



CITY OF RIALTO

Director of Human Resources and Risk Management





A Career Opportunity to Shape the Future of Human Resources in Rialto

The City of Rialto is seeking an experienced and forward-thinking Human Resources leader to serve as its next Director of Human Resources and Risk Management. This is an exceptional opportunity for a collaborative and service-oriented professional to shape the future of a department poised for transformation and to help position Human Resources as a trusted strategic partner throughout the organization.

The Position

The City of Rialto is looking for a leader who can help transform the Human Resources and Risk Management Department from a transactional service provider into a trusted strategic partner. Reporting directly to the City Manager and serving as a key member of the Executive Leadership Team, the Director provides leadership and oversight for the City's Human Resources and Risk Management functions. The next Director will have the opportunity to establish a clear vision for the department, build a culture of accountability and continuous improvement, and create systems and processes that deliver reliable, consistent, professional service to internal and external customers.

Success in this role will require a leader who can balance strategic thinking with operational execution. The Director must be comfortable rolling up their sleeves to address day-to-day issues while simultaneously leading long-term organizational initiatives. The ideal candidate understands that credibility is built through responsiveness, expertise, follow-through, and a genuine commitment to helping others succeed.

This is a highly visible position that regularly interacts with executive leadership, labor organizations, and employees at every level of the organization. The Director will play a critical role in helping the City navigate organizational change, strengthen labor-management relationships, and prepare for several significant workforce initiatives on the horizon.

The City is in search of a leader who can bring structure without creating disruption, establish clear expectations while building trust, and create a culture that balances responsiveness with compliance. The new Director will have the opportunity to strengthen relationships throughout the organization, modernize processes and systems, develop staff, and elevate the department's reputation as a valued business partner that helps departments achieve their goals.

Priorities and Opportunities

- **Modernize Human Resources Systems and Processes:** Evaluate existing Human Resources programs, workflows, and business practices to identify opportunities for increased efficiency, consistency, and customer service. Establish standardized procedures, clearly defined roles and responsibilities, and measurable performance expectations across the department.
- **Strengthen Labor and Employee Relations:** Build productive and collaborative relationships with employee organizations and labor representatives while providing strategic guidance to executive leadership. Prepare for and lead negotiations associated with all labor agreements, which are scheduled to expire in June 2027.
- **Elevate Organizational Performance Management:** Successfully implement and integrate NEOGOV Perform and establish a consistent, organization-wide employee performance evaluation program that supports accountability, employee development, and organizational excellence.
- **Update Policies, Rules, and Classification Systems:** Partner with departments and labor groups to review and update the City's Personnel Rules and Policies. Evaluate and update classification specifications to ensure alignment with current organizational needs and operational responsibilities.
- **Develop and Empower Staff:** Invest in the professional growth and development of department staff through coaching, mentoring, training, and succession planning. Establish clear expectations and accountability while fostering a positive, engaged, and high-performing workplace culture.
- **Advance Safety, Wellness, and Risk Management Programs:** Strengthen organizational safety initiatives through workplace violence prevention training, drug and alcohol reasonable suspicion training, updates to the Injury and Illness Prevention Program, and the establishment of a Citywide Safety and Wellness Committee.
- **Support Citywide Workforce Excellence:** Continue partnering with departments on strategic workforce planning, recruitment, retention, and employee engagement initiatives that help attract and retain a diverse, talented, and committed workforce.



The Successful Candidate

The City seeks a confident, collaborative, and emotionally intelligent leader who can inspire confidence, build relationships, and successfully lead organizational change. This individual will possess the credibility and expertise necessary to guide the organization through a period of modernization while maintaining trust and stability throughout the process.

The ideal candidate is a thoughtful change agent who challenges outdated practices without creating unnecessary disruption. They understand how to modernize systems and processes while respecting organizational culture and maintaining strong relationships with stakeholders.

The successful candidate will be an exceptional communicator who provides clarity during periods of change, proactively addresses emerging issues, and keeps executive leadership informed of potential risks and opportunities. They will possess the political acumen necessary to navigate complex organizational dynamics while maintaining professionalism, transparency, and integrity.

The City values a leader who is humble, approachable, and service-oriented, yet willing to hold individuals accountable and make difficult decisions when necessary. This person will be resilient, steady under pressure, and capable of maintaining focus and direction during challenging situations.

Professionally, the ideal candidate brings broad-based Human Resources leadership experience with demonstrated expertise in labor relations, collective bargaining, employee relations, classification and compensation, policy development, organizational change, and employment law. Public-sector experience is highly desirable. California experience is beneficial but not required.

Most importantly, the City seeks a leader who genuinely wants to help people succeed, believes in the value of public service, and understands the critical role Human Resources plays in protecting the organization while helping it achieve its strategic goals.

Employment Qualifications

Minimum qualifications include graduation from an accredited four-year college or university with major coursework in Human Resources, business or public administration, industrial relations, or a related field, and six years of progressively responsible experience in all areas of Human Resources administration, including three years at a management or program administration level; or an equivalent combination of training and experience. Experience working successfully with employee associations or unions and/or prior experience working for a public agency is preferred.

Professional certification through the International Public Management Association – Senior Certified Professional (IPMA-SCP), the Society of Human Resources Management – Senior Certified Professional (SHRM-SCP), or the Human Resource Certification Institute – Senior Professional in Human Resources (SPHR) is desirable.

The Community

The City of Rialto is a vibrant and diverse full-service municipality located in the heart of Southern California’s Inland Empire in San Bernardino County. The City provides convenient access to major transportation corridors, employment centers, and recreational opportunities throughout the region. Known as the “Bridge to Progress,” Rialto was incorporated in 1911 and today serves a community of more than 100,000 residents across 22.4 square miles. The City continues to experience strategic growth while maintaining a strong commitment to high-quality public services, economic development, and community well-being.

Rialto operates under a Council-Manager form of government. The City Council consists of four Council Members elected by district and one at-large Mayor, all serving four-year terms. Other elected officials include the City Clerk and City Treasurer. The City Manager, appointed by and serving at the pleasure of the City Council, functions as the City’s Chief Administrative Officer and provides leadership and oversight for all municipal operations and services.

With a [FY 2025-2026 operating budget of approximately \\$165 million](#) and a workforce of more than 500 full-time and part-time employees, Rialto delivers a comprehensive range of municipal services through departments including City Administration, City Clerk, Finance, Community Development, Community Services, Police, Fire, Public Works, and Human Resources/Risk Management.

Strategically positioned along key transportation corridors, Rialto is served by Interstates 10 and 210, a major regional rail terminal, a Metrolink station, and multiple Omnitrans transit routes. These transportation assets have helped establish the City as a leading logistics, manufacturing, and distribution hub within the Inland Empire. The City’s exceptional connectivity has attracted numerous national and international employers, including major companies in the e-commerce, healthcare, beverage production, consumer products, and distribution sectors, contributing to a strong economic foundation and continued growth.

Beyond its economic advantages, Rialto offers residents and visitors convenient access to Southern California’s renowned recreational, cultural, and entertainment destinations, from mountain resorts and desert recreation areas to beaches, major attractions, and world-class performing arts venues. Guided by a commitment to innovation and community engagement, the City delivers high-quality public services that enhance the quality of life and support a vibrant, thriving community for residents, businesses, and visitors alike.





Compensation and Benefits

The annual salary for the Director of Human Resources and Risk Management is up to \$216,912, depending on qualifications. A 3% cost-of-living adjustment effective July 1, 2026, will increase the maximum salary to \$223,419.

The City of Rialto offers a competitive executive compensation package, including additional pay for education for qualified candidates, retirement, fully paid health benefits, paid leave, and professional development opportunities, which can be viewed [here](#).



How to Apply

Applications will be accepted electronically by Raftelis at raftelis.com. Applicants complete a brief online form and are prompted to provide a cover letter and resume. The position will be open until filled, with a first review of applications beginning **July 31, 2026**.



Questions

Please direct questions to Serena Wright-Black at swrightblack@raftelis.com and Niayla Hairston at nhairston@raftelis.com.