



The City of Colton invites your interest for the position of Human Resources Manager

The Position

Under direction of the Management Services Director, oversees, coordinates and participates in the operations and services of the human resources division, which includes oversight of recruitment and selection, labor relations, contract negotiations and benefits administration, and liability and workers compensation functions; coordinates activities with other City divisions, departments and outside agencies.

Education/Experience

A minimum of five years of directly related experience in human resources management, including at least two years in a supervisory capacity. In addition, the candidate must possess a bachelor's degree in Human Resources, Business or Public Administration or a related field.

Knowledge

- Operations and standard operating procedures of human resource administration particularly in the areas of labor relations, recruitment and selection, classification, compensation, benefit administration, training and development, and risk management.
- Principles and practices of program development and administration.
- Methods and techniques of supervision, training and motivation.
- Applicable Federal, State, and local laws, codes and regulations.
- A variety of different occupational hazards and standard safety practices.

Compensation & Benefits

The compensation for the Human Resources Manager is \$7,559 to \$9,188 per month. Standard benefits include:

- Retirement - CalPERS 2.7% at 55; City pays 4% of 8% employee cost
- Cafeteria Plan - Generous allowance to purchase medical, dental, vision or supplemental insurance
- Life Insurance - City paid coverage of \$50,000
- Holidays - 12 per year
- Administrative Leave - 80 hours/fiscal year
- Sick Leave - 96 hours/fiscal year
- Vacation - 80 hours/fiscal year
- Additional benefits such as short & long term disability, deferred compensation, and tuition reimbursement are provided.

Application Process

Qualified candidates are invited to apply for this outstanding career opportunity. To be considered for the position, please submit a cover letter with a City application and resume detailing your related background, education and experience with salary history and three references to:

**Human Resources Department
552 N. La Cadena Dr
Colton, CA 92324
(909) 370-5062**

The position is open until filled. Interviews will be held when a sufficient number of qualified applications have been received.

The Immigration Reform and Control Act of 1986 requires that all new employees verify identity and entitlement to work in the US by providing required documents. THE PROVISIONS OF THIS ANNOUNCEMENT DO NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISION CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.

AA/EOE—The City of Colton encourages the application of bilingual persons, women, minorities and persons with disabilities. We will attempt to reasonably accommodate applicants with disabilities upon request.