



## **HUMAN RESOURCES MANAGER**

### **CITY OF SAN JACINTO**

**Salary Depending on Qualifications is \$83,022 to \$124,533 Annually**

Applications will be accepted until Friday, November 5, 2017

The City of San Jacinto is seeking qualified candidates for the position of Human Resources Manager. Under general direction of the City Manager, the incumbent performs a variety of technical and professional work involving in the administration of the human resources programs and activities of the City, which include recruitment and selection, employee compensation and benefits administration, job analysis and classification, employee training and development, and general human resources administration; coordinates assigned activities with other City Divisions, officials, outside agencies, and the public; fosters cooperative working relationships among City Divisions and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; and performs related work as required.

This position calls for a skilled individual with a demonstrated ability to run a single staffed division that not only manages, and participates in all Human Resources activities, but also performs the technical, daily transactional, and routine level tasks needed to accomplish the day to day operational efforts and annual compliance tasks.

#### **Ideal Candidate will:**

- Be ethical, self-motivated, creative, adaptable, organized and comfortable working in a dynamic and team oriented environment.
- Have the capabilities to perform the technical, daily transactional, and routine level tasks while at the same time providing technical and managerial guidance to the City for Human Resources activities and programs.
- Be versed in the principles, practices, and techniques of human resources in a public agency setting, including recruitment, selection, equal employment opportunity, and employee orientation; job analysis and classification; compensation and benefit analysis and administration; risk management, worker's compensation, and occupational safety; and employee and labor relations, including the interpretation of laws, regulations, policies, and procedures.

- Exercise sound judgment, tact, diplomatic demeanor and professionalism when providing exemplary customer service to members of the general public, elected officials, and colleagues.
- Coordinate on-going assigned activities, events and projects requiring independent thinking, analysis, creativity, and problem-solving skills.
- Represent the City as a professional, poised and competent staff member at meetings, group settings, community events and public forums.
- Work quickly, efficiently, and calmly under stressful conditions.
- Work well with other staff and maintain effective working relations.
- Effectively and professionally communicate orally and in writing.
- Have in-depth knowledge, experience and capabilities working with Microsoft Office applications including Outlook, Word, and Excel.

### **Minimum Qualifications:**

Equivalent to graduation from an accredited four-year college or university with major coursework in human resources management, public or business administration, or a related field; AND at least five (5) years of professional-level experience in human resource management. While not required, local government experience is desirable.

### **Compensation and Benefits:**

The starting salary will be commensurate with the experience, qualifications and skills of the successful candidate and within the range of \$83,022 to \$124,533 annually.

The City of San Jacinto also offers a competitive benefits package, including California Public Employees Retirement System pension, multiple HMO and PPO medical plan alternatives, dental, vision, life insurance, paid leave, commute incentives and continuing education.

### **About the City of San Jacinto:**

Founded in 1870, and incorporated on April 9, 1888, San Jacinto is one of the County's oldest communities with roots that stretch back to the earliest days of California. The current population is just under 48,000 in San Jacinto's 26 square miles, with an average population age of 31.6 years old.

San Jacinto is experiencing a revitalization in a variety of development projects, road and drainage improvements, and is growing at its fastest pace in well over 10 years. The community is excited about the new economic development inside the City spurred by the development of the new 480,000 square foot Soboba Casino Resort, new retail establishments (Aldi Grocery, Starbucks Drive Thru, Wienerschnitzel Restaurant and

Sonic Drive In, among others to come) and over 200 new homes permitted this calendar year.

**Examination Process:**

To apply, follow this link - <https://www.calopps.org/regional-government-services/job-17179851>

The deadline to apply is November 5, 2017 before 11:30 PM PST.

Candidates who are most qualified will be invited to an Oral Interview Examination tentatively scheduled for the week of November 13th.

Additional inquiries about the position may be directed to Kay Randolph-Pollard [krandolphpollard@rgs.ca.gov](mailto:krandolphpollard@rgs.ca.gov). Neither Regional Government Services nor the City of San Jacinto are responsible for failure of internet forms or email in submitting your application. Candidates with a disability who may require special assistance in any phase of the application or selection process should advise Human Resources by emailing [krandolphpollard@rgs.ca.gov](mailto:krandolphpollard@rgs.ca.gov).