

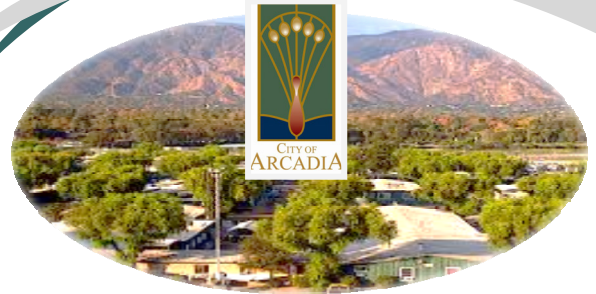
CITY OF ARCADIA, CA Employment Opportunity

Equal Opportunity
Employer

NOW HIRING! HUMAN RESOURCES ADMINISTRATOR

(Full-Time)

EXTENDED



The City of Arcadia is offering a rewarding and exciting career opportunity to a motivated and passionate Human Resources Administrator to oversee and manage the activities of the Human Resources Division. The ideal candidate will have proven success in developing and implementing programs and services to support and enhance the City's goals and objectives.

What Arcadia has to Offer:

- Competitive salary and benefit allowance
- Professional growth and career advancement
- 9/80 work schedule
- Tuition reimbursement program
- Supportive leadership and management
- Opportunity to make a change and be part of a integral team!

SALARY PAY RANGE:

\$9,507 - \$11,874/month

Monthly Benefit Allowance:
\$1,302

TO APPLY:

Please visit the City of Arcadia's employment page: www.ArcadiaCA.gov/employment to submit an online application and to view the job requirements of the position. Deadline to apply is Thursday, August 31, 2017.



Date Re-Posted: 8/11/2017

CITY OF ARCADIA

Known as the Community of Homes, Arcadia has over 56,000 residents and is located at the base of the San Gabriel Mountains. The City is notable for hosting a mix of high-quality retail outlets, the world-famous Santa Anita Race Track, and the LA County Arboretum. Incorporated in 1903, this politically stable Charter City provides a full range of municipal services through its collaborative and highly-responsive management team. Arcadia is an organization where innovation thrives and excellence is appreciated. We value integrity, compassion, and effectiveness. Our standards are high but our workplace is fun and flexible.

EMPLOYMENT BENEFITS

RETIREMENT:

NEW PERS MEMBERS (entering on or after 01/01/2013) – Member of the Public Employees' Retirement System (PERS) 2% at 62 formula. Employee pays 6.75% of employee share.

CLASSIC PERS MEMBERS (entering on or before 12/31/2012) – Retirement formula based on appointment date and membership status with CalPERS; ie. Member of the Public Employees' Retirement System (PERS) 2% at 60 formula. Employee pays 7% of employee share.

Plans include Survivor benefit, pre-retirement option 2W Death benefit, three year final compensation and credit for unused sick leave.

SICK LEAVE: 96 hours per year.

VACATION: Varies between 80 and 160 hours per year based upon years of service.

ADMINISTRATIVE LEAVE: 0 - 80 hours per year.

HOLIDAYS: 13 holidays per year (hours vary each year).

MEDICAL AND DENTAL INSURANCE: CalPERS medical plans and Delta Dental plans available. Benefit allowance of \$1,302/month. Balance can be taken as cash back or applied to a deferred compensation plan.

VISION INSURANCE (Vision Service Plan): City paid vision plan for employee and dependents.

LIFE INSURANCE (Standard Insurance): Term life equal to employee's annual salary plus \$25,000 Life & AD&D benefit. Additional Term Life insurance available.

LONG TERM DISABILITY: \$1,300/month. Maximum benefit period 42 months. Optional Buy-Up plan available.

DEFERRED COMPENSATION: Employees may participate in an optional 457 deferred compensation plan.

CITY PAID BIENNIAL PHYSICAL: At Arcadia Methodist Hospital.

TUITION LOAN/REIMBURSEMENT: Maximum loan or reimbursement, including on campus parking fees and textbooks, paid at the rate of \$4,126 for undergraduate courses and \$5,062 for graduate courses.

MGT 7-2016

EQUAL OPPORTUNITY

The City of Arcadia does not discriminate on the basis of age, sex, race, religion, national origin, marital status, or handicap status in its employment actions, decisions, policies, and practices. If applicants have a disability that may require an accommodation in the selection process, they should notify the Human Resources Office in writing at the time applications are submitted.

EMPLOYMENT INFORMATION

HOW TO APPLY

To submit an online application please visit the City of Arcadia's employment page at www.ArcadiaCA.gov/employment. For additional information on this position, please contact the Human Resources Division at 626-574-5405.

APPLICATIONS

Online applications must be filled out completely and must clearly show that the minimum qualifications are met. Submitting an incomplete application may result in disqualification. All statements made on the application are subject to investigation and verification. Online applications must be filed by the established deadline. Resumes may be attached to completed applications, but a resume will not be accepted in lieu of an official City application.

SELECTION

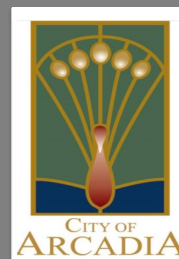
Those applicants who meet the minimum qualifications and appear to be among the best qualified will be selected as candidates for the examination. If appointed to a City position, incumbents will be required to submit written identification showing they are entitled to legally work in the United States. All new hires may be subject to pre-employment drug and alcohol testing.

EMERGENCY SERVICES

All City employees are required to perform assigned Emergency Service duties in the event of an emergency or disaster.

EMPLOYMENT STANDARDS

Employment with Arcadia is contingent upon meeting the medical standards of the position. An employee must pass a pre-employment physical examination, including a reference and background check, loyalty oath, and complete a probationary period of one year.



Administrative Services Department
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