cityofinglewood.org

The provisions in this announcement DO NOT constitute an expressed or implied contract or offer of employment. Any and all statements in this job announcement may be changed, modified or revoked at anytime with or without further notice.

EMPLOYMENT

Benefits include 108 hours annually of sick leave, vacation, 14-holidays, PERS Membership in lieu of social security, dental, medical, life insurance coverage, plus optional employee-paid programs. A probationary period of one year must be completed before permanent status is achieved.

Every individual who is employed by the City must complete and sign the U.S. Government form I-9, and provide documentation required by law showing that s/he is eligible to work in the United States. A list of acceptable documentation is available in the Human Resources Office.

All employment offers are contingent upon successful completion of fingerprint/background check, provision of evidence of freedom from tuberculosis, and clearance following medical exam by City approved/authorized physician. In addition, submission of proof of any necessary licenses/certificates.

The City of Inglewood is an Equal Employment Opportunity Employer complying with the law that forbids discrimination and ensures that everyone is provided equal employment opportunities regardless of Race, Color, Disability, Sex, Religion, Age, or National Origin.

The City is currently closed every Friday as a result of furloughs through December 2013. During the furlough program, employees are paid for seventy-two (72) hours per pay period versus eighty (80) hours in a two week pay period scale.