

LONG BEACH UTILITIES DEPARTMENT

invites applications for

Senior Director of Administration/ Human Resources

Salary Range: \$170,352 - \$255,025 (Annually)



The Community



Ideally located on the Pacific Ocean south of Los Angeles, adjacent to Orange County, the City of Long Beach, California (population 470,000) is frequently described as a series of strong, diverse interwoven smaller 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 the annual Acura Grand Prix of Long Beach, plus a wide variety of other attractions (two historic ranchos, three marinas, and five golf courses), serve to draw 6.5 million visitors a year. The City is also home to California State University, Long Beach, and Long Beach City College. Cal State Long Beach is the second largest university in the state and was recently ranked the No. 3 best-value public college in the nation. Covering approximately 50 square miles, Long Beach is supported by a wide mix of industries with education, health and social services, manufacturing, retail trade, and professional services comprising the highest representation. Known for its livable and desirable neighborhoods, Long Beach was named by America's Promise Alliance as one of the 100 Best Communities for Young People two years in a row. While it offers all the amenities of a large metropolis, many say Long Beach offers the added benefit of having maintained a strong sense of community and cohesiveness despite its growth. A superb climate, quality schools, a vibrant downtown, and a wide variety of neighborhoods help make Long Beach one of the most livable communities in the country.

City Government

Long Beach, a charter city formed in 1897, is governed by nine City Council Members elected by district and a city-wide elected Mayor. Other elected officials include the City Attorney, City Auditor, and City Prosecutor. The elected officials are elected to staggered four-year terms. The City Council appoints the City Manager and City Clerk. The City Manager is responsible for the efficient administration of all City departments, excluding those under the direction of a separately elected official, Board or Commission. Long Beach is one of only a few cities in California with an appointed Public Utilities Commission and corresponding Utilities Department. The overall City is supported by a Fiscal Year 2024 total budget of approximately \$3.3 billion with a General Fund budget of \$719 million. More than 6,000 full and part-time employees support municipal operations with the vast majority being represented by twelve employee associations. To learn more about the City of Long Beach, please visit longbeach.gov.

The Department

For more than a century, the Long Beach Utilities Department has provided clean drinking water, safe natural gas, and reliable sewer system to the greater Long Beach community. The Long Beach Utilities Department is governed by a five-member Board of Public Utilities Commissioners, appointed by the Mayor and confirmed by the City Council. The Board appoints a General Manager who oversees 525 full-time employees providing water, sewer and gas services to nearly 500,000 community members in our service area.

Along with providing utility services to the City of Long Beach and Signal Hill, Long Beach Utilities also invests in its community by providing outreach and education. The Department provides information on its efforts to invest in its infrastructure to support local ground and recycled water systems to ensure a climate resilient future, safe delivery of gas through its gas distribution system, safe and efficient conveyance of wastewater. Long Beach Utilities also provides utility bill assistance programs and offers water and energy efficiency programs for customers.

In addition, Long Beach Utilities Department oversees a certified Groundwater Treatment Plant that actively treats 32 million gallons of water per day. There are also four nationally certified laboratories on site that ensure clean and safe drinking water.

The Department is very active in the community through a Community Engagement Team made up of dedicated employees that can be seen at most major events in Long Beach and Signal Hill sharing vital water, gas, and sewer educational resources.

The Department is supported by employees in over 100 unique classifications. Approximately 70 percent of Long Beach Utilities Employees work in field operational roles and are supported by office staff performing engineering functions and traditional finance, technology and administrative roles. To learn more visit LBUtilities.org.



The Position

The Department is currently recruiting for a full-time, unclassified Senior Director of Administration. This position is at-will. Under the direction of the Assistant General Manager (AGM), oversees, directs and supports short and long-term planning for Personnel Services, Occupational Safety and Personnel, Policies and Procedures within the Long Beach Utilities Department. The Senior Director of Administration is responsible for overseeing a staff of 16.0 and manages the three functional areas of: Human Resources, Safety Programs, and Personnel, Policies, and Procedures.

THE IDEAL CANDIDATE

The ideal candidate for the Senior Director of Administration, Human Resources position is a collaborative, strategic, and emotionally intelligent leader with deep expertise in public sector human resources, labor relations, organizational development, occupational safety, and administrative operations. This individual brings a strong customer service-oriented mindset based on relationship building with the exceptional ability to establish trust and gain credibility across all levels of the organization while supporting a diverse workforce of approximately 500 employees across more than 100 classifications. The successful candidate is a forward-thinking leader who can balance strategic leadership with operational execution, effectively managing complex personnel matters, regulatory compliance, organizational change initiatives, enhance employee engagement and retention, and manage safety programs in a highly visible public agency environment.

Strategic and Operational Leadership

- Ability to develop and implement long-range organizational strategies aligned with departmental priorities and operational goals.
- Oversees multiple functional areas while maintaining attention to detail, accountability, and service.
- Possesses strong organizational assessment and change management skills.
- Ability to collaborate with various City departments (Administrative Officers) to consult and comply with City Charter provisions.
- Uses data, metrics, and workforce trends to support informed decision-making and continuous improvement initiatives.

Human Resources and Employee Relations Expertise

- Extensive knowledge of public sector human resources practices, employment law, labor relations, and employee relations.
- Demonstrated experience managing recruitment, classification, and compensation, performance management, investigations, discipline, leave administration, and workforce planning.
- Strong understanding of California employment laws including: FMLA, CFRA, PDL, ADA, Workers' Compensation, EEO, and related compliance requirements.
- Experience partnering with legal counsel and representing management interests in disciplinary, grievance, and appeal processes.
- Skilled in building collaborative relationships with labor groups, employee associations, and management teams.
- Exceptional ability to broker and collaborate with City of Long Beach HR Department to consult regarding compliance issues related to all aspects of personnel transactions and processes.

Organizational Development and Culture

- Champions employee engagement, workforce development, leadership training, and succession planning initiatives.
- Creates and sustains a positive, respectful, and inclusive workplace culture built on accountability, communication, and collaboration.
- Demonstrates high emotional intelligence, sound judgment, and the ability to navigate sensitive personnel matters with professionalism and discretion.
- Skilled at coaching and developing supervisors and managers.

Communication and Relationship Building

- Exceptional verbal and written communication skills with the ability to present complex information clearly and effectively to executives, employees, labor representatives, governing bodies, and external stakeholders.
- Builds strong relationships through transparency, responsiveness, and credibility.
- Demonstrates political acumen and the ability to work effectively within a municipal utilities' public agency environment.

Safety and Risk Management Leadership

- Demonstrated experience overseeing occupational safety programs in compliance with Cal/OSHA and other regulatory requirements.
- Knowledge of safety culture, incident and illness prevention, safety audits, investigations, and employee training programs.
- Experience supporting Return-to-Work programs and facilitating the Interactive Process for workplace accommodations.
- Ability to integrate safety priorities into organizational culture and operational practices.

MINIMUM QUALIFICATIONS

The ideal candidate must have at least seven years of increasingly responsible administrative experience in a public utility or related field, including three years in a supervisory role, and a Bachelor's degree from an accredited college or university with major course work in human resources, business or public administration or a related field. Professional experience beyond the minimum qualifications may be substituted for education on a year-for-year basis.

Experience in a dynamic service-oriented environment and a willingness to lead, learn, and adapt. It would also be desirable if the candidate possesses a graduate degree in business administration, public administration, or management.



CORE COMPETENCIES

Strong Technical Knowledge in Public Sector HR and Occupational Health & Safety

Executive Presence and Positive Influencer

Relationship-Centric

Collaborative and Approachable

Decisive yet Empathetic

Ethical and Trustworthy

Highly Organized and Solutions-oriented

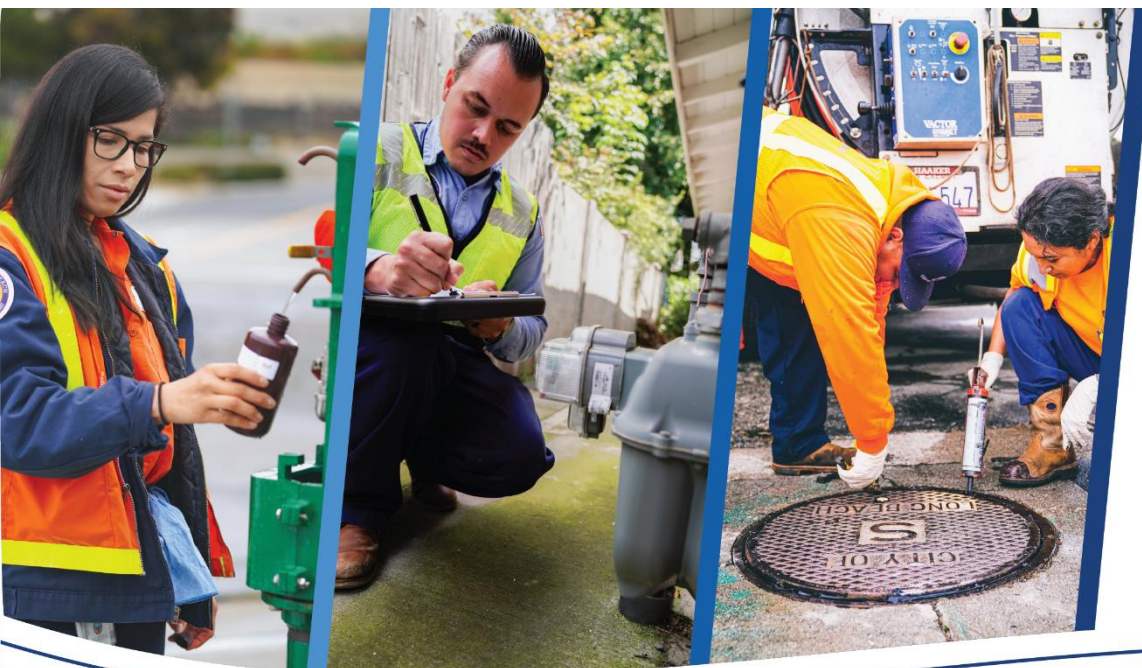
Resilient under Pressure

Politically Astute And Diplomatically Skilled

Committed To Employee Development And Workplace Safety

Adaptable And Capable Of Navigating Competing Priorities

Effective Communicator With All Levels of the Organization



Compensation and Benefits

Salary will be commensurate with qualifications. The salary range is \$170,352 - \$255,025 annually. The City of Long Beach offers employees opportunities to grow personally and professionally. Regular full-time employees are eligible to receive fringe benefits including:

Retirement: California Public Employees' Retirement System (PERS) defined benefit retirement plan, which is coordinated with Social Security. The benefit is 2.5% or 2.7% (depending on hire date) @55 for "Classic" members and 2% @62 for new members as defined by PEPRA, subject to the compensation limitations set by PERS. Both the City and the employee contribute toward CalPERS retirement contributions. The City also participates in Social Security.

Health and Dental Insurance: The City offers the choice of HMO and PPO plans. The city pays a major portion of the premium for employee and dependents, depending on the health/ dental plan selected.

Life Insurance: City-paid term life insurance policy equal to three (3) times annual salary to a maximum of \$500,000.

Disability Insurance: City-paid short-term and long-term disability insurance.

Management Physical: Annual City-paid physical examination.

Vacation: Twelve (12) vacation days after the first year of service; 15 days after four years, six months of service; 20 days after 19 years, six months of service.

Executive Leave: Forty (40) hours Executive Leave per year. The City Manager has discretion to grant an additional 40 hours each year.

Sick Leave: One day earned per month; unlimited accumulation; conversion upon retirement to cash credit toward health and/or dental insurance premiums, or to pension credits.

Holidays: Eleven (11) designated holidays per year, plus four personal holidays to be used at the employee's discretion.

Transportation Allowance: Deputy Director/Senior Director/Manager/Director (Harbor/Utilities) \$550.00/month.

Deferred Compensation Plan: Optional for employee contribution to a supplementary retirement savings program available through Mission Square Retirement formerly ICMA-RC Retirement Corporation).

- Classic CalPERS Members: The City will contribute a maximum of up to two percent (2%) of base salary.
- Public Employees' Pension Reform Act (PEPRA) CalPERS Members: The City contribution will increase from two percent (2%) to three percent (3%) of base salary* for all qualified PEPRA CalPERS members.

Flexible Spending Account (FSA): Employees may reduce taxable income for payment of allowable childcare or medical expenses.

Flexible/Hybrid Work Schedule: Available (subject to City Manager approval).

Paid Parental Leave: The City provides one hundred and sixty (160) hours of Paid Parental Leave at 100% of salary, for the birth, adoption or foster placement of a child, regardless of the gender, marital status or sexual orientation of the parent.

The Hiring Process

Review of applications will begin on June 19 and will continue until the position is filled. The position will close when an adequate number of qualified candidate applications are received.

To be considered, applicants must complete the online application and attach the following:

- (1) A cover letter
- (2) A resume
- (3) Proof of education that reflects the scope and level of responsibilities relative to the Senior Director of Administration role

Submission of all above listed materials can be done at www.longbeach.gov/jobs. Please scan the QR code.

For questions regarding this recruitment, please contact Patty Francisco, Ph.D. at (949) 500-0436 or pfrancisco@solutions-mrg.com.

Upon review of applications received, the Department anticipates inviting a small group of finalists to interview in July 2026. An appointment is anticipated shortly thereafter, following the completion of reference and background checks. Applicants who do not meet the minimum requirements, including submission of all required attachments, will not be considered.



The City of Long Beach is an Equal Opportunity Employer.
We value and encourage diversity in our workforce.

