Human Resources and Payroll Project Manager

(ERP Implementation)

THE ORGANIZATION

The City of Los Angeles (L.A.) is the second-largest municipal government in the United States and employs more than 40,000 people in a variety of jobs across 44 different departments from the Airports to the Zoo. Los Angeles has a Mayor-Council-Commission form of government, as defined in the City Charter, originally adopted by City voters in 1925 and reaffirmed by a new Charter in 2000. The City Controller is the elected paymaster, auditor and chief accounting officer for the City of Los Angeles. The current City Controller, Ron Galperin, is the City's 19th Controller. Since his election in 2013, Controller Galperin has prioritized transparency, pushed to modernize the City's technological systems, and launched and maintained L.A.'s first Open Data portal. His goal for this system implementation is to transform the way payroll is effectuated in the City to make it more efficient, interactive and responsive to employees.

THE POSITION

The City Controller oversees and manages payroll for the City and is currently beginning the process of implementing a new human resources and payroll system. The Human Resources and Payroll Project Manager (HRP Project Manager) will: manage the implementation of a large enterprise resource planning system (Workday) for the Controller's Office, with a focus primarily on payroll (wide-ranging and varied labor MOUs, timekeeping, payroll deductions, etc.); and work closely with the City's Information Technology Agency, its staff, project stakeholders — such as the City's Personnel Department (HR) and the City Administrative Officer (which manages labor MOU provisions) — and other City stakeholders. The HRP Project Manager will represent the interests and responsibilities of the Controller's Office and ensure payroll requirements are met. The target launch date for the City's new payroll system is January 2022. The HRP Project Manager is expected to transition into the role of HRP System Manager after the system's implementation.

The individual selected to assume this position will be expected to:

» Provide clear communication to project team members, project stakeholders, department management and project oversight committees regarding expectations, goals, achievements, problems and risks;

» Ensure strategies are created and implemented to keep the project on schedule by closely monitoring milestones pertaining to payroll and their related requirements;

» Identify, assess and mitigate project risks on an ongoing basis;

» Negotiate with team, project partners, stakeholders and City staff to ensure project requirements are implemented; and

» Monitor activities and tasks to deliver quality results and outcomes.

THE IDEAL CANDIDATE

The ideal candidate will be a dynamic, influential and proven leader, able to communicate effectively with a variety of audiences. Excellent interpersonal skills and political acumen will be necessary to work well with leadership, executive management and staff. The successful candidate will have the ability to build consensus and navigate the political landscape with tact and diplomacy, while helping to move the organization in a new and exciting direction. Extensive knowledge of Workday implementation procedures is desired.

Key Competencies and Characteristics

» Transformative leadership adept at change management for a large and complex organization.

» Diplomatic, inclusive and persuasive communication style skilled at navigating a diverse group of stakeholder priorities.

» A problem solver with outstanding organizational and project management skills.

» An inspiring team-builder able to provide clear goals and expectations, who remains agile and can adapt to changing priorities.

» Respectful personality and "can-do" mentality who thrives on challenge.

» Comfortable making public presentations and establishing a high level of credibility with their audience.

» Flexible and adaptable; works well in a high volume, demanding environment with multiple priorities.

REQUIREMENTS

» BA in Business or related field, or equivalent experience and education to fulfill position duties and objectives.

» MA/MS is helpful.

» Experience implementing enterprise payroll and HR systems (preferably Workday) in a large government/municipal or university setting.

» Knowledge of government HR and Payroll processes and structures.

» A background in, and understanding of, labor contracts is ideal.

SALARY AND BENEFITS

The salary for HRP Project Manager is set at a maximum of **$172,800**.

City employees have a choice of five different health insurance plans, three different dental plans, and have access to a vision plan. Additional information regarding the City's benefits program is available at KeepingLAwell.com. A generous defined benefits retirement plan and deferred compensation plans are also offered.

APPLICATION AND RECRUITMENT PROCESS

The final filing date is Monday, June 1, 2020.

To be considered, please submit a resume, cover letter and five work-related references (who will not be contacted in the early stages of recruitment) to: https://executivesearch.cpshr.us/JobDetail?ID=646

Resumes should reflect years and months of positions held, as well as size of past organization(s).

For additional information, please contact:
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CPS HR CONSULTING

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. CPS HR Consulting will report the results to the City. The City will then select candidates to participate in City interviews. Extensive reference and background checks will be completed on the selected candidate.

The City of Los Angeles is an Equal Employment Opportunity employer and does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.