

## / C A R E E R O P P O R T U N I T Y /

CITY OF LONG BEACH / HARBOR DEPARTMENT, HUMAN RESOURCES DIVISION

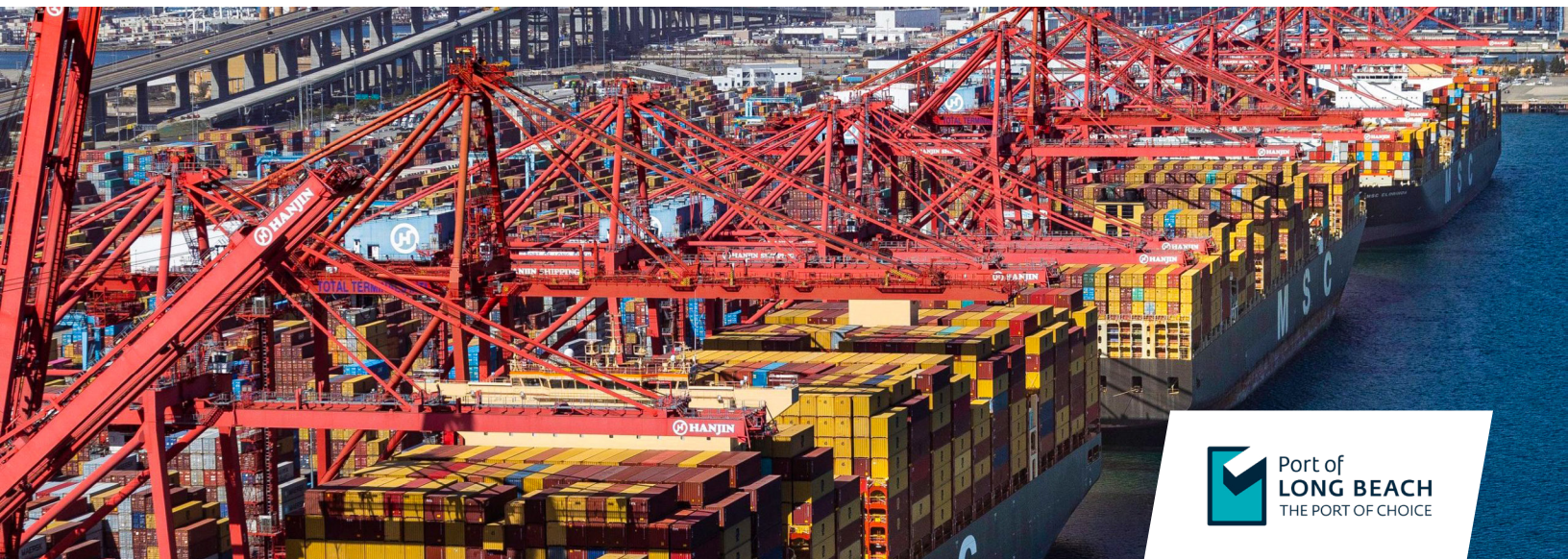
# ASSISTANT DIRECTOR OF HUMAN RESOURCES

PORT OF LONG BEACH, CALIFORNIA / \$190,000–\$235,000 DOE/DOQ

**T**HE PORT OF LONG BEACH SEEKS AN ASSISTANT DIRECTOR OF HUMAN RESOURCES (ASSISTANT DIRECTOR) to lead the innovative work culture of the **world's most modern, efficient, and sustainable seaport!** This role has direct oversight of four team members and indirect oversight of 13 total staff. The ideal candidate is an experienced HR professional with a strong foundation in all day-to-day functions of human resources, including talent acquisition, employee relations and engagement, learning and development, organizational planning, administration, and compliance. As one of the largest and busiest ports in the United States, the POLB plays a pivotal role in international trade. The POLB is currently leading the industry in a variety of exciting projects—all of which will require direction and leadership from the Assistant Director and Director. Together, these two leaders will create visionary HR policies to reduce time-to-hire, recruit top talent, manage performance, engage employees, and implement safety and training measures. The future Assistant Director will be a forward-thinking culture creator with a desire to champion a truly revolutionary workplace—one that values inclusivity, safety, respect, accountability, sustainability, and technological advancement.

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*Become a key player in this mission-driven and dynamic seaport—apply today!*



# THE COMMUNITY

**THE CITY OF LONG BEACH IS LOCATED SOUTH** of Los Angeles and adjacent to Orange County, making it a prime location with oceanside activities, diverse culture, and a unique economy. The City is home to approximately 470,000 residents living across the area's 51 square miles. The community is one of the most diverse in the United States, making it an excellent place to learn about and immerse yourself in various cultures. When you live in Long Beach, you get to enjoy the Southern California climate all year long, making surfing, hiking, golfing, and other outdoor activities quite popular in this area. Biking is a favorite pastime among residents, as this area is bike friendly. The City was also rated the 10th "Most Walkable City" of over 100 cities globally! It features six miles of stunning beaches and many parks and public spaces, as well as The Long Beach Convention Center, Aquarium of the Pacific, Queen Mary, and the annual IndyCar Acura Grand Prix of Long Beach.



# THE PORT OF LONG BEACH

**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. Founded in 1911, it has grown to 3,200 acres and now employs 600 full-time staff members, with annual operating revenues of nearly \$486 million. The POLB is the premier U.S. gateway for trans-Pacific trade and a trailblazer in innovative goods movement, safety, and environmental stewardship and sustainability. Voted **"Best West Coast Seaport"** by industry peers, the POLB handles trade valued at \$200 billion annually and supports 2.6 million jobs across the nation. Its operations are supported by a combination of enterprise funds, bond financing, and grants. The POLB is one of the few U.S. ports that can welcome today's largest vessels, serving 175 shipping lines with connections to 217 seaports around the world. Goods moving through the POLB originate in or are destined for every congressional district in the United States. In 2022, the POLB handled more than 9.1 million container units, achieving the second-busiest year in its history.

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# THE HUMAN RESOURCES DIVISION

**THE HUMAN RESOURCES DIVISION INCLUDES 20 STAFF MEMBERS** and has an annual operating budget of approximately \$5.7 million. While the Port is a separate entity with its own HR Division, the City of Long Beach maintains oversight of employee benefit plans and bargaining unit contracts. The Port's HR Division handles its own recruiting, training, and workforce development, payroll, employee relations, and succession planning, as well as meet and confers when needed.

For an official overview of the Division, view the org chart here.

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## / CURRENT INITIATIVES /

### **VISIONARY WORKFORCE DEVELOPMENT.**

The HR Division collaborates cross-divisionally to evaluate skills needed to meet future workforce demands in areas such as a zero-emission infrastructure and electric vehicle fleet.

### **PERFORMANCE MANAGEMENT UPGRADES.**

The Division is reimagining performance management systems to transform how work is assessed, measured, and optimized.

### **INNOVATIVE RECRUITMENT STRATEGIES.**

With an already low vacancy rate of 20%, the Port is leading the public sector in effective recruitment, evaluation, and selection methods.

### **REVOLUTIONARY EMPLOYEE ENGAGEMENT.**

The Division provides meaningful opportunities for employee engagement, which have included movie nights, food trucks, employee appreciation events, and family-friendly cultural events.

## THE JOB

**REPORTING TO THE DIRECTOR, THE ASSISTANT DIRECTOR OF HUMAN RESOURCES** will play a pivotal role in leading day-to-day HR operations. The Assistant Director will mentor HR Managers in their roles—such as teaching them methods of empowering their teams, answering questions about recruitment and development techniques, and handling disciplinary measures when needed. With a focus on promoting a culture of belonging, the Assistant Director will collaborate closely with team members to recruit exceptional candidates, reduce time-to-hire, seek opportunities to develop staff in their careers, and create fun and engaging employee experiences throughout the organization.



# THE IDEAL CANDIDATE

**T**HE IDEAL CANDIDATE IS AN EXPERIENCED professional with strong institutional knowledge of all core functions of human resources, preferably in the public sector. They should strive to be an industry leader, with enthusiasm for innovative hiring practices and process improvement. There is ample room for development and growth in this role, which will involve several exciting projects and initiatives. This role requires a capable and confident communicator, who navigates sensitive and political situations with ease. They will be an engaging relationship builder, who works with the Director to set directives in motion. A high-level strategic approach to HR is desired, as this role requires both day-to-day operations oversight as well as the ability to implement long-term goals and priorities. Visionary thinking is essential for the Assistant Director, as they will work to continue the POLB's reputation as an employer of choice!



## The ideal candidate demonstrates the following core competencies...

**Drive/Energy:** Sustains a high level of motivation over time, works at a fast pace, and leads with passion and ambition for their work.

**Initiative:** Works independently and values action, delegation, and results.

**Assertiveness:** Communicates opinions and strategies to the Board, sets boundaries, and maintains personal convictions.

**Presentation Skills:** Organizes and delivers data and information to other executive leadership and the Board.



## MINIMUM QUALIFICATIONS

**EDUCATION:** Bachelor's degree in public or business administration, human resources, industrial relations, or a related discipline.

**HR EXPERIENCE:** A minimum of seven (7) years of progressively responsible professional-level experience in a public or private sector human resource environment.

**SUPERVISORY EXPERIENCE:** A minimum of three (3) years serving in a supervisory or managerial capacity.

## DESIRED QUALIFICATIONS

- ▶ Master's degree
- ▶ Prior experience working within a civil service system
- ▶ Professional certifications such as AWI-CH, CCP, SPHR, SHRM-CP/SCP, and/or IPMA-CP/SCP

## SALARY & BENEFITS

An annual salary of **\$190,000–\$235,000 DOE/DOQ** and an attractive benefits package that includes:

**Transportation.** \$550 per month.

**Executive Leave.** 40 hours per year.

**Retirement.** For new members, CalPERS 2% @ 62, coordinated with social security. Current member contribution is 8.00% for CalPERS, and 6.2% for social security, paid by the employee.

### **Bonus Pay for Performance**

**Deferred Compensation.** City match up to 2% of base salary for all qualified members that are contributing to the 457(b) plan. City match is 3% of base salary for all qualified PEPR CalPERS members.

**Group Health Insurance.** Medical and dental options (HMO and PPO). Free vision coverage.

**Life Insurance.** City-paid policy of \$20,000 plus executive insurance benefit equal to 3x annual salary, up to a maximum of \$500,000.

**Short- and Long-Term Disability Insurance**

**Vacation.** 10 days per year.

**Vacation Accrual Adjustment for Prior Service**

**Sick Leave.** 8 hours per month.

**Paid Parental Leave.** After six (6) months of City employment, the City pays up to 30 consecutive days (160 hours) for eligible employees.

**Holidays.** 11 scheduled holidays + four personal holidays per year.

**Bereavement Leave.** 5 paid days.

**Education Reimbursement Program**

**Annual Physical Examination**

**Public Student Loan Forgiveness**

**529 College Savings Plan**

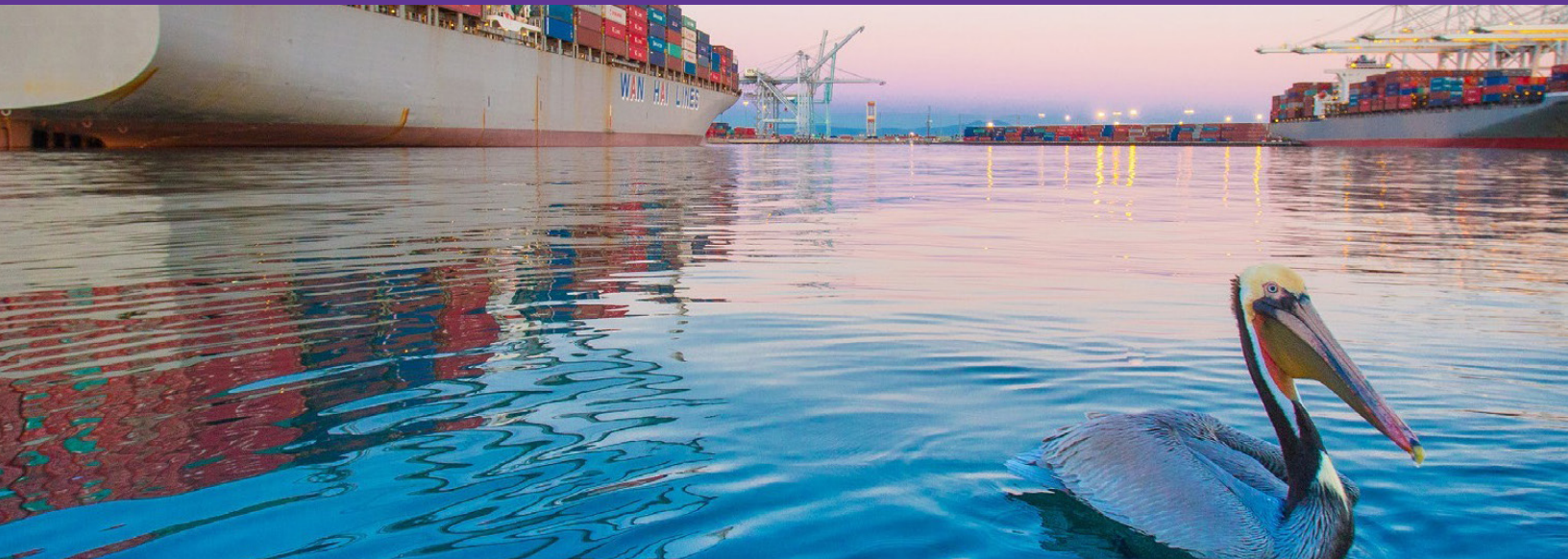
**Read the comprehensive details of the Port of Long Beach employee benefits [HERE](#).**

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## LEARN MORE: ATTEND AN INFORMATION SESSION

To learn more about this exciting career opportunity and the Port of Long Beach, please join our virtual information session on **WEDNESDAY, MARCH 13, 2024, at 5:00 PM PST**, via MS Teams. This is a unique opportunity to hear first-hand about the position, speak directly with hiring leaders, ask questions, and learn why the Port of Long Beach is your employer of choice! Candidates are *not* required to be on camera. **To join audio only, call +1 323-451-1087, Phone Conference ID: 280 579 316#.**

[CLICK HERE TO JOIN THE MEETING.](#)



## HOW *TO* APPLY

For first consideration, apply by **MARCH 24** at:

**WBCP JOB BOARD**



**SECURE THE DATES.** Round one interviews will be held virtually on **APRIL 9**, with finalists moving forward to in-person interviews on **APRIL 12**. Candidates invited to interview must be available for all dates.

Please contact your recruiter, Terri, with any questions:  
**terri@wbcpinc.com**  
**866.929.WBCP (9227)** toll-free  
**805.450.8296** direct