



City of Bell

HUMAN RESOURCES AND RISK MANAGER



The Candidate

The City of Bell is looking for an experienced, collaborative and personable Human Resources and Risk Manager. The new Human Resources and Risk Manager will be responsible for maintaining oversight of the City's Human Resources and Risk Management divisions and take the lead in developing several new City-wide initiatives.

Learn more within.

Send in applications by Friday, March 29.

The Position

HUMAN RESOURCES AND RISK MANAGER

OUR COMMUNITY

The City of Bell is a warm and friendly community composed of young families, small businesses, small commercial corridors (Atlantic Avenue and Gage Avenue) and an industrial district located on the east bank of the Los Angeles River in southeast Los Angeles County. Bell is known for its recreation programs and services to youth in South East Los Angeles. Its convenient location and close proximity to transportation corridors including Interstate 5 (Santa Ana Freeway), Interstate 710 (Long Beach Freeway) and the Union Pacific Railroad make Bell an ideal venue for business interests. It is only minutes away from Downtown Los Angeles, as well as cultural and sports attractions including Dodger Stadium, Crypto.com Arena, and the Walt Disney Concert Hall. Bell is nestled between the San Gabriel Mountains and the port of Long Beach in the Los Angeles basin. According to the 2020 US Census, the City boasts a population of 33,559 residents, a third of which is under the age of 18. Bell is a vibrant community proud of its ethnic diversity with immigrants from throughout Latin America and a growing Lebanese American immigrant community. If you take a stroll through the City you will find beautiful parks filled with families, tree-lined streets, and lots of unique shops and businesses. Bell is quite proud of the clean and safe community and is a great place to live, work and play.

OUR ORGANIZATION

The City of Bell Administration, including its department heads and public employees, are under the direction of its City Manager, who reports directly to the five-member Bell City Council. The City Council appoints the City Manager; City Treasurer and the City Clerk. The City currently contracts for legal services. The City of Bell is a Charter City. The City's Charter defines the way the City governs and administers its municipal affairs. The City of Bell's Charter spells out the responsibilities of the City Council, the City Manager, as well as City Officers and Employees. In addition, the Charter details information about Personnel, Fiscal Administration, Elections and other important functions. For a city to be under the rule of a charter, its local electorate must approve the implementation of a charter by way of a vote. In 2005, the City of Bell held a special municipal election to establish Charter rule and replace the former General Law City rule. In 2015 the City's residents voted to amend the City Charter and to create a new Citizen Planning Commission.

THE DEPARTMENT

The Human Resources Department is comprised of two divisions: the Human Resources Division and the Risk Management Division. The department is committed to working in an efficient and reliable manner to promote fairness to foster collaboration among all employees.

Human Resources Division

The Human Resources team provides guidance and support to all employees within the City of Bell. Human Resources partners with the City's departments to recruit, hire, compensate, and support employees in delivering quality services to residents and visitors.

Risk Management Division

The Risk Management Division serves to protect the City's personnel and physical assets from injury and loss. Risk Management manages the City's insurance and loss control programs, including worker's compensation, property insurance general / auto liability, long term disability and unemployment insurance.



IDEAL CANDIDATE

The Human Resource and Risk Manager will lead and manage all personnel matters and play a key role in maintaining an enjoyable work environment. The Human Resources and Risk Manager will oversee recruitment, training, health insurance and benefits, department budgeting, labor negotiation, and policy enforcement. In addition to the position's responsibilities, the Human Resources and Risk Manager will have the opportunity to take lead on exciting new initiatives, including the implementation of NeoGov, development of a city-wide training program for professional development, implementation of system-based improvements and advancement of risk management policies and succession planning.

The City of Bell is looking for someone who is passionate about connecting with people and is excited about a working manager position. The ideal candidate has a strong background in public personnel management, specifically with experience in law enforcement, workers compensation, and risk management. The candidate must be a proactive leader and working manager ready to roll-up their sleeves and take on multiple initiatives and encourage collaboration among departments.



To see the full job description, visit the job posting on the City's website at: www.cityofbell.org/?navid=32

KEY ATTRIBUTES & CHARACTERISTICS

- 🔔 Passionate and excited to support City staff with excellent customer service and a growth mentality.
- 🔔 Strong work-ethic and thrives in a fast-paced environment that requires adaptability.
- 🔔 Organized and efficient in prioritizing tasks, scheduling events and coordinating multiple projects while meeting deadlines.
- 🔔 Strong interpersonal skills with the ability to foster collaboration and cooperation among the staff and other city departments.
- 🔔 Representative of the City's interests before other agencies.

MINIMUM REQUIREMENTS

- 🔔 Bachelor's Degree in Public Administration or a related field required; Masters Degree is desirable.
- 🔔 Five years Human Resources experience, including three years of supervisory experience.
- 🔔 Experience working with cities with police departments is desirable.
- 🔔 Strong experience with workers compensation, liability and risk management is preferred.



Compensation & Benefits

The City has a comprehensive compensation program. The Annual Base Salary range for the Human Resources and Risk Manager is **\$7,554.59 - \$9,182.65**/month depending on qualifications, which is currently under review. The City offers an excellent benefits package.

BENEFITS INCLUDE:

- Retirement** — 2.7% @ 55 California Public Employees' Retirement System (CalPERS) retirement formula for "classic" employees; 2% @ 62 for non-classic employees.
- Medical** — The City participates in the CalPERS health benefits program.
- Dental** — The City provides coverage through Delta Dental.
- Life Insurance** — The City provides a term life insurance policy for employees.
- Vision** — The City provides vision insurance through VSP for employees.
- Vacation** — Annual accrual 96 hrs (increases with years of service).
- Sick Leave** — 96 hrs annually.
- Holidays** — 13 days annually.
- Flexibility** — Enjoy a 9/80 work schedule.

How to Apply

Send your cover letter and resume to hr@cityofbell.org by **5:00 p.m. on Friday, March 29, 2024** to be considered for the position. For additional information, visit the job posting on the City's website at www.cityofbell.org/?navid=32

