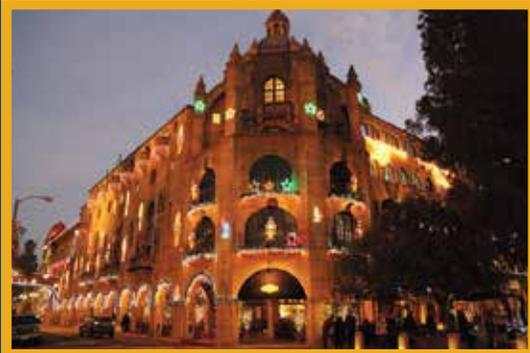


HUMAN RESOURCES DIRECTOR



CITY OF
RIVERSIDE

RIVERSIDE, CALIFORNIA

A City of Arts and Innovation

With a vibrant population over 324,000, Riverside is the economic and cultural heart of the Inland Southern California region, and is quickly becoming one of California's most diverse and successful cities.

Riverside's historic legacy begins with its citrus heritage. After the city's incorporation in 1883, it quickly became the economic leader of Southern California's booming citrus industry. By 1885, Riverside was one of the wealthiest cities in the nation. Riverside's success in attracting national interest and investment during this period left a lasting imprint and is celebrated today in the citrus groves along Victoria Avenue and in the California Citrus State Historical Park.

Today, Riverside continues to thrive, experiencing growth as a university community of more than 50,000 students, as an innovative community of hi-tech and bio-tech companies, and as the Justice Center of the Inland Empire. Its ideal location 50 miles east of Los Angeles and 30 miles north east of Orange County make it an ideal place for doing international business.

Riverside is a leading destination for travelers that desire uniquely accommodating hotels, diverse restaurants and bars, numerous sports complexes, entertainment and museums, as well as a lively downtown and natural attractions from parks to picturesque mountains. These include the Fox Performing Arts Center (where the first showing of the 1939 film *Gone with the Wind* took place), the Riverside Metropolitan Museum, which houses exhibits and artifacts of local history, the California Museum of Photography, the California Citrus State Historic Park, Mt. Rubidoux, and the Parent Washington Navel Orange Tree, the last of the two original navel orange trees in California. Riverside is also home to the historic Mission Inn, which features the annual Riverside Festival of Lights, and the Beaux-Arts style Riverside County Historic Courthouse.

For more information on the City of Riverside, visit <http://www.riversideca.gov>

Riverside City Government

The City Council consists of seven members elected from wards, and a Mayor elected from the City at large. All serve four-year terms. The City Council appoints the City Manager, City Attorney, and City Clerk.

Riverside provides a full array of municipal services including public safety (police, fire, and emergency medical response); community development; economic development; public works; utilities; convention and cultural services; parks and recreation;

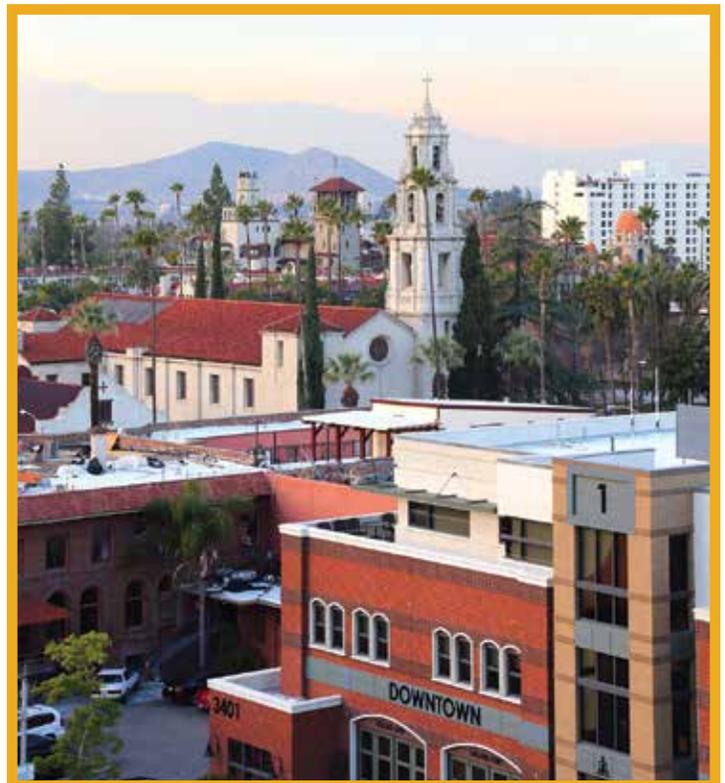
and the traditional internal management support functions (finance, human resources/labor relations, information technology, and legislative affairs). Three Assistant City Managers report to the City Manager and share oversight of the various City departments. The Human Resources Director reports to an Assistant City Manager.

The City of Riverside has won several performance awards. To view the list, please click here: <http://www.riversideca.gov/awards.asp>

The Position

The City of Riverside is seeking a Human Resources (HR) Director to assume overall responsibility for all facets of municipal human resources programs and activities, including Citywide recruitment and selection; classification, compensation, benefits, labor relations, and training; as well as providing leadership in establishing and implementing personnel policies and priorities Citywide. Under executive direction, the Human Resources Director will supervise a current staff of 25 FTE's, which includes two Deputy Directors of HR.

As part of an annual Citywide program, the financial and operational performance of the Human Resources Department was recently audited by an outside firm. Recommendations from the audit will establish a framework for the new Human Resources Director to implement process changes and organizational improvements within the department in an organized and timely manner.



Ideal Candidate

The ideal candidate will be a decisive, dynamic, insightful leader that naturally presents information in a clear, concise, and direct manner; thorough in preparation; and an excellent example and mentor to staff within the department and Citywide. The successful incumbent will have the ability to listen, observe and read between the lines in discussion and negotiations. Working in a fast-paced environment, this position requires strength in multi-tasking, excellent organizational skills, and a track record of collaborating with leadership to strategize and prioritize projects, programs, and issues.

The City is seeking candidates who possess the following strengths and abilities:

- Is an engaged leader who can make decisions, but still have the flexibility to adjust and support leadership to do what is right for the organization.
- Has a willingness to collaborate and the ability to build positive relationships and a team-oriented working environment.
- Is action and results-oriented. Has the ability to create, implement and communicate new processes and procedures effectively, efficiently, and timely.
- Has the ability to juggle multiple projects while understanding what is necessary versus what is desirable. Maintains a focus on critical needs and knows how to work smarter, not harder.
- A human resources professional who understands and has the ability to address employee issues and teach staff how to resolve conflict at the lowest level and avoid escalation.
- Has the ability to see and assess the 'bigger picture', and provide leadership to set the tone for a positive, well-trained, and talented workforce to thrive.
- Is an excellent communicator and strategist; able to make and stand by difficult decisions and articulate those to key stakeholders and the community at large.
- Is a visionary able to anticipate business financial needs and collaborate with key staff members to address the issues and ensure goals are met.
- Is able to engender trust and credibility, with a high degree of integrity and ethical conduct.
- Has the ability to motivate high performance, collaboration, and embrace innovative ideas.
- Is articulate, communicative, and politically astute.

Desired qualifications include:

- Seven (7) years of increasingly responsible professional experience in human resources, including three (3) in a management capacity.
- Human Resources experience in a public sector environment with clear knowledge of applicable laws, privacy and rights, and the requirements for government transparency.
- Experience in the principles, techniques, and processes of local, regional, state, and federal government.
- A proven track record implementing modern management theory and organizational development practices, including leadership development and succession planning.
- Competency in mentoring and developing staff, and attracting and retaining top talent.
- Skill in the principles of management, supervision, training and evaluating performance.
- A strong background managing HR in a union environment with an emphasis on solid employer-employee relations.
- Expertise in workforce development and change management.
- Equivalent to a Bachelor's degree from an accredited college or university with major study in business, public administration, or a closely related field. A Master's degree is highly desirable.

Compensation and Benefits

The salary range for this position is \$146,100 - \$204,660 depending on qualifications and experience.

The City of Riverside provides an excellent benefits package that includes health plans, dental plans, and a vision plan. Life Insurance is provided in an amount equal to twice the annual salary.

Employees are automatically covered under the City's Retirement Plan, which is offered through CalPERS. To learn specific details, please go to the website.

Other benefits include 401(a) and 457 Deferred Compensation Plans, LTD Coverage, additional Life Insurance that can be purchased, and Flexible Spending Account plans. Employees may elect to waive the Health insurance coverage offered by the City and receive a \$2,000 annual stipend under the "Health Opt-Out" program.

Additional information and complete plan details can be found on the City's website:

<http://www.riversideca.gov/human/benefits/>

The provisions of this job announcement do not constitute an expressed or implied contract.

An Equal Opportunity Employer

Application Process and Recruitment Schedule

The final filing date for this position is **Friday, November 11, 2016**. To be considered for this exceptional career opportunity, please submit your cover letter, résumé, current salary and six work-related references (who will not be contacted in the early stages of the recruitment). Résumés should reflect years and months of employment and positions held. Forward your résumé to Frank

Rojas:

CPS HR  CONSULTING

Frank Rojas

CPS HR CONSULTING

916-471-3111

E-mail: resumes@cps hr.us

www.cps hr.us/search

Résumés will be screened on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. The City will then select finalists to be interviewed at the end of August. Candidates deemed most qualified may be invited to participate in a final interview process the beginning of September that includes comprehensive reference and background checks. For additional information about this opportunity, please contact Frank Rojas.

