



CITY OF NORCO

HORSETOWN USA

Accepting Applications for the Position of

HUMAN RESOURCES MANAGER

Salary Range: \$79,675 - \$96,845



POSITION OPEN UNTIL FILLED

THE CITY GOVERNMENT

The City of Norco offers a small organizational environment where teambuilding is encouraged but individual contributions are fully recognized. Staff benefits from a supportive management team and City Council that foster innovation and creativity.

The City of Norco is a Charter City operating with a City Council/City Manager form of government. The City Council is the elected body of city government. The City Council consists of five members elected at large for four-year terms by the citizens of Norco. Annually, the City Council appoints a Mayor and Mayor Pro Tem from its own membership to serve a one-year term. The City Manager is appointed by the City Council and is the chief executive officer of the City. The City provides services through seven departments: City Manager, City Clerk, Economic Development, Finance, Parks, Recreation and Community Services, Planning, and Public Works. The City of Norco contracts with Riverside County Sheriff's Department and CAL FIRE/Riverside County Fire Department to provide public safety services.

The City of Norco is a financially stable city that has proven resilient in economic downturns, and its entrepreneurial spirit ensures that it takes maximum advantage of economic opportunities. City services are delivered with the assistance of 60 budgeted full-time staff and a General Fund budget of \$21.6 million for FY 2019-2020. The City's Capital Improvement Program budget of \$29.7 million is allocated for improvements of streets, storm drains, horse trails, parks and facilities. Additionally, in November 2018, Norco voters approved Measure R, a one-cent add-on sales tax that is estimated to generate over \$4.5 million annually that will be allocated to additional public and infrastructure improvement projects. Working cooperatively, the City Council and City Administration strive to meet identified community needs, which include strengthening our local economy, maintaining a safe and healthy environment, and preserving our rural, animal-keeping lifestyle.

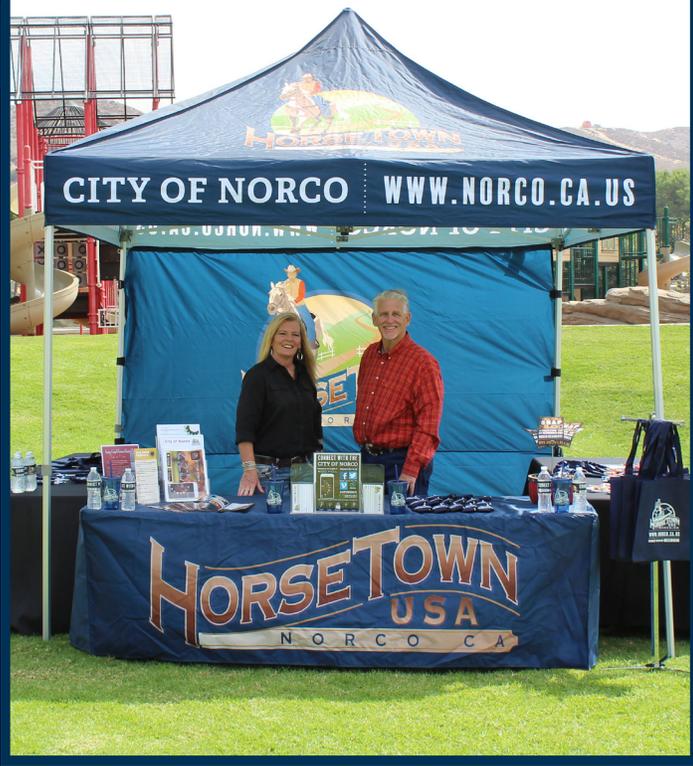


THE COMMUNITY

The City of Norco is best known as an animal-keeping, equestrian-oriented community whose residents enjoy over 400 acres of parkland and one of the largest networks of horse trails in the nation, earning the nickname "Horsetown USA." The City's love for animals has created a close-knit community whose residents are active in local schools, churches and civic groups, but Horsetown USA is also a great place to conduct business. The City of Norco, incorporated as a General Law City in 1964 and a Charter City in 2003, has a population of approximately 27,000 and encompasses about 15 square miles strategically located on the I-15 Freeway, just 50 miles from downtown L.A. The small town values that are alive and well in Horsetown USA not only enhance its residents' quality of life, but provide a nurturing environment for businesses as well.

High technology thrives in Horsetown USA. The Naval Surface Warfare Center Corona Division is responsible for assessing the reliability of naval weapons systems and the combat readiness of the Fleet. Norco College, a campus of Riverside Community College with more than 12,000 students, is known for its pioneering Center for Applied Competitive Technologies, one of the first centers of its kind in California. Designated as the District's technology campus, Norco College is a tremendous resource for local businesses of all kinds. City officials work in concert with business leaders to ensure a vibrant business environment and sustained economic growth, enhancing a unique community rich in cultural, recreational and commercial resources.

The City's animal-keeping lifestyle is Norco's greatest resource and part of a \$100 billion horse industry in America. The 44-acre George Ingalls Equestrian Event Center, SilverLakes Equestrian & Sports Park, and distinctive Western façades along Sixth Street all reinforce the spirit of Horsetown USA. Nowhere else will you see horse trails traversing from residential neighborhoods to business districts equipped with horse crossings and hitching posts. Horsetown USA's unique Western lifestyle and dynamic equestrian community also contribute to a burgeoning hospitality industry. Fueled by the opening of SilverLakes, a 150-acre mega-venue for regional, national and international equestrian and soccer events, hotel developers and restaurateurs are evaluating sites in the City, and several projects are in the planning or construction phase.



THE IDEAL CANDIDATE

The Human Resources Manager is a middle management position in the Administration Department. Under administrative direction from the City Manager, this position performs a wide variety of personnel management duties and has the majority of its interaction with the City Manager, department heads, third party administrators, attorneys, and employees. The ideal candidate will be able to administer the City of Norco's personnel management system, including the areas of labor negotiations, employee labor relations, recruitment and selection, compensation and classification, benefits, training, performance evaluation, disciplinary investigations, budget, risk management and related duties as necessary.



THE POSITION

Administers Memorandums of Understanding (MOU's) and interacts with employee representatives and staff to interpret and explain provisions of the MOU terms within the context of Human Resources law. Assists the City Manager in labor relations and contract negotiations and ensures negotiated settlements are reduced to writing and incorporated into agreements.

Manages the operations of the Human Resources Department, including recruitment/retention, drug testing, employee orientation and benefit administration. Develops, updates and administers personnel rules, regulations and relevant administrative policies for City-wide use.

Assists departments in personnel administration through interpretation, explanation and consultation regarding provisions of laws, rules, policies and procedures. Conducts administrative and personnel investigations related to policy violations and handles a variety of confidential issues.

Coordinates City-wide training programs and related projects with outside vendors and consultants. Provides training to City staff on human resources related topics.

Coordinates Risk Management, reviews, evaluates, and processes claims filed against the City working closely with claims administrators and City departments. Works closely with the third-party administrator to process claims and administers the workers' compensation program.

THE QUALIFICATIONS

Education: Bachelor's Degree from an accredited college or university in Human Resources, Business Administration, Public Administration, Organizational Psychology or equivalent field.

Experience: Seven (7) years of human resources with some risk management experience that includes three (3) years of management and/or supervision.

Knowledge: Knowledge of applicable city, county, state and federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives; Knowledge of management and/or supervision; Knowledge of personnel, employee relations, workers' compensation and benefit practices and principles.

Ability: Skill in assessing and prioritizing multiple tasks, projects and/or demands; assessing, analyzing, identifying and implementing solutions to complex problems; responding to and handling confidential issues and information; utilizing computer hardware, software and peripherals; oral and written communications and in establishing and maintaining effective working relationships.



APPLICATION PROCESS

To be considered for this opportunity, applicants must complete and submit a signed original City of Norco Employment Application. Resumes are not accepted in lieu of application. City of Norco job applications may be downloaded at www.norco.ca.us/hr. Applications must be received by Human Resources. Enclose copies of any certifications, training or degrees. Applicants may submit an application by walk-in, postal mail or drop-box in front of City Hall. Faxes or emails will not be accepted. This position is open until filled, and this recruitment may close at any time without notice.

The provisions of this bulletin do not constitute a contract expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice. The City of Norco is an equal opportunity employer and does not discriminate on the basis of race, color, sex, age, ancestry, national origin, political or religious affiliation, sexual orientation, marital status, other non-job related physical or mental disability, medical condition, or other functional limitation in employment or the provision of service. The City is committed to making its programs, services and activities accessible to individuals with disabilities. If you require accommodation to participate in this recruitment, please contact the Human Resources Office prior to the filing deadline. We will attempt to reasonably accommodate applicants with disabilities upon request.

COMPENSATION AND BENEFITS

Salary: \$79,675 - \$96,845
(Dependent upon qualifications and experience.)

Schedule: The City has a 36-hour work week. Hours are Monday-Thursday between 8 a.m. and 6 p.m. with City Hall closed on Fridays. Position may work weekends/holidays.

Retirement Benefits: The City participates in the California Public Employees' Retirement System (CalPERS)

Classic Member: 2.7% at 55, employee pays 8% of salary; three year final compensation

New Hires with no previous CalPERS/reciprocal retirement plan: 2% at 62, employee pays 6.75% of salary

Vesting Schedule for Retiree Medical Benefits for Employees and Dependents based on City and CalPERS service

The City does not participate in Social Security

Health Insurance: City pays up to \$1,250 a month for employee and dependent coverage (opt-out payment available); City provides \$20 per month towards Medical Savings Account (six month waiting period) tied to Flexible Spending Account

Dental Insurance: City pays 100% HMO employee and dependent coverage; PPO available (employee paid on a pre-tax basis)

Vision Insurance: City pays 100% employee and dependent coverage

Life Insurance: City pays 1x annual salary; Optional Life, AD&D and Disability Insurance available

Administrative Leave: 48 hours per fiscal year; Pro-rated for new hires

Holidays: 11 paid holidays and up to three floating holidays (pro-rated for new hires)

Sick Leave: Accrues 8.1 hours per month

Vacation Leave: Accrual starting at 3.32 hours per pay period with buy-back options available

Tuition Reimbursement: Up to \$800 annually