



## **ASSISTANT DIRECTOR, HUMAN RESOURCES**

**Annual Salary Range: \$140,000 - \$150,000**

### **THE HUMAN RESOURCES DIVISION**

The Human Resources (HR) Division for the Port of Long Beach is supported by 19 staff and has an annual operating budget of \$3.79 million. The Division is responsible for all of the Port's human resource functions including recruitment, classification and compensation, learning and development, payroll, employee and labor relations and organizational development. Additionally, the division is responsible for management of the Port's Records Center, mail/messenger and reprographics services, and various support services for all the divisions within the Department.

### **THE POSITION PROFILE**

The Assistant Director of Human Resources is a working manager and serves as the assistant division head reporting to the Director of Human Resources. The position is responsible for employment, employee relations, Civil Service classifications, salary resolutions, internal communications and related areas. The Assistant Director may also be called upon to represent the interests of the Harbor Department on city-wide or special project-related committees.

### **CANDIDATE PROFILE**

The preferred candidate for this position is a results-oriented leader with a demonstrated track record in Human Resources. The candidate selected will exhibit a commitment to high quality work and outstanding customer service. S/he will be familiar with current trends and practices in the profession, reveal a passion for efficient systems and services, embrace and utilize technology, and convey a commitment to excellent customer service and continuous improvement. The Assistant Director is expected to be a resilient individual with exceptional communication skills who can work effectively with Port stakeholders, including the Board of Harbor Commissioners, senior management, tenants, customers, Port staff and the community. S/he must possess superior professional standards and uncompromising integrity and be comfortable working in a deadline-driven and demanding environment.

### **EXAMPLE OF DUTIES**

- Supervises assigned direct reports handling HR generalist duties
- Provides direction and leadership for the recruitment, selection and placement of new employees
- Directs and refines new employee orientation processes
- Handles employee disciplinary processes up to and including termination; ensures effective investigation techniques, due process measures and detailed documentation
- Acts as a coach and guide to management members in a wide range of HR matters
- Attends Civil Service meetings and maintains active communications with Civil Service staff
- Assists with the creation and implementation of the Port's Succession Planning initiative
- Develops and oversees internal communications program
- Directs the College Intern and Summer Youth Programs
- Ensures excellent customer service delivery, ensuring follow-up and tracking
- Develops and facilitates internal training and development modules
- Prepares reports and statistical summaries
- Assists managers and supervisors with guidance regarding performance appraisals and performance improvement plans
- Acts as a back-up for the Director, attending Board meetings and signing documents in the Director's absence
- Updates management's performance evaluation system and performance metrics
- Reviews HR policies and procedures; makes recommendations for improvement
- Performs other duties as required



## EDUCATION, KNOWLEDGE & EXPERIENCE

Requirements for the position include:

### 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 is highly desirable.
- Professional certification such as CCP, SPHR, PHR, SHRM-CP/SCP, IPMA-CP/SCP is preferred.
- Must have a valid California driver's license to perform work-related duties, including driving to meetings and work-related events.

### Experience:

- At least seven years of progressively responsible experience in a public sector human resource environment, with a minimum of five years serving in a supervisor or managerial capacity is required.
- A solid understanding of California personnel law is required.
- The ability to establish, build and maintain effective working relationships with all levels of employees, including top, middle and supervisory levels of management is required.
- Experience in or exposure to effective employee relations will be helpful in making a seamless transition into the role.
- Experience working within a civil service system will be considered favorably.
- A history of creating effective working relationship across functional lines is expected, with a collaborative work style.
- Proven ability to implement new programs or practices designed to enhance service and value.
- A history of managing and successfully working with people from diverse backgrounds and areas of technical expertise.
- A strong background in developing and conducting training is highly preferred.

### Professional Knowledge and Characteristics:

The candidate selected will also possess the following professional attributes and strengths:

- Results oriented
- Collegial
- Proactive coach and mentor
- Dedicated to progressive change
- Technologically savvy (HRMS/HRIS familiarity)
- Customer focused
- Creative and resourceful
- Highly organized
- Effective and inspirational communicator
- Exercise sound independent judgement
- Strategic thinker

## COMPENSATION & BENEFITS

The Port of Long Beach has established an annual salary range of \$140,000 - \$150,000. 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:

- *Auto allowance:* \$350 per month
- *Deferred Compensation:* several plans available
- *Retirement:* CalPERS 2% @ 62, coordinated with social security (with a 6.5% payroll contribution)
- *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:* 8 hours per month
- *Executive Leave:* 40 hours 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



## APPLICATION & RECRUITMENT SCHEDULE

The final filing date for this recruitment is **Monday, September 18, 2017 @ 4:30 PM**. The Port reserves the right to **extend the closing date without notice** in order to accept additional applications.

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

Application packets will be evaluated to determine the most qualified applicants. Those individuals determined to be best suited for the position will be invited to participate in the selection process, 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.

*Relocation is not available for this position.*

*The Port of Long Beach is an Equal Opportunity Employer.*

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## THE PORT

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 3,200 acres and moves \$180 billion in trade each year. The Port of Long Beach is the second busiest container port in North America. East Asian trade accounts for more than 90 percent of Long Beach shipments with the top trading partners being China, South Korea, Japan, Hong Kong and Taiwan. The Port of Long Beach is the City of Long Beach's Harbor Department and is governed by the Long Beach Board of Harbor Commissioners. The Port's Executive Director is appointed by the Board and is responsible for overall Port activities. With over 500 employees and 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, and revenues are reinvested in new facilities and port-related improvements.

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 learn more about the Port, go to [www.polb.com](http://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 smaller 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 six million visitors each year. The city is also home to California State University, Long Beach, ranked one of the best value public colleges 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, Long Beach has the added benefit of having maintained a strong sense of community and cohesiveness despite its size. Long Beach is the seventh largest city in California and celebrates its vibrant diversity. A superb climate, quality schools, vibrant downtown and a wide variety of neighborhoods help make Long Beach one of the most livable communities in the country.