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# HUMAN RESOURCES OFFICER: CLASSIFICATION & COMPENSATION

## THE CITY OF LONG BEACH, CA

**Salary:** \$121,200 - \$171,702\* DOE/DOQ

*\*Appointment to this position is expected to be at or below the midpoint (\$146,451) of the salary range, however, the final amount will be carefully determined based on the candidate's knowledge, skills, qualifications, and an evaluation of internal equity within the organization.*

The City of Long Beach, California, is seeking a skilled and forward-thinking Human Resources Officer (HRO) to lead the City's newly established Classification & Compensation Division within the Human Resources Department. This brand-new position presents an exciting opportunity to modernize and centralize classification & compensation practices, ensuring competitive pay within City parameters, career progression, and workforce alignment across all City departments. Reporting to the Manager of Administration, the HRO will oversee a growing team of analysts and play a pivotal role in developing a structured classification & compensation program that supports the City's workforce needs. With a focus on innovation, and strategic workforce planning, this role will drive critical projects such as overseeing classification & compensation studies, supporting labor negotiated studies, the development of a comprehensive classification & compensation structure, and modernization of outdated classification specifications. The ideal candidate will bring deep expertise in public sector classification & compensation, a strategic mindset, and the ability to navigate the complexities of a unionized municipal environment.

**If you are a strategic HR leader with deep technical classification & compensation expertise, public-sector experience, and a passion for project management and modernization, we encourage you to apply!**



# THE COMMUNITY

Ideally located on the Pacific Coast just south of Los Angeles and adjacent to Orange County, Long Beach is a vibrant city of approximately 450K residents. Known for its diverse and inclusive community, Long Beach features a unique blend of urban sophistication, cultural richness, and coastal charm. The City encompasses about 51 square miles; offering an array of parks, beaches, and recreational opportunities. Residents enjoy mild climate year-round perfect for outdoor activities such as biking, hiking, and surfing. Long Beach is home to world-class attractions; including the Aquarium of the Pacific, the historic Queen Mary, and the annual IndyCar Acura Grand Prix of Long Beach. Long Beach will be the largest venue city for the 2028 Olympic and Paralympic Games.

Long Beach also boasts a thriving economy supported by industries such as aerospace, education, health services, manufacturing, and professional services. With two advanced educational institutions—California State University Long Beach and Long Beach City College, and robust K-12 schools, the City is a hub for learning and innovation. Transportation options abound. The Long Beach Transit system, and the City's own airport provide convenient access throughout the broader Southern California region. Long Beach is recognized as one of the nation's most walkable and bike-friendly cities.

 **~450K**  
POPULATION SIZE

 **51**  
CITY SQUARE MILES

 **2**  
UNIVERSITIES

 **345**  
DAYS OF SUNSHINE



# THE CITY GOVERNMENT

Long Beach operates as a charter city governed by an elected Mayor and nine City Council members. The City Manager, appointed by the City Council, oversees the daily operations of 15 departments and an FY25 annual budget of \$3.6B. The City employs 6K+ full-time staff; dedicated to providing exceptional public services with the vast majority being represented by twelve employee associations.

 [City Departments](#)

 [FY25 Budget](#)

 [2030 Strategic Vision](#)

The City of Long Beach fosters an environment where every employee is celebrated for their individuality and unique talents they bring to their role. Reflecting the diversity of the community within the workforce is a key priority embraced at every level of the organization—from management to policy creation. City Leadership actively promotes equity and inclusion by partnering with staff and community stakeholders to advance fairness in all initiatives. Transparency remains a cornerstone of these efforts with demographic data, including workforce diversity and pay equity by race and gender, shared publicly to ensure accountability and progress.

# THE HR DEPARTMENT

The HR Department (Department) plays a critical role in supporting the City's mission by attracting, developing, and retaining a talented and diverse workforce. [Measure JB](#), which was approved by voters in November 2024, will fully integrate the Civil Service Department within the HR Department in 2025. The integrated Department operates with approximately 111 staff and an annual FY25 budget of \$49.1M. The Department includes seven bureaus comprised of: Administration, City Safety, Labor Relations, Personnel Operations, Talent Management, Risk & Occupational Health Services, and Systems Management. The Department partners with all other City departments to ensure alignment with strategic objectives and community needs, fostering an organizational culture of collaboration and high performance.

[Mission, Vision & Guiding Principles](#)

[Human Resources Department Website](#)

## THE CLASSIFICATION & COMPENSATION TEAM

The HR Department's Administration Bureau is looking to develop a team solely dedicated to creating a modernized and efficient [Classification & Compensation Program](#). This team will be responsible for developing a structured classification & compensation program, providing guidance to departments, and ensuring that classification structures, competitive pay within City parameters, and job specifications are updated, relevant, and sustainable. The immediate need will include managing a backlog of requested classification/ compensation studies, coordinating completion of a contracted classification and compensation project, and proactively working to improve procedures and efficiency in the City's job classification system.

*Key upcoming projects & initiatives include:*

- Develop and manage the City's **Centralized Classification & Compensation Program**.
- **\$500k Classification & Compensation Study Project:** Oversee the implementation of a large-scale classification & compensation study to update outdated classifications, which may include managing outside consultants.
- **Explore & Adopt Innovative Solutions for Class Spec Revisions:** Identify ways to leverage technology to improve efficiency in classification & compensation processes.





# THE POSITION

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The Human Resources Officer – Classification & Compensation (HRO) will be a pivotal member of the HR Department's Administration Bureau, reporting directly to the Manager of Administration. With two direct reports currently, the HRO will be responsible for building and leading a dedicated classification & compensation team that will work closely not only with the Department's Administration and Talent Management Bureaus, but all City departments.

This role will oversee job analysis and classification processes, ensuring that job descriptions and salary structures are current, equitable, and aligned with the City's workforce needs. The HRO will implement a citywide compensation structure, develop classification structures that identify reporting relationships and job families, and provide departments with clear processes for submitting and managing classification & compensation requests. Additionally, the HRO will work closely with department heads, labor teams, and executives to ensure consistency in classification standards, manage stakeholder expectations, and establish a structured update cycle for classification specs, many of which have not been updated in decades. By fostering proactive relationships and streamlining processes, the HRO will play a key role in modernizing the City's approach to classification and compensation.



## THE IDEAL CANDIDATE

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The ideal candidate is an experienced HR leader with a strong background in public sector classification & compensation, job analysis, and workforce planning. They must have successfully developed and implemented classification & compensation programs, navigated politically sensitive HR changes, and worked within the complexities of public sector processes, ideally in a unionized environment. This is a working manager role—someone who understands the nuances of government operations, can effectively collaborate with labor groups and department leaders, and is capable of rolling up their sleeves to guide their team while delivering meaningful, structured results.

*Key attributes for success in this role include:*

- **Strategic Program Development** – Ability to build a centralized classification & compensation program from the ground up.
- **Technical Expertise** – Deep understanding of classification structures, compensation analysis, job evaluation, and market research.
- **Project & Change Management** – Ability to modernize outdated classification specs, implement structured update cycles, and drive large-scale HR projects.
- **Political Acumen & Stakeholder Engagement** – Skilled in navigating the complexities of public-sector HR, gaining buy-in from leadership, and ensuring compliance with labor agreements.
- **Hands-On Leadership & Mentorship** – Experience leading and developing HR professionals, providing clear direction, and fostering a collaborative team environment.
- **Diplomacy & Communication** – Ability to handle difficult conversations, set reasonable expectations, and engage with department heads, labor groups, and executive leadership.
- **Process Improvement & Innovation** – A visionary thinker who can leverage technology, explore AI solutions, and advocate for funding to improve classification & compensation efficiency.

# MINIMUM QUALIFICATIONS

## EDUCATION:

Bachelor's degree in related field.

## EXPERIENCE:

Three years of increasingly responsible experience in human resources, which includes overseeing classification and/ or compensation matters with one of those years in a supervisory or lead capacity.

## DESIRED:

- Master's degree
- Certified Compensation Professional (CCP), Global Remuneration Professional (GRP), or other relevant professional certification
- Experience working in a unionized public sector environment
- Experience with workforce and succession planning

## SUBSTITUTIONS:

Education may be substituted on a year-for-year basis for lengthy experience and will be reviewed on a case-by-case basis.





# SALARY & BENEFITS

Salary: \$121,200 - \$171,702\* DOE/DOQ

\*appointments usually take place at mid-point \$146,451

## PLUS A GENEROUS BENEFITS PACKAGE THAT INCLUDES:

- **Retirement:** California Public Employees' Retirement System (PERS) defined benefit retirement plan, which is coordinated with Social Security. 2.5% @55 for "Classic" members and 2% @62 for new members as defined by PEPR. Subject to employee contribution. Both the City and the employee contributes toward CalPERS retirement contributions. The City also participates in Social Security.
- **Health and Dental Insurance:** City pays a major portion of the premiums.
- **Life Insurance:** Equal to three (3) times annual salary up to a maximum of \$500,000.
- **Short- and Long-Term Disability Insurance**
- **Management Physical:** Annual City-paid physical examination.
- **Vacation:** 12 days per year, increasing with years of service. Prior years of public sector service counted towards vacation accrual tier
- **Executive Leave:** 40 hours per year.
- **Sick Leave:** One day earned per month; unlimited accumulation; conversion upon retirement to cash credit toward health and/or dental insurance premiums.
- **Holidays:** 11 designated holidays per year, plus four personal holidays.
- **Transportation Allowance:** \$450 per month.
- **Deferred Compensation:** 457 Deferred Compensation Plan; 401(a) plan with City contribution of 2% (Classic) or 4% (PEPRA; will increase to 5% October 2025)
- **Optional Flexible Spending Account (FSA)**
- **Flexible/Hybrid Work Schedule:** Available.
- **Paid Parental Leave:** After 6 months of City employment; up to 30 calendar days (160 hours) of PPL, taken in full-day increments, in connection with the birth, adoption, or foster placement of a child, up to the age of 17.



## HOW TO APPLY:

For first consideration, apply by  
April 18, 2025, at:

 [www.tristargovsolutions.com/careers](http://www.tristargovsolutions.com/careers)

**SAVE THE DATES:** Interviews have been firmly scheduled to take place **in-person** on **May 8th and May 9th**. Candidates must be available for both interview dates.

**QUESTIONS?** Please contact your recruiter, Sam Sackman, with any questions:

- Email: [sam@tristargovsolutions.com](mailto:sam@tristargovsolutions.com)
- Website: [www.tristargovsolutions.com](http://www.tristargovsolutions.com)
- Phone: 408-605-0790

