

CITY OF NORWALK

Announces An
Employment Opportunity For

*DIRECTOR OF
HUMAN RESOURCES/
RISK MANAGER*

THE COMMUNITY

The City of Norwalk is located 17 miles southeast of Los Angeles and is composed of pleasant residential neighborhoods, convenient commercial shopping and good schools. Culturally diverse and actively redeveloping, the City of Norwalk proudly celebrated its 45th anniversary as a city in 2002. With a sense of community pride and accomplishment, the City eagerly looks forward to an even brighter future. The current City Manager is in his twelfth year of leadership and the five-member City Council, elected at large, is professional and politically stable.

THE CITY

Norwalk is a general law city with 292 full-time and 402 part-time employees. It contracts for services in law enforcement with the Los Angeles County Sheriff's Department and for fire protection services with the Los Angeles County Fire Department. The City also contracts for street sweeping and trash disposal. Additionally, the City operates a municipal water system and Transportation and Social Services Departments. The City is served by one of the nation's most successful and responsive municipal transit services, the Norwalk Transit Bus System. In business, education, government and law enforcement, the signs of growth point to great future potential for Norwalk. In addition, Norwalk maintains community recreation programs and a park system consisting of 14 parks with a total of 87.3 acres of land.



An additional asset to the City is its location. Norwalk sits at the heart of an expanding regional transportation network, which is an outstanding convenience to residents who work throughout Los Angeles and Orange Counties. Two commuter rail lines serve Norwalk: the Metro Green Line, with connections to downtown Los Angeles, Long Beach and LAX; and the MetroLink system, with connections to Orange, San Bernardino, Ventura, Riverside, San Diego, and Los Angeles Counties. Norwalk's access to regional transportation is unparalleled in Los Angeles County. Time has brought many positive changes in the City of Norwalk. With a population approaching 110,700, Norwalk's expectations for the future are high.

THE DIRECTOR OF HUMAN RESOURCES/ RISK MANAGER

The Director of Human Resources/Risk Manager will be an experienced hands-on human resources professional who will lead a staff of five (5) in the planning, implementation and operation of the full range of Human Resources and Risk Management services. There is an expectation that the Director will not just be a caretaker of the current system, but will actively seek to move the City to the highest level of professionalism possible. The Director will serve as part of the City's Executive Management Team and will be depended upon to provide creative, proactive and solution oriented advice.



The Director will develop and administer the department's budget and will be an active member of the City's Budget Team. The Director of Human Resources will participate in the labor negotiations process. As the Risk Manager, he/she will be challenged with overseeing a risk identification and control program, as well as representing the City as a member of joint powers groups. Additionally, the City's benefits, workers' compensation, unemployment insurance benefits, and other related programs will fall within the responsibilities of this position.

THE IDEAL CANDIDATE

The successful candidate for this demanding, complex and challenging position will possess a professional history that demonstrates:

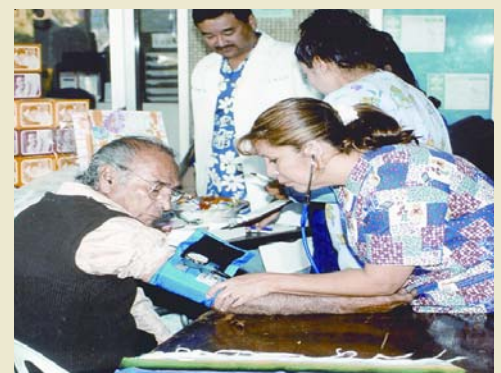
- Knowledge of current municipal human resources practices, procedures and legal mandates;
- Ability to provide sound advice and assistance to line departments and top City management in the full array of human resources issues;
- Ability to strategically plan and manage a dynamic recruitment, selection, testing, compensation and classification program;
- Knowledge of and ability to conduct labor relations activities, including employee discipline, employer/employee negotiations and the administration of collective bargaining agreements; employees in designated classifications are represented by an agency shop;
- Knowledge and experience in administering a Risk Management program, including general liability and workers' compensation claims management and risk identification;
- Ability to identify employee and management development needs and design and implement successful training programs;
- Experience in building a positive and supportive team environment;
- Experience in finding creative solutions to complex human resources and management issues and the willingness to "take charge" of program elements in a positive manner; and
- A willingness to make a commitment to the organization and help shape the future of the City.

In addition to the profile described, successful candidates will possess a combination of education and/or experience equivalent to the completion of a Bachelor's degree in Public or Business Administration, or a closely related field, and five years of increasingly responsible experience in a professional capacity in Human Resources, including employee and labor relations, risk management, worker's compensation, and at least three years of supervisory experience. Possession of or the ability to obtain an appropriate California driver's license is required.

THE COMPENSATION

The current salary range is \$96,360 - \$117,120 per year. Salary upon appointment is dependent upon the qualifications of the selected candidate.

- **Work schedule** - The position will work a 9/80 work schedule, with every other Friday off.
- **Retirement** - The City offers PERS 2.7% @ 55. The City pays the employee's 8% share.
- **Health Benefits** - The City contracts with PERS for benefits coverage. The City pays 100% of the premium and employees receive a rebate of 50% of the unused monthly allocation.
- **Dental/Vision Insurance** - The City pays full insurance premium for family coverage.
- **Physical Examination Allowance** - The City offers an annual allowance of \$500.
- **Vehicle** - The City provides department heads with a City-owned vehicle.
- **Deferred Compensation Plan** - The City pays 4% deferred compensation contribution toward ICMA 401(a) benefit. Optional plans are available at employee's cost.
- **Life Insurance** - The City provides a life insurance policy equal to one and one-half of the employee's annual salary.
- **Long Term Disability** - The City pays 100% of the premium. Management employees receive up to 2/3-income protection after 60 days, and 3/4 -income protection after 90 days.
- **Vacation** - Vacation starts with 10 days after the first year and increases to 15 days for those with 2-10 years of service and 20 days for 11 or more years.
- **Management Leave** - 10 days of leave per fiscal year.
- **Holidays** - 10 paid holidays per year and 2 floating holidays.
- **Sick Leave** - 12 days annually with 100% payoff for sick leave accumulated over 90 days.



EQUAL OPPORTUNITY

The City of Norwalk, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in its employment actions, policies, procedures or practices.

APPLICATION PROCESS

An application package consisting of two (2) copies of your resume with a signed cover letter outlining qualifications, an RJA supplemental questionnaire, and a list of five (5) professional references is required. A questionnaire can be obtained by calling RJA at (626) 447-3318 or through our website. Completed application packages should be sent to:

Dr. Richard Garcia, President
RJA Management Services, Inc.
550 W. Duarte Road, Suite 6
Arcadia, CA 91007
AA/EOE
www.rjamanagement.com

All application materials must be received by
OCTOBER 13, 2006.

Following the filing date, application materials will be screened against the criteria in this brochure and preliminary interviews will be scheduled with candidates having the most relevant qualifications. The City will determine which candidates to invite to participate in the formal interview process.

Selection of the **Director of Human Resources/Risk Manager** will follow shortly thereafter.

ADDITIONAL INFORMATION

For more information, visit the City's website:

www.ci.norwalk.ca.us

