



SIGNAL HILL
California

Human Resources Manager





Build Trust. Develop People. Strengthen the Organization.

The City of Signal Hill is seeking a collaborative, service-oriented Human Resources Manager to serve as the City's technical human resources expert and trusted advisor to executive leadership. This is an outstanding opportunity for an experienced HR professional who enjoys balancing strategic leadership with day-to-day operational excellence and is passionate about strengthening the organization through its people.

Reporting to the Deputy City Manager, the Human Resources Manager oversees the City's comprehensive human resources program while providing expert guidance on complex personnel matters and supporting the work of the Civil Service Commission. The next Human Resources Manager will join a human resources team with strong fundamentals, positive labor relationships, and a talented HR team eager to continue growing.

The ideal candidate is an approachable, open-minded leader with exceptional technical expertise, sound judgment, and the ability to build trust across the organization. They understand that effective human resources extends well beyond compliance—it creates an organizational culture where employees feel supported, managers receive practical guidance, and leaders view HR as an indispensable strategic partner.

The Position

This position offers an outstanding opportunity for an HR leader who enjoys working in a close-knit organization where relationships matter and contributions are visible. The Human Resources Manager provides strategic leadership for the City's full range of human resources functions, ensuring programs and services align with organizational priorities and support a high-performing workforce. The position oversees recruitment and selection, employee and labor relations, classification and compensation, performance management, benefits administration, policy development, and organizational development, while also directing HR compliance, personnel investigations, employee wellness initiatives, and workers' compensation and risk management coordination. Through sound technical expertise and collaborative leadership, the Human Resources Manager partners with department leaders to foster an engaged workforce, promote effective personnel practices, and deliver responsive, customer-focused human resources services throughout the organization.

The Human Resources Manager also serves as Secretary to the Civil Service Commission, preparing monthly agendas, supporting Commission meetings, certifying eligibility lists, coordinating disciplinary appeal hearings, and providing technical guidance regarding Civil Service Commission rules and personnel procedures.

For the right candidate, this is an opportunity to make a lasting impact on the organization while working alongside an engaged leadership team committed to employee success.

Priorities

The next Human Resources Manager will have an opportunity to make an immediate impact by focusing on several important organizational priorities, including:

- Maintaining the City's strong labor relations while preparing for labor negotiations as Memoranda of Understanding approach expiration in 2027.
- Successfully managing disciplinary appeals and Civil Service Commission hearings.
- Continuing to strengthen trusted relationships and providing guidance to department directors, managers, supervisors, and employee associations.
- Serving as a mentor and coach to a talented, but relatively new, HR team.
- Reviewing and updating personnel policies and Human Resources procedures.
- Supporting upcoming Municipal Code updates related to personnel rules and administration.
- Continuing to streamline recruitment processes while maintaining exceptional customer service for hiring departments.
- Managing and meeting Open Enrollment deadlines for the upcoming calendar year.
- Continuing to lead and sustain employee engagement initiatives and programs that offer a positive workplace culture, enhance morale, and promote collaboration across the organization.



The Successful Candidate

The ideal candidate is an experienced California public sector human resources professional who combines deep knowledge of California public sector human resources with exceptional relationship-building skills. They are equally comfortable navigating complex employee and labor relations matters—including grievances, disciplinary actions, and Civil Service Commission hearings—as they are coaching managers through everyday personnel challenges. As the City's senior HR expert, they provide practical, thoughtful guidance that instills confidence throughout the organization.

Success in this role requires high emotional intelligence, sound judgment, and the confidence to navigate sensitive issues with professionalism, fairness, and discretion. The successful candidate is politically astute, solutions-oriented, and comfortable providing candid advice while building consensus among diverse stakeholders. Equally important, they are a mentor who enjoys developing staff, including executive management strengthening organizational capability, and fostering a culture of accountability, collaboration, and continuous learning.

Qualifications

Minimum requirements include a Bachelor's degree in Human Resources Management, Public Administration, Business Administration or a related field, and five (5) years of progressively responsible public sector human resources management generalist experience with significant responsibility of employer/employee relations including negotiations, recruitment and selection, classification and compensation, benefits administration, employee training, worker's compensation administration, OSHA compliance, and review and development of personnel related policies and procedures, with at least two (2) full-time years of direct supervisory experience. Experience serving as Chief labor negotiator and strong knowledge of the Public Employees' Retirement System, employee benefit administration and deferred compensation programs is desirable.



Inside The Organization

The City of Signal Hill operates under a council-manager form of government, where the City Council serves as the legislative body, setting policy and strategic direction, and the appointed City Manager oversees daily operations and implements Council directives. Signal Hill prides itself on a highly functional and stable governing body, with long-tenured Council Members, one serving for more than 30 years, contributing a wealth of historical knowledge and ensuring consistent decision-making. The City Council is known for its collaborative, apolitical approach, focusing on community betterment, and conducting efficient meetings, typically lasting no more than two hours.

With a total City staff of approximately 137 FTEs, Signal Hill maintains a close-knit, family-oriented, and welcoming organizational culture. Although small, Signal Hill is a full-service City, operating its own Police Department and Water Division. The adopted biennial budget for FY 26/27 projects a general fund balance of \$82.6 million, and for fiscal year 2027-28, a budget of \$73.8 million, reflecting a fiscally prudent and stable environment with strong reserve levels. The City Manager fosters an open-door policy, valuing diverse ideas and promoting employee wellness and engagement. This culture extends throughout City Hall, where employees are encouraged to make an impact and see the direct results of their hard work in a community that is genuinely supportive of its staff. Signal Hill is a “can-do” organization, nimble and solution-oriented, actively seeking ways to say “yes” to residents and developers while upholding regulatory standards and high ethical standards. The City is proud of its commitment to community welfare, notably achieving a “functional zero homeless” designation by successfully housing more than 50 individuals.

Inside the Human Resources Division

The Human Resources Division is part of the City Manager’s Office. The team is collaborative, engaged, and committed to delivering responsive, high-quality service across the organization. While the team is relatively small, it plays a highly visible role in supporting the City’s workforce and organizational priorities. With 3.5 FTE’s the Division has established strong working relationships across the organization and enjoys positive partnerships with the City’s employee associations, providing a solid foundation for continued success.

The Community

Perched on a hilltop in the center of the Los Angeles Basin, Signal Hill offers residents the charm of a close-knit community with all the amenities of a major metropolitan area just minutes away. Completely surrounded by the City of Long Beach and less than 20 miles from downtown Los Angeles, Signal Hill’s location provides easy access to Southern California’s world-class cultural, economic, and recreational opportunities while maintaining its own distinct identity.

Signal Hill is home to approximately 12,000 residents in a 2.2-square-mile area, making it one of the smallest yet most unique cities in Los Angeles County. The community is known for its welcoming atmosphere, diverse population, and strong sense of pride. Families enjoy access to the award-winning Long Beach Unified School District, a wide range of local preschools and private schools, and proximity to several higher education institutions, including California State University, Long Beach. The city’s neighborhoods are a blend of hillside homes with sweeping views, modern condominiums, and family-friendly residential areas that create a variety of living options within a compact setting.

Rich in history, Signal Hill was once home to thriving ranches and later became world-famous after the discovery of oil in 1921, transforming the community into a boomtown known as “Porcupine Hill” for its forest of oil derricks. While oil production remains part of the City’s identity, today Signal Hill has evolved into a well-rounded community with a diverse economy that includes professional services, technology, retail, hospitality, and light industry. The City is also home to Signal Hill Petroleum, a major employer and community partner.

Residents and visitors alike enjoy the City’s extensive parks and recreational amenities, including panoramic views from Hilltop Park, hiking and biking along Skyline Trail, and numerous neighborhood parks that serve as gathering spaces. Cultural events, public art, and community celebrations showcase the City’s vibrant spirit and diverse heritage. With its central location, thoughtful planning, and strong community connections, Signal Hill offers an exceptional quality of life and continues to be recognized as one of Southern California’s hidden gems.



Compensation and Benefits

The expected hiring range is \$134,484 - \$171,639, with an excellent benefits package. Learn more about benefit options [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 **August 24, 2026**. Please note that interviews are scheduled to be in person on **September 21 and 22, 2026**. Selected candidates must be available for both dates.



Questions

Please direct questions to Serena Wright-Black at swrightblack@raftelis.com and Kelsey Batt at kbatt@raftelis.com.