



CITY OF HAWTHORNE  
Human Resources Division  
4455 W. 126<sup>th</sup> Street  
Hawthorne, CA 90250  
(310) 349-2950  
[www.cityofhawthorne.com](http://www.cityofhawthorne.com)  
An Equal Opportunity Employer

# EMPLOYMENT OPPORTUNITY

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## HUMAN RESOURCES MANAGER (NON-CLASSIFIED)

**SALARY:** \$7,866 - \$9,252 per month

**FINAL FILING DATE:** **October 18, 2012**  
**(No faxes, postmarks, or emails accepted)**

### THE POSITION

Under administrative direction, performs a variety of complex administrative, technical & professional work in supervising the personnel functions of the City; manages & supervises the Human Resources Division; plans & organizes staff assignments; trains & evaluates staff; issues written & oral instructions; prepares & administers budget of human resources operations; provides information & advice to employees & administration regarding City policies, Municipal Code, MOU's etc., regarding personnel issues; represents the City at personnel related hearings & investigations; coordinates employee services; plans & directs the implementation & administration of the benefits program; directs preparation & distribution of written & verbal information from the division; coordinates &/or conducts salary & benefits surveys; conducts & supervises employee recruitments – including job advertising & related literature; directs & participates in applicant screening & pre-employment testing; confers with legal counsel on human resource management/employee relations issues; writes directives advising department/division managers of local, state & Federal policies regarding equal employment opportunities, compensation, & employee benefits; oversees the analysis maintenance, & communication of records required by law or local governing bodies, or other departments within the City; represents management in collective bargaining meet & confer; analyzes bargaining issues, organizational needs, costs & benefits, & makes recommendations; works directly with & provides direction to the Civil Service Commission; & performs other related duties as assigned.

### MINIMUM QUALIFICATIONS

**Education, Training, & Experience:** Bachelor's degree from an accredited four (4) year college or university with a major course of study in Human Resources, Industrial/Organizational Psychology, Public Administration or related field is required. A Master's Degree in Human Resources, Industrial/Organizational Psychology, Public Administration or related field is desirable, but not mandatory. A minimum of five (5) years of professional human resources experience in recruitment/selection, classification/compensation, collective bargaining, employee/employer relations, benefit administration and/ or related area in a federal, state, municipal, and/or school district, merit system/civil service organization. Experience with CALPERS is highly desirable.

### APPLICANT INFORMATION

Applicants must file a complete and concise City of Hawthorne application. A required city application may be obtained online at [www.cityofhawthorne.com](http://www.cityofhawthorne.com), in person from the Human Resources Division – 4455 W. 126<sup>th</sup> Street, Hawthorne, CA 90250 – or by calling (310) 349-2950. Applications may be accompanied by a resume describing experience, education & training in relation to the requirements of the position, however resumes will not be accepted in lieu of a City employment application. **All application materials must be submitted to the City Manager's Office by the final filing date & time.** The City of Hawthorne is not responsible for deliveries made by the U.S. Postal Service or any private courier service. Applications arriving after the approved filing date will not be accepted. All applications will be reviewed, but due to the large volume of applications typically received, only those candidates determined to be the MOST QUALIFIED on the basis of experience and education, as submitted, will be invited to participate in the selection process.

### TESTING

The examination will consist of an oral interview (weighted 100%). Candidates must pass this phase in order to continue in the process.

**THE PROVISIONS OF THIS JOB BULLETIN DO NOT CONSTITUTE AN EXPRESS OR IMPLIED CONTRACT OR GUARANTEE OF EMPLOYMENT. ANY OF THE PROVISION CONTAINED HEREIN MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.**

## RECRUITMENT PROCESS

**Application Procedure:** A City application is required for every position applied for and must be filled out completely, showing clearly that the minimum qualifications are met. All statements are subject to investigation and verification. False statements will be cause for disqualification, removal from the eligibility list, or discharge from employment. Applicants will be notified by mail of all actions taken with regard to their application.

## EMPLOYEE BENEFITS

The City of Hawthorne benefit package includes Employer paid Public Employees' Retirement System (CalPERS) [3%@60](#) formula; City employees do not participate in Social Security; Alternative work schedule (9/80); Bilingual Pay; Educational reimbursement; Savings & loan services available through Kinecta Federal Credit Union; Section 125 & Deferred Compensation Plans; & choice of medical & dental plans. **PLEASE NOTE: ALL INSURANCE PREMIUMS ARE PAID IN FULL BY THE EMPLOYEE AND ARE DEDUCTED FROM THE EMPLOYEE'S BI-WEEKLY SALARY.**

## EMPLOYMENT INFORMATION

All employment offers are conditional based upon the successful completion of a City paid pre-employment medical exam, drug screening, thorough background check, & fingerprinting process.

Disabled applicants requiring special testing arrangements should contact the Human Resources Division prior to the final filing date.

The Immigration Reform and Control Act of 1986 requires all new employees to show proof of their legal right to work in the United States at the time of hire. Original documentation is required as proof.

Proof of a valid California Driver's License will be required if the operation of a motor vehicle is required in carrying out the duties of the position.

To receive Veteran's Preference, proof of your honorable discharge must be submitted at the time of filing the City application (Copy of DD214).

## EQUAL EMPLOYMENT OPPORTUNITY POLICY

The City of Hawthorne is an Affirmative Action/Equal Employment Opportunity Employer. We are committed to providing all individuals equal opportunity in employment regardless of age, sex, race, national origin, religion, color, ancestry, marital status, sexual orientation, medical condition, physical or mental disability, or service as a military veteran. Women, minorities and disabled individuals are encouraged to apply.

## ABOUT THE CITY

***Proudly Serving the Community for over 80 Years!***

Incorporated in 1922, the City of Hawthorne currently has a population of nearly 87,000 within a six square mile area. Ideally located near the Los Angeles International Airport, connected by rail to the Port of Los Angeles & downtown Los Angeles, & surrounded by the San Diego (I-405), Harbor (I-110), & Glenn M. Anderson (I-105) Freeways, the City of Hawthorne could easily be termed the "Hub of the South Bay." By virtue of its location, Hawthorne affords easy, quick access to all that Southern California offers; culture, sports, entertainment, mountains, & beaches. Temperatures in the area are always among the most pleasant in the Los Angeles basin. The City of Hawthorne possesses a shared vision towards the future to create a great city & build an economy, which supports the community's desire for a high quality of life.

