

**AGENDA  
ITEM**

**16**



## **CITY COUNCIL**

# **AGENDA STAFF REPORT**

**DATE:** February 19<sup>th</sup>, 2025

**TO:** Mayor and City Council

**APPROVED BY:** Juan Contreras, Acting City Manager *JCE*

**PREPARED BY:** Karla Chaparro, Finance Director *KC*

**SUBJECT:** Approve the recruitment of the Human Resources/Risk Management Director position to replace the Human Resources Manager role, enhancing the City's capacity to manage personnel effectively, maintain compliance with labor laws, and foster organizational growth.

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**Recommendation:**

It is recommended that the City Council approve the recruitment of the Human Resources/Risk Management Director position, as detailed in the attached job description, and authorize the replacement of the Human Resources Manager position to better align with the City's operational needs. The position of Human Resources/Risk Management Director is essential for overseeing employee relations, recruitment, training, benefits administration, workplace policies, and performance management.

**Background:**

The Human Resources/Risk Management Director oversees the City's centralized Human Resources, employee relations, and risk management programs, ensuring efficient administration and compliance with policies and regulations. This role ensures the development and implementation of policies and procedures that support a well-functioning workforce while maintaining compliance with state and federal regulations. The selected individual will also be responsible for enhancing employee engagement, streamlining recruitment and retention efforts, and fostering a positive work environment that aligns with the City's strategic objectives.

**Discussion and Analysis:**

Last revised in January 2017, the position of Human Resources/Risk Management Director has been updated to further enhance the effectiveness and efficiency in carrying out the required duties, functions, and responsibilities of the position.

The Human Resources/Risk Management Director plays a crucial role in talent acquisition, employee development, and organizational planning to ensure that the City attracts and retains a highly skilled workforce. This position also oversees benefits administration, labor negotiations, workplace safety programs, and risk mitigation strategies, safeguarding the City from potential liabilities. By implementing best practices in employee relations, conflict resolution, and policy enforcement, the Director helps

maintain a positive and productive work environment. Furthermore, this role is instrumental in fostering a culture of accountability, transparency, and continuous improvement. By implementing best practices in human resources management and risk mitigation, this role ensures that the City's workforce strategies align with long-term goals and operational needs.

The position demands strong problem-solving skills, strategic decision-making, and the ability to navigate complex employee relations matters with discretion and professionalism.

Upon approval of the recruitment of the Human Resources/Risk Management Director position, the currently approved and budgeted position of Human Resources Manager will be placed on frozen status. This adjustment ensures the efficient allocation of resources while aligning the City's organizational structure with its evolving workforce and risk management needs. Freezing the Human Resources Manager position allows the City to streamline leadership within the department, optimize operational effectiveness, and enhance oversight of human resources, labor relations, and risk management functions under a single, strategically focused role.

**Conclusion:**

Approving the recruitment of the Human Resources/Risk Management Director will enable the City to strengthen its human resources and risk management functions, ensuring efficient personnel administration, compliance with state and federal labor laws, and the implementation of best practices in employee relations.

**Fiscal Impact:**

The proposed salary schedule for this position is structured in accordance with the City's existing classification and compensation framework for the G-64 range. This range reflects the level of responsibility, expertise, and qualifications required for the role, ensuring that the position remains competitive and attractive to qualified candidates. Below is the corresponding salary table for the G-64 range, detailing step increases and compensation structure applicable to this position.

Step 1	Step 2	Step 3	Step 4	Step 5
101,197	106,257	111,570	117,148	123,006

The financial impact for this position, including salary and benefits, will be as follows for each applicable fiscal year:

Fiscal Year 2025

In fiscal year 2025, regardless of the date of hire, the recruitment of the Human Resources/Risk Management Director is not expected to result in any additional fiscal impact. Instead, it is projected to generate salary savings within the approved budget, as funding has already been allocated for the Human Resources Manager position at Step 5 within the G-55 salary range. The salary savings are expected to be absorbed by over-expenditures in other line items within the department.

	Annual Fiscal Impact 07/2024 - 06/2025	Pro-Rated Fiscal Impact 03/2025 - 06/2025
Human Resources/Risk Management Director at G-64 Step 1	169,580.63	56,526.88
Human Resources Manager at G-55 Step 5	(183,016.66)	(61,005.55)
	(13,436.03)	(4,478.68)

For educational purposes, if the Human Resources Manager position had been budgeted and filled at Step 1 within the G-55 salary range, replacing it with the Human Resources/Risk Management Director position would have resulted in an additional fiscal impact of \$3,971.77 over a four-month period within the twelve-month fiscal year. This cost represents the net increase associated with freezing the Human Resources Manager position and hiring a Human Resources/Risk Management Director in its place as of March 2025.

Fiscal Year 2026

In fiscal year 2026, the projected annual fiscal impact of this position is **\$173,018.42** assuming a 5% medical insurance increment and an anticipated rise in CalPERS contribution rates.

Annual Fiscal Impact (July 2025 - June 2026):

**\$173,018.42**

**Coordinated With:**

City Manager's Office

**Attachments:**

1. Human Resources/Risk Management Director Job Description

# ATTACHMENT NO. 1



## **CITY OF CALEXICO**

**CLASS TITLE: HUMAN RESOURCES/RISK MANAGEMENT DIRECTOR**

**SALARY: \$101,197 - \$123,006**

**RANGE: G-64**

### **BASIC FUNCTION:**

Under direction of the City Manager, plan, organize, control and direct the City's comprehensive centralized Human Resources, Employee-Employer Relations, and Risk Management programs; serve as technical consultant and advisor to executives, management, and employees; monitor and assure compliance with State and federal legislation, regulations, City policies, and Memorandum of Understanding related to assigned programs; supervise and evaluate the performance of assigned personnel.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Plan, organize, control and direct the activities, services and operations of the Department; allocate personnel and resources to optimize departmental efficiency and effectiveness.

Plan, organize and administer the comprehensive human resource program including recruitment, selection, placement, training, evaluation, benefits, classification and compensation, and organizational development.

Provide technical expertise to the City Council and City administrators regarding management, organization and human resources issues, problems and concerns; analyze technical data and prepare recommendations to improve systems and procedures.

Administer the employee-employer relations program; direct and oversee grievance and appeals procedures; counsel employees, supervisors and administrators regarding discipline, complaints, human resource practices and working conditions.

Meet and confer with bargaining units; participate in labor negotiations; resolve disputes concerning the interpretation of Memorandum of Understanding, personnel policies and rules.

**Human Resources/Risk Management Director - Continued**

Assure compliance with a variety of laws, codes, regulations and judicial directives related to employment, insurance and loss control; identify areas of non-compliance and initiate corrective action.

Supervise and evaluate the performance of assigned personnel; interview, select, counsel and discipline staff as appropriate.

Communicate with City administrators, insurance carriers, State and federal agencies, attorneys and others regarding human resources, risk management and employee-employer relations programs. Direct the activities of the insurance and loss control programs including worker's compensation, property damage and employee insurance.

Serve as the Privacy Officer for the City; assure confidentiality of confidential patient health care information; develop and implement policies and procedures related to confidential patient health care information; coordinate activities to limit the incidental use of protected health care information; document, investigate and respond to patient complaints regarding confidential health care information.

Determine employee training and development needs and coordinate personnel training and employee education programs.

Prepare, develop and control the annual departmental budget; approve and authorize expenditures in accordance with budgetary limitations and established City policies.

Maintain City-wide classification system to accurately describe the duties and employment standards for each position; direct and participate in salary surveys and analytical studies related to classification and compensation; conduct job analysis for reclassification requests.

Monitor and oversee recruitment, selection and evaluation procedures; assure consistency, fairness and compliance with established City policies; act as the City's Equal Employment Opportunity/Affirmative Action Officer and administer the City's affirmative action plan; investigate grievances involving City employees.

Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Direct the preparation of centralized human resource records and files; prepare narrative, statistical and oral reports for the City Council and regulatory agencies.

**Human Resources/Risk Management Director - Continued**

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Administration of comprehensive human resource program in a large public sector organization.

Principles of managerial analysis and organizational design.

Principles, practices, methods and terminology used in public human resource administration.

Insurance policies, laws and settlement procedures.

State and federal laws, codes and regulations concerning human resource administration including equal employment opportunity and affirmative action.

Principles, techniques and methods of recruitment, selection, training, classification and compensation.

Loss control techniques and self-funding insurance programs.

Principles and techniques of labor relations.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Operation of a computer and assigned software.

Public speaking techniques.

Interpersonal skills using tact, patience and courtesy.

Principles and practices of administration, supervision and training. Budget preparation and control.

**ABILITY TO:**

Manage, direct, plan, organize, coordinate, and evaluate personnel operations, programs, functions and activities.

Research, analyze, review and interpret personnel laws, regulations, contracts, rules and court decisions.

Assure compliance with applicable laws, codes and regulations.

Formulate, develop and implement accident and liability prevention programs.

Interpret, apply and explain rules, regulations, policies and procedures.

Communicate effectively both orally and in writing.

Train, supervise and evaluate the performance of assigned personnel.

Prepare and deliver oral presentations.

Establish and maintain effective relationships with others.

Attend evening meetings.

Observe health and safety rules and regulations.

Analyze situations accurately and adopt an effective course of action.

Plan and organize work.



**Human Resources/Risk Management Director - Continued**

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor's degree in human resources, business or public administration or related field and five years of increasingly responsible experience in human resources, risk management and labor relations including two years of supervisory experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.  
Desirable: PHR ca, PHR or SPHR

**WORKING CONDITIONS:**

ENVIRONMENT:  
Office environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information.  
Seeing to read a variety of materials and inspect work in progress.  
Reaching to obtain files.  
Standing and sitting for extended periods.