



# City of Long Beach Employment Opportunity

## **DIRECTOR - HUMAN RESOURCES - HARBOR**

Job Number: HDE 22-003

**SALARY:** Depends on Qualifications

**OPENING DATE:** 11/03/21

**CLOSING DATE:** 12/03/21 04:30 PM

### **DESCRIPTION:**



**THE HARBOR DEPARTMENT IS SEEKING A DIRECTOR OF HUMAN RESOURCES TO FILL AN OPEN POSITION.**

#### **Why we want to hear from YOU...**

The Port of Long Beach is committed to creating an inclusive, equitable and diverse work environment, with the goal of making BELONGING a norm. We hire amazing, qualified teammates from a wide variety of backgrounds and experiences. We recognize that embracing our differences and establishing an environment that encourages a diversity of viewpoints and perspectives, makes us a stronger, more effective organization. We invite all our teammates to bring their whole selves to work. We are huge advocates of LIFE/WORK BLEND – where LIFE leads the pack! Our teammates arrive daily with the ethos to collaborate, foster intellectual curiosity, and provide unparalleled service. If you share these values and our enthusiasm, your next career opportunity is with THE PORT OF CHOICE!

#### **The Team...**

The Human Resources (HR) Division is dedicated to successfully integrating the HR Centers of Excellence including Talent Management, Employee Relations and Engagement, and Learning and Development that ultimately leads to attracting, engaging, and optimizing the results of a diversified and qualified workforce. The dedicated and inspired HR Influencers in the division work diligently to serve and ensure organizational cadence with the Mission, Vision, Values and Strategic Plan of the Port.

Currently at the helm is a progressive, transformational HR thought leader who is biased to action. After a lot of soul searching and family conversations, our HR leader has been inspired to follow her own advice: "Give yourself permission to move to the front of the line." By fully embracing this advice, she has decided to purposefully move aside and make space for the Port's next HR thought leader while she starts the next chapter of her journey.

**This is where you come in!**

### **EXAMPLES OF DUTIES:**

#### **The Role...**

As the key leader and member of the Port's HR Division, you will provide strategic leadership, consultation, thought partnership, and coaching to Executive leaders. In partnership with our HR Centers of Expertise, you will oversee the development and execution of HR talent strategies, which aid the growth of our business and our teammates.

Key responsibilities include:

- Being an inclusive leader and champion for equity, inclusion and belonging
- Partnering with the executive leadership team to formulate, develop, implement, and evaluate a HR and Talent Management Strategies to align with the Port's Strategic Plan, and to create value to its stakeholders
- Providing expert HR consultation and partnership deploying enterprise-wide HR strategies
- Guiding the development and implementation of talent management strategies to ensure effective staffing alignment with the needs of the Port
- Creating systems to attract talent, identify critical talent needs, develop core competencies and corresponding development opportunities, and engage leadership in succession planning
- Identifying ways to increase staff retention and productivity, including strategies to enhance employee engagement, leadership and staff development, regular feedback and coaching, career pathing, and promoting a coherent organizational culture
- Leading the effective and efficient administration of the performance management process, making sure that the organization's managers are equipped to engage in constructive and ongoing feedback and coaching, collaborate effectively when co-managing staff, and encourage staff to actively participate in identifying and addressing performance gaps.
- Developing of strategic workforce plans and gap-closing talent strategies aligned to the Port's Strategic Plan
- Assessing and identifying talent priorities to promote a work environment that exemplifies a clear focus on human capital excellence (e.g. talent bench, succession planning and re-skilling/up-skilling strategies)
- Identifying, developing, and executing strategies to address business-specific talent challenges
- Being a catalyst for collaboration and champion innovative ways to enhance the candidate/employee experience

This Director of Human Resources serves under the direct influence and supervision of the Deputy Executive Director, Administration and Operations. When asked what he is looking for in our next HR Leader, he stated, *"I am looking for a strategic and visionary HR professional with a sincere desire to reimagine the HR agenda in a public sector setting. Someone who understands the importance of data analytics in the HR space, is willing to rethink classic approaches to HR Centers of Excellence and drive innovation every chance they get."*

### How you get to contribute...

- By helping to shape a culture of diversity, inclusion, equity and belonging.
- By providing leadership and facilitating innovation and creative input among the Human Resources team.
- By helping to coach and guide management throughout the Port on a variety of HR matters.
- By having an analytical mindset to use data and data driven insights to support and guide decisions.
- By developing and delivering management training programs that advance the HR skills of the Port's leadership and HR staff.
- By ensuring excellent customer service delivery throughout the division with well-planned follow-up and tracking.
- By designing and delivering consistent initiatives, activities, and messaging that help ensure an employee culture of engagement, excellence, inclusion and belonging.
- By helping to drive positive employee experiences throughout the organization.
- These are just a few examples. You will be able to do so much more!

### What success will look like...

The successful candidate will be a proven, energetic, progressive, results-oriented HR thought leader who exhibits a commitment to high quality work and exceptional customer service.

He/she/they will be a proactive coach and mentor, highly organized, a strategic thinker and someone who exercises impeccable judgment and ethics. Superior communication skills (written, verbal, presentation) are a must.

He/she/they will be familiar with current strategies, trends and practices in the HR discipline, revealing a passion for efficient systems and service as well as a desire to facilitate a collaborative, continuous improvement organizational culture.

The Director of HR is expected to be a resilient professional with exceptional interpersonal skills who can work effectively and collaborate with Port stakeholders including the Board of Harbor Commissioners, executive management, Port staff, customers, and community stakeholders. He/she/they must possess superior professional standards and uncompromising integrity and be comfortable working in a deadline-driven and demanding environment.

## **REQUIREMENTS TO FILE:**

### **What we're looking for...**

#### **Education:**

- A Bachelor's degree in Public or Business Administration, Human Resources, Industrial Relations, or related discipline is required.
- A Master's degree is highly desirable.
- Professional certification such as CCP, SPHR, PHR, SHRM-CP/SCP, IPMA-CP/SCP is preferred.

#### **Required Experience and Qualifications:**

- 10 to 15 years of progressively responsible professional leadership/management experience in a public or private sector human resource environment is required.
- A history of creating effective working relationships across functional lines, with a collaborative work style is expected.
- Proven ability to implement new programs or practices designed to enhance service and value.
- A history of managing and successfully working with people from diverse backgrounds and areas of technical expertise.
- Requires a strong expertise of Human Resources practices and procedures, especially with experience in California's unique employment environment.
- A significant knowledge base of the public sector as it pertains to employment law, practices, and procedures.
- Must be familiar with current trends and practices in the HR profession, including such things as employment practices, compensation, benefits, leave laws, and technical HR applications, career counseling, change management, performance management and training and development approaches.
- Requires a sufficient background in labor relations, with an understanding of negotiation principles, disciplinary procedures, and similar labor issues.
- Requires sufficient HR practical knowledge to navigate employment law, case law, policies and procedures, and to make effective decisions utilizing this knowledge.
- Second language speaking ability highly desirable.

#### **Technical Skills Needed:**

- Must have high-level organizational and planning skills so that workflow is managed efficiently and accurately; set priorities, take initiative and exercise sound independent judgment.
- Must have a high level of proficiency in the use of MS Office, including Word and Excel, Outlook, and other related applications.
- Requires knowledge of principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.

#### **Professional Knowledge and Characteristics:**

To REALLY catch our attention, your profile and experience will demonstrate the following professional attributes and strengths:

- You have a demonstrated track record of exceptional integrity, discretion and ethical behavior in all work situations, with a strong understanding and respect for keeping confidentiality with matters relating to the workforce.
- You have a deep commitment to inclusion in the workplace and fluency in the broader workplace cultural ADD conversation.
- You have the courage to speak truth to power.
- You can operate at the highest strategic level, while still representing and connecting with the more tactical challenges.
- You are a personable and engaging professional who serves as a role model for the organization and who personifies honesty, integrity, respect for others and passion for HR.
- You have a broad HR generalist background which includes the HR Centers of Excellence and with proven, measurable success in a fast-paced, complex environment.
- You are highly experienced in HR practices and procedures, current trends, and especially in California's unique employment environment.
- You understand the public sector as it pertains to employment law, practices, and procedures.
- You are a proven change agent, not only familiar with current HR trends and best practices but someone who has helped reshape and define the organizational culture in a previous role.
- You will have in-depth experience in career development and counseling, change management, performance management, communication and outreach and learning and development approaches as well as, have proven success as a coach, manager and mentor.
- You have sufficient HR practice knowledge and background in disciplinary procedures and know how to navigate employment law, case law, policies and procedures and make effective decisions utilizing this knowledge.
- You have a "get it done" attitude and approach to work and you are relentless at advancing the HR mission.
- You have an engaging personality and an exceptionally high EQ (Emotional Quotient).
- You have a progressive outlook and a protective spirit related to the HR Centers of Excellence.
- You are always three to four steps ahead of the narrative.
- You have a "cracked door" leadership philosophy.
- You are already thinking about all of the ways you will embrace this role, including introducing things we did not include or may not have considered!

### The Benefits...

The Port of Long Beach has established an annual salary up to \$190,000. Placement will be based on qualifications. An attractive package of executive level benefits is also included with the opportunity of working in one of the most diverse and dynamic areas of the United States. The Port's generous benefits package includes:

- **Auto Allowance** – \$450 per month upon approval by Executive Director.
- **Retirement** – CalPERS 2% @ 62, coordinated with social security (with a 7.25% payroll contribution).
- **Deferred Compensation** – City match of up to 1% of base salary for all qualified members that are contributing to the 457(b) plan.
- **Group Health Insurance** – The current, standard group health insurance includes medical, dental and vision coverage. The City currently offers two medical (an HMO and PPO) and two dental plans to choose from.
- **Life Insurance** – City-paid life insurance policy of \$20,000 plus executive insurance benefit equal to three times annual salary up to a maximum of \$500,000.
- **Disability Insurance** – City-paid short- and long-term disability insurance.
- **Pay for Performance** – Pay-For-Performance is awarded based on employee performance as demonstrated through achievement of individual goals, demonstration of required competencies and available budget funds.
- **Vacation** – Vacation is accrued at 3.7 hours per pay period to begin, which is equivalent to two weeks on an annual basis. Accrual rate is predicated upon length of service. Vacation can be used after six months of service.
- **Sick Leave** – Accrued at 8-hours per month. Accruals may be converted upon retirement to cash credit toward health and/or dental insurance premiums or retirement service credits.

- **Paid Parental Leave** – after 6 months of employment; up to 30 calendar days (160 hours), taken in full-day increments, in connection with the birth, adoption, or foster placement of a child, up to the age of 17.
- **Executive Leave** – 40 hours per year.
- **Holidays** – 11 scheduled holidays per calendar year, and 4 personal holidays.
- **Bereavement Leave** – Three (3) days for death or critical illness of immediate family member..
- **Education Reimbursement** – Tuition reimbursement available for employees to obtain additional education or training.
- **Annual Physical** – Eligible to receive an annual physical examination at City expense through the City-provided program.

## **SELECTION PROCEDURE:**

### **How do we start the conversation?**

The final filing date for this recruitment is: **Friday, December 3, 2021 @ 4:30 pm PST.**

The Port reserves the right to extend the closing date without notice in order to accept additional applications.

To be considered for this extraordinary opportunity, you must submit a **cover letter** and a **resume** (as PDF attachments) reflecting scope of current/most recent organization and responsibilities along with a complete online application. Incomplete application packets or those that clearly do not meet the minimum requirements will not be considered. Application packets will be evaluated to determine the most qualified applicants. **Applications will only be accepted online at [www.governmentjobs.com](http://www.governmentjobs.com).**

Those individuals determined to be most qualified for the position will be invited to participate in the selection process (**which is tentatively scheduled to take place the week of December 13, 2021**), which may include a work related assessment to further evaluate candidate qualifications. It is anticipated that the successful candidate will be appointed shortly thereafter.

*To find out more about this exciting new career opportunity AND the Port of Long, please join us at our **Candidate Connect** virtual meeting, which will be held on **Tuesday, November 16, 2021 at 5:00pm via MS Teams**. If you are interested in this informational meeting, please email [Juannisha.Franklin@polb.com](mailto:Juannisha.Franklin@polb.com) for the meeting link. This is an excellent way for you to come and hear first-hand about the position, connect with the hiring leaders and find out why we are **YOUR employer of CHOICE!***

**PLEASE NOTE: The Port of Long Beach (Harbor) is a department of the City of Long Beach. The City requires all employees to be fully vaccinated against COVID-19 unless a medical or religious accommodation is approved by the City of Long Beach's Human Resources**

This information is available in an alternative format by request to the Human Resources Division at (562) 283-7500 or via email at [humanresources@polb.com](mailto:humanresources@polb.com). If you require an accommodation because of a disability in order to participate in any phase of the application/selection process, please submit your request in writing when submitting your application or call the number above.

*The Port of Long Beach is an equal opportunity employer. We do not discriminate based on race, religion, color, national origin, sexual orientation, gender, gender identity, gender expression, age, status as an individual with a disability or other applicable legally protected characteristics.*

### **Who we are...**

The Port of Long Beach is one of the world's busiest seaports and is a leading gateway for international trade. Founded in 1911, it has grown to 3,200 acres and moves over \$190 billion in trade each year. The Port of Long Beach is the second busiest container port in North America.

East Asian trade accounts for the bulk of Long Beach shipments with the top trading partners being China, South Korea, Japan, Hong Kong and Taiwan. The Port of Long Beach is the City of

Long Beach's Harbor Department and is governed by the Long Beach Board of Harbor Commissioners. The Port's Executive Director is appointed by the Board and is responsible for overall Port activities. With over 530 employees and annual operating revenues of nearly \$380 million, the Port of Long Beach is a landlord port that leases and acquires property for port development. The Board of Harbor Commissioners leases port shipping terminals and other facilities to private entities, and revenues are reinvested in new facilities and port-related improvements. To learn more about the Port, go to [www.polb.com](http://www.polb.com).

### Where we are located...

Located on the Pacific Ocean between Los Angeles and Orange County, the City of Long Beach, California is often described as a series of strong, diverse interwoven small communities within a large city. Enjoying an ideal Southern California climate, Long Beach is home to an abundance of cultural and recreational options. The Long Beach Convention Center, Aquarium of the Pacific, Queen Mary, and a wide variety of other attractions serve to draw over 4 million visitors each year. The city is also home to California State University of Long Beach, which is ranked the No. 3 best value public college in the nation, and Long Beach City College, one of the largest community colleges in California.

A superb climate, quality schools, a vibrant downtown, and a variety of neighborhoods help make Long Beach one of the most livable communities in the country.

This information is available in an alternative format by request at the agency contact on the bulletin. If a special accommodation is desired, please contact the agency two (2) business days prior to the test, if applicable.

### An Equal Employment Opportunity

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.governmentjobs.com/careers/longbeach>

415 W. Ocean Blvd  
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(562) 283-7500

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KJ