



DIRECTOR, HUMAN RESOURCES

Annual Salary: \$157,000 - \$165,000

HUMAN RESOURCES DIVISION

The Human Resources (hereafter “HR”) Division is a full service HR organization. While the Port is a Department of the City of Long Beach, the Port is an independent appointing authority. The HR Division, while working within City policies and procedures, is charged with delivering human resources services to the Port, including the design and implementation of human capital policies and procedures. The HR Division is responsible for the following functions: employee compensation, benefits administration, HR information systems, training, talent management, performance management, recruiting and hiring, payroll administration, EEO, employee relations, labor relations, and special employee initiatives. Additionally, the HR Division is responsible for certain Port enterprise-wide services including management of the Records Center, mail/messenger and reprographics services, procurement of office equipment/supplies, and other clerical support activities.

THE POSITION PROFILE

The Director of HR serves as the head of the Division and reports to the Managing Director, Human Resources & Team Development.

EXAMPLES OF DUTIES

- Ensures the delivery of adequate service levels of human capital functions and ensuring consistency and adherence to best practices.
- Evaluates the Port’s talent and organizational effectiveness and designing and implementing initiatives in connection therewith
- Designs and implements the Port’s ongoing talent management initiatives including employee training, learning, development and succession planning initiatives
- Serves as a strategic partner to other divisions and management in connection with the design and implementation of the Port’s Strategic Plan, as amended
- Ensures the Port’s recruitment efforts in connection with the sourcing, staffing and onboarding of classified and unclassified employees.
- Designs and implements employee initiatives to grow employee engagement.
- Serves as an authoritative source of HR policies and procedures as aligned with applicable laws and regulations.
- Establishes job classifications in order to meet the Port’s ongoing needs.
- Establishes the Port’s Salary Resolution Plan on periodic basis.
- Represents the Port before the Civil Service Commission.
- Makes presentations before the Board of Harbor Commissioners.
- Designs and administers the Port’s compensation plans, as appropriate.
- Designs and administers the Port’s employee benefit programs, as appropriate.
- Plays a key role in establishing and administering the HR Division’s document management system.
- Manages the Port’s Records Center section.
- Establishes and administers the HR Division’s fiscal year budget.
- Establishes and implements the Port’s policies and procedures in connection with the management of employee performance including employee reward/recognition initiatives, performance appraisals, performance improvement plans, probationary periods, and other disciplinary processes.
- Oversees employee leaves of absence and administering workers’ compensation matters.
- Serving as a strategic partner, advisor, and coach to Port employees, as appropriate.

THE CANDIDATE PROFILE

The ideal candidate will embody the attributes of the Port's mission, vision, and values: servant leadership, trust, strategic thinking, commitment, honesty, teamwork, collaboration, results-driven, transparency, and innovation. The Director of Human Resources will be a senior level manager with a demonstrated ability to provide strong leadership in a changing government environment. The successful candidate will possess strong analytical and interpersonal skills. A strong customer service orientation, a history of effective partnerships and problem-solving; and the ability to fit well within a fast-paced and dedicated team are particularly important traits. This position requires a hands-on manager who has strong technical knowledge, business writing and presentation skills; a manager who is not afraid to roll-up his/her sleeves to get the work done.

PROFESSIONAL ATTRIBUTES

Along with the attributes previously defined, the professional characteristics and talent that accurately define the Director of Human Resources include the following:

- High level of integrity.
- Participative and inclusive management style.
- Service-focused approach to business, particularly employees and customers.
- Self-motivation; does not require extensive direction or guidance.
- Direct communicator with superior interpersonal skills.
- Effective negotiator.
- Creative and strategic, yet practical, thinker.
- Display enthusiasm and optimism.
- Strong manager of people; capable of motivating and energizing staff.
- Consistent exercise of sound judgment.
- Extreme knowledge in public personnel laws.
- Comfortable and capable of dealing with a dynamic work environment.
- Knowledge regarding current HR best practices and technological applications.
- Demonstrated success in leading change.

EDUCATION & EXPERIENCE

Education:

A Bachelor's degree in public or business administration, human resources, industrial relations, or related discipline is required. A Master's degree in a related field and PHR, SPHR or related certifications are a plus.

Experience:

A minimum of ten years in a public sector human resources management role supervising staff involved in the delivery of a full range of HR functions is required to be considered for this position. A history of creating effective working relationships across multiple functional lines is expected.

Substantial knowledge of public sector human resources including classification, compensation, labor relations, FLSA, FMLA, worker's compensation, and recruitment is essential. Experience working within a civil service system will be considered favorably.

A history of managing and successfully working with people from diverse backgrounds and areas of technical expertise will help the selected candidate to achieve results.

COMPENSATION & BENEFITS

The Port of Long Beach has established an annual salary range of \$157,000 - \$165,000. Placement is based on qualifications. An attractive package of executive level benefits is also included, with the opportunity of working in one of the most diverse and dynamic areas of the United States. The Port's generous benefits package includes:

- **Retirement** – CalPERS 2% @ 62, coordinated with social security (with a 6.5% payroll contribution). Current classic CalPERS members may qualify for a different formula.
- **Auto allowance** – \$450 per month
- **Deferred Compensation** – ICMA plan available
- **Group Health Insurance** – medical (an HMO and a PPO) and dental options (two plans to choose from) available for employee and dependents
- **Life Insurance** – City-paid life insurance policy of \$20,000 plus executive insurance benefit equal to three times annual salary up to a maximum of \$500,000
- **Disability Insurance** – City-paid short and long term disability insurance
- **Vacation** – 12 days after one year of service; maximum of 20 days after 19.5 years of service
- **Sick Leave** – 12 days per year
- **Executive Leave** – 5 days per year
- **Holidays** – 9 designated holidays per calendar year, plus 4 personal holidays
- **Bereavement Leave** – 3 days for death or critical illness of immediate family member plus 3 days of accrued sick leave
- **Annual Physical** – provided by the City
- **Alternative Work Schedule** – 9/80, regular day off every other Friday.

APPLICATION & RECRUITMENT SCHEDULE

The final filing date for this recruitment is Tuesday, March 21, 2017 at 4:30 p.m. The Port reserves the right to extend without notice the closing date in order to accept additional applications.

To be considered for this opportunity, please submit a cover letter and a resume that reflects the scope of current/most recent organization and responsibilities and current salary information via email electronically to: louis.gutierrez@polb.com. You must indicate – **DIRECTOR, HUMAN RESOURCES** - in the subject line. Incomplete application packets or those that clearly do not meet the minimum requirements will not be considered.

Following the final filing deadline, all application packets will be evaluated to determine the most qualified applicants. Those individuals determined to be best suited for the position will be interviewed by the final selection panel, with an appointment anticipated shortly thereafter.

This information is available in an alternative format by request to the Human Resources Division at (562) 283-7500. If you require an accommodation because of a disability in order to participate in any phase of the application/selection process, please submit your request in writing when submitting your application or call the number above.

The Port of Long Beach is an Equal Opportunity Employer.

Relocation is not available for this position.



3.21.17

Director, Human Resources

The **PORT OF LONG BEACH** is one of the world's busiest seaports and is a leading gateway for international trade. Founded in 1911, it has grown to more than 3200 acres and moves more than \$180 billion in trade each year. The Port of Long Beach is the second busiest container port in North America. If combined with its next-door neighbor, the Port of Los Angeles, the San Pedro Bay port complex would rank among the top eight busiest container ports in the world. East Asian trade accounts for more than 90 percent of Long Beach shipments with the top trading partners being China, Japan, South Korea, Hong Kong and Taiwan.

The Port of Long Beach, which is the City of Long Beach's Harbor Department, is governed by the Long Beach Board of Harbor Commissioners. The Port's Chief Executive is appointed by the Board of Harbor Commissioners and is responsible for overall Port activities. The Chief Executive is supported by a Capital Programs Executive, a Supply Chain Optimization Executive and five Managing Directors overseeing the following bureaus: Commercial Operations, Engineering Services, Planning and Environmental Affairs, Finance and Administration and Human Resources and Team Development.

The Port has approximately 530 employees and generates annual operating revenues of nearly \$375 million. The Port of Long Beach is a landlord port that leases and acquires property for port development. The Board of Harbor Commissioners leases port shipping terminals and other facilities to private entities. Port revenues are reinvested in new facilities and port-related improvements and capital expenditures are expected to total approximately \$4 billion over a period of 10 years. In addition to its role as a critical hub for international commerce and as a major transportation center, the Port of Long Beach plays a key role in promoting global trade. Port-related international trade has wide-ranging economic impact, supporting thousands of jobs that benefit the region and the entire country.

In 2005, the Board of Harbor Commissioners adopted a Green Port Policy that has positioned the Port as the leader in the area of environmental stewardship. To further our commitment to the environment, in June 2006 the ports of Long Beach and Los Angeles jointly introduced the San Pedro Bay Ports Clean Air Action Plan (CAAP), a sweeping plan aimed at significantly reducing the health risks posed by air pollution from port-related ships, trains, trucks, terminal equipment and harbor craft. Today the Port has launched a Supply Chain Optimization initiative. This unprecedented effort is aimed at developing new and innovative approaches to goods movement throughout the port complex through collaborations among ports and shipping lines, marine terminals, drayage truck companies, labor and railroads. To learn more about the Port, go to www.polb.com.

THE COMMUNITY

Majestically located on the Pacific Ocean between Los Angeles and Orange County, the City of Long Beach, California is often described as a series of strong, diverse interwoven small communities within a large city. Enjoying an ideal southern California climate, Long Beach is home to an abundance of cultural and recreational options. The Long Beach Convention Center, Aquarium of the Pacific, Queen Mary, the annual Toyota Grand Prix of Long Beach, the Long Beach Sea Festival, and a wide variety of other attractions serve to draw over four million visitors each year. The city is also home to California State University, Long Beach, which is ranked the No. 3 best value public college in the nation, and Long Beach City College, one of the largest community colleges in California.

While offering all the amenities of a large metropolis, the city has maintained a strong sense of community and cohesiveness. As the seventh largest city in California, Long Beach has been referred to as the "most diverse city" in the nation by *USA Today*. A superb climate, quality schools, a vibrant downtown, and a variety of neighborhoods help make Long Beach one of the most livable communities in the country.