



City of Claremont
207 Harvard Avenue
Claremont, CA 91711

Personnel Services Manager

Annual Salary Range: \$109,572.00-\$132,372.00 (2% COLA increase effective 07/01/23)

First Application Review: Wednesday, June 7, 2023

The City of Claremont is recruiting for a Personnel Services Manager to join its team!

Under general direction of the Assistant City Manager, the Personnel Services Manager will plan, coordinate, and review the operations and activities of the Personnel Division. The Personnel Services Manager will assume responsibility for all activities relating to recruitment and selection; safety and training; classification and compensation administration; health and related programs; deferred compensation and other City benefits; workers' compensation; and affirmative action.

Other duties will include advising employees on personnel policies and procedures and employee relations; directing recruitment and selection processes; coordinating annual open enrollment activities, including determining health and other benefit providers and benefit levels; keeping records on service indicators, such as number of recruitments, applicants, new hires, terminations, etc., for both full and part-time employees; preparing and administering the division budget; assisting with labor relation issues by gathering necessary data; performing various duties associated with negotiations; developing and interpreting memoranda of understanding; administering the classification and compensation program, including preparing compensation surveys; directing the performance evaluation program; developing and implementing division goals, objectives, policies, and priorities; coordinating workers' compensation issues with the City's third party administrator, including industrial disability retirements; and developing and implementing Citywide training programs.

For more information on this exciting opportunity and to apply, please visit:

<https://www.governmentjobs.com/careers/claremontca/jobs/4054454/personnel-services-manager?pagetype=jobOpportunitiesJobs>

Questions and Inquiries can be directed to:

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