

THE CITY OF MENIFEE  
IS LOOKING FOR ITS VERY FIRST

# Human Resources Director

## NEW. BETTER. BEST.

The City seeks a dynamic, innovative, forward thinking Human Resources professional to join the City's Executive Team. The new Human Resources Director will play a key role in executing Menifee's vision while bringing best practices to the Human Resources Department. Overseeing a unique blend of services including Risk Management, Emergency Management, and full-service Human Resources, the ideal candidate will guide the department by being an inclusive, empathetic, and well-rounded leader.

Send your resume and cover letter to  
[talent@tripepismith.com](mailto:talent@tripepismith.com) by September 27, 2024.





# MENIFEE

## BY THE NUMBERS



**126,872**  
Projected Population by 2026



**36 Years Old**  
Average Age of Residents



**\$118,097**  
Average Income



**61%**  
College Educated  
*(Some college or more)*



**\$582,600**  
Median Home Value



**Top 15%**  
Safest City in California



**\$700M**  
Capital Improvement Program



**1.7M SqFt**  
Retail & Office Development  
*(under construction or in the pipeline)*



**15M SqFt**  
Industrial Development  
*(under construction or in the pipeline)*

## ABOUT THE CITY OF MENIFEE

### A Great Community for Living & Working

Menifee, California is a vibrant, young city situated in the heart of Southwest Riverside County—close to everything California. Established in 2008, Menifee is ranked as the #1 boomtown in California and #7 boomtown in the nation. The young, skilled population is projected to grow 14% by 2025, making Menifee the largest city in Southwest Riverside County.

Menifee is dedicated to supporting businesses in our community and is home to thriving retail, restaurant, commercial, and medical services. You can take time on the weekends to enjoy one of the 18 shopping centers in the City, experience the wine scene, and participate in a community event. Menifee’s family-oriented community, natural setting, and sweeping vistas make it a fantastic city to live and work in.



Many residents come to Menifee for room to breathe, while others come for the thrill of participating in the creation of a new and exciting community. The City has 35 parks and miles of trails and provides a safe, quiet suburban feel right in the middle of a large population center. Menifee schools are ranked second in Riverside County and the City lies within a one-hour drive of over 20 colleges and universities.



## STRATEGIC VISION FOR THE COMMUNITY

We know our community has big dreams for Menifee and we want to see them come true. Menifee's citywide Strategic Plan lays a foundation for this progress, defines our shared vision for the future and focuses City resources on five key strategic priorities: Unique Identity, Community Engagement and Social Infrastructure, Thriving Economy, Safe and Vibrant Community, and Connectivity and Mobility. [Please see entire 5-year plan here.](#)

### Five-Year Capital Improvement Program (Fiscal Years 2022-2027)

Menifee understands how circulation plays a vital role in our residents' quality of life. Menifee's Capital Improvement Program is a commitment to Park, Infrastructure, and Circulation Improvement projects over the next five years, aimed at the improved quality of life for residents, and making it easier to do business in Menifee.

### New Commercial Construction

A strong economy and regional growth, along with Menifee's continued population growth, have strengthened demand for more commercial and retail spaces in Menifee. That demand is being met with more than 235 project applications that are working through the City's approval and permitting process this year alone, with over 1.8 million square feet of commercial space currently under construction or in plan check.

City development requires a strong team to meet growing services demands, and the HR Director will play a key role ensuring that the City recruits and retains top talent to support its growth.



## ABOUT THE HUMAN RESOURCES DEPARTMENT

The Human Resources Department provides comprehensive human resource services to City staff including recruitment, benefits, and employee training and support. While managing recruitment and selection services that attract and retain qualified employees, the Human Resources Department also hosts employee training programs to provide and promote a safe and healthy professional team.

The Human Resources Department also oversees the Risk Management and Emergency Management Services divisions. The mission of the Risk Management division is to create a culture of safety by identifying, assessing, and managing the impacts of operational risk and adopting policies to protect City personnel and property. In that same spirit, the mission of the Emergency Management division is to implement, monitor, and coordinate the Standardized Emergency Management System (SEMS) and Emergency Operations Center (EOC) in order for the City to respond efficiently to disasters.

### Human Resources Department Areas of Responsibility

Risk Management

Emergency Management

Recruitment & Selection

Training & Development

Employee Benefits

Retirement

Worker's Compensation

Local Government Compensation Report

Memorandums of Understanding

Internship Application Process

## ABOUT THE POSITION – HUMAN RESOURCES DIRECTOR

### The Role

Menifee's new Human Resources Director will be a mentor and leader and will work to develop and direct the Department's goals while training and motivating staff. The Director will be a 'servant-leader' and a contributing member of Menifee's executive management team. A successful Director will lead employee operations, including new employee onboarding, benefits administration, labor relations and negotiations, budget services, staff training and payroll, as well as resolving any employee concerns across departments, all while understanding the holistic objective of serving City staff and the community.

In addition, the Human Resources Director provides administrative and professional leadership to both Emergency Management and Risk Management divisions.

- Leading the Emergency Management division, the Director will oversee a comprehensive disaster and emergency preparedness program for the City, including disaster mitigation, preparedness, planning, training, education and response. The Director will also provide administrative leadership over the City's Emergency Operations Center.
- Overseeing the Risk Management division, the Human Resources Director will work to identify, assess and mitigate any City liabilities while protecting Menifee's assets, including employee safety, workers' compensation, litigation management, and risk assessments.

See the full job description [here](#).

### The Ideal Candidate

While knowledge in human resources and risk management is paramount, Menifee is looking for an individual dedicated to diplomatic conflict-resolution, mentorship, and problem-solving with exceptional interpersonal skills. The ideal candidate will be accessible and provide clear direction to the Department while also inspiring and motivating staff. The selected candidate will have the ability to work through complex employee/labor relations issues with empathy, lead the Department with integrity and champion each staff member's strengths in order to foster a culture of respect, inclusivity, and amazing customer service throughout the organization.

### The Human Resources Director position is new. Why add it now?

As Menifee grows, so too does its local government. In the last decade, the organization has added more than 200 employees and even launched its own Police Department in 2020. Creating the Human Resources Director position is vital to the successful oversight of the growing City team and shows the Council's commitment to the City's most important asset.

### Qualification Requirements

- 7 years of Human Resources experience
- 3 years of management or supervisory experience
- Public Safety experience is preferred
- Understanding of California labor laws
- Bachelor's degree in Human Resources, Public Administration or a field closely related
- Physical ability to lift, pull, push and carry objects up to 10 pounds
- Valid driver's license

# MENIFEE TOWN CENTER

## COMPENSATION AND BENEFITS

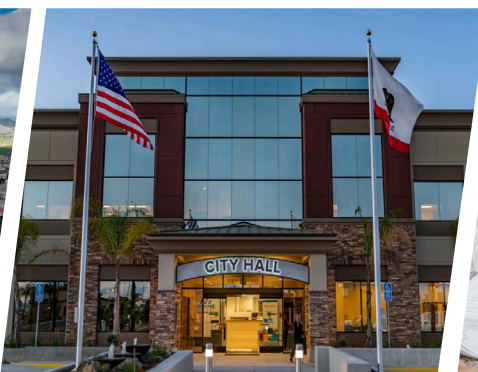
The annual salary range is \$186,997.00 - \$239,959.00 depending on qualifications.

- **Cafeteria Plan:** The City provides a monthly allowance up to \$2,100 for employees and eligible dependents to use towards medical, dental, vision, voluntary life insurance, disability insurance, and flexible spending accounts.
- **Medical Insurance:** The City offers a variety of HMO and PPO health plans, administered through CalPERS.
- **Dental and Vision Insurance:** Dental HMO or PPO and Vision Insurance plans available.
- **Life Insurance:** City-paid \$200,000.
- **Retirement:** The City offers a defined benefit retirement plan through CalPERS with a vesting period of five years. Employees contribute:
  - Classic member 2.7% @ 55 - 8% Employee Contribution
  - PEPR member 2.0% @ 62 - 8.25% Employee Contribution
- **Continued Education:** 5% education incentive for a master's degree or professional certification in alignment with the position, which is above the minimum job requirement.
- **Deferred Compensation Plan:** 5% of base salary contribution into 401(a) account.
- **Holidays:** 15 days annually.
- **Vacation Leave:** 120 hours for the first three years with the City with increases up to 200 hours after five years.
- **Administrative Leave:** 80 hours annually.
- **Auto Allowance:** \$400 per month.
- **Sick Leave:** 104 hours annually.
- **Other Benefits:** Bilingual/biliterate pay, cell phone allowance, and education reimbursement.
- **Employee Status:** This is an At-Will management classification.

## HOW TO APPLY

Please submit your resume and cover letter to Christine Martin at [talent@tripepismith.com](mailto:talent@tripepismith.com) by September 27, 2024.

After the submission deadline, candidates will be screened for qualifications. If you require additional information or have any questions, please contact Christine Martin at (949) 993-6531.



The Human Resources Director position is an exciting new opportunity to execute Menifee's vision. The City of Menifee offers a competitive salary and excellent benefits, we welcome you to join our team!

**Submit your application by  
September 27, 2024 to be  
considered for the position.**

For more information contact:  
**Christine Martin at (949) 993-6531**

