



Office of the City Manager

CONSENT CALENDAR

October 11, 2022

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: LaTanya Bellow, Deputy City Manager

Subject: Appointment of Director of Human Resources

RECOMMENDATION

Adopt a Resolution confirming the appointment of Aram Kouyoumdjian as the Director of Human Resources to be effective November 7, 2022 at an annual salary of \$231,000.

FISCAL IMPACTS OF RECOMMENDATION

The salary and benefits for the Director of Human Resources are included in the Fiscal Years 2023-2024 Department budget. The position is paid 90% from the General Fund (Budget Code: 011-34-341-000-0000-000-412-511110) and 10% from the Employee Training Fund (Budget Code: 146-34-341-000-0000-000-412-511110).

CURRENT SITUATION AND ITS EFFECTS

Aram Kouyoumdjian has worked at the City of Los Angeles since April 2016 as the Assistant General Manager of the Personnel Department. He has a lengthy employment history in Human Resources. He has worked for the Los Angeles Unified School District as Associate General Counsel for Human Resources matters and for a private litigation firm handling employment matters.

In accordance with the City Charter, Section 28(b) of Article VII, I am submitting my selection for the Director of Human Resources to the City Council for confirmation. I have selected Aram Kouyoumdjian for appointment to the Director of Human Resources position, to be appointed with an annual salary of \$231,000. I am requesting confirmation of this appointment so that I may formally offer this regular at will benefited department head position to Aram Kouyoumdjian to be effective November 7, 2022.

The City retained Wendi Brown HR Consulting, an executive search firm, to conduct an extensive, nationwide search for a new Director. The City conducted a competitive interview process consisting of two interview panels including, technical experts and city department directors. Top candidates were recommended for final interviews conducted by the City Manager, City Attorney and Deputy City Manager.

## BACKGROUND

The Human Resources team serves the Berkeley community's need for a well-qualified high performing workforce by attracting and retaining a talented and diverse City government workforce. The role of the Human Resources Department is to serve as a strategic business partner to its internal and external customers and provide leadership, expertise, support and guidance to other City Departments in the areas of recruitment and selection for employment, occupational health and safety, employee benefits, workers' compensation, employee development and training, employee relations and equal employment opportunity programs and Classification and Compensation. The Human Resources Department has 22 staff and is organized into five divisions consisting of:

### **Office of the Director**

The Office of the Director provides overall leadership and administrative direction for all Human Resources Department activities. The Director of Human Resources acts as the City Manager's representative for all disciplinary and grievance appeals, and serves as Secretary and provides staff support to the Personnel Board as established by Section 119 of the City Charter. In addition to serving as Lead Strategist/Chief Negotiator with all employee groups.

### **Personnel and Administrative Services**

The Personnel and Administrative Services Division conducts all merit-based recruitment and examination activities in accordance with the City's Personnel Rules and Regulations, Federal and State laws, and other Ordinances and Resolutions adopted by City Council. Recruitment and examination activities include: developing examination plans, creating job announcements, conducting advertisement campaigns, reviewing applications, coordinating rater panels, administering exams, conducting statistical analyses of tests, and conducting new hire orientations and processing related paperwork

### **Employee and Labor Relations**

The Employee Relations Division conducts all labor relations activities with the City's seven labor organizations and represents the City Manager on employee relations matters; advises department staff on labor contract interpretations, Federal and State employment laws, and human resources policies and procedures; and manages and reviews grievances and disciplinary issues. The division also administers and assists departments with the City's benefits, Workers' Compensation, and Occupational Health and Safety programs.

### **Training and Organizational Development**

The Training and Organizational Development Division administers and oversees the Citywide Training Program, which is designed to provide ongoing training and development to employees in skills that are fundamental to successfully achieving the City's mission. The Citywide Training Program builds employee capacity in the "Three C's" – Customer Service, One City Team, and Continuous Learning

**Equal Employment Opportunity and Diversity**

The Equal Employment Opportunity (EEO) and Diversity Division administers, implements, and coordinates the City's EEO matters; ensures compliance with EEO provisions; enforces diversity efforts pertaining to recruitment and retention; administers the City's Harassment Prevention Policy and discrimination complaint process; conducts internal investigations of complaints filed, and assesses reasonable accommodation requests in compliance with the provisions of the Americans with Disabilities Act (ADA) and the CA Fair Employment and Housing Act (FEHA)

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no identifiable environmental effects or opportunities associated with the subject of this report.

RATIONALE FOR RECOMMENDATION

Aram Kouyoumdjian has over twenty years of experience having started his career as a Litigation Attorney. He transitioned to Associate General Counsel for Los Angeles Unified School District handling Human Resources related matters. He has spent the last six years as the Assistant General Manager for the City of Los Angeles Personnel Department and has led the Public Safety Recruitment and Selection, Background Investigations, Medical Services, and the Office of Workplace Equity. He holds a Juris Doctor with distinction from University of Pacific, and a Masters of Arts in English. He also has a number of Executive Leadership certificates from Wharton School of Business and Harvard University Extension programs.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Dee Williams-Ridley, City Manager, City Manager's Office (510) 981-7000

Attachments:

1: Resolution

RESOLUTION NO. ##,###-N.S.

CONFIRMING THE APPOINTMENT OF ARAM KOUYOUMDJIAN AS DIRECTOR OF  
HUMAN RESOURCES

WHEREAS, Aram Kouyoumdjian is currently working as the Assistant General Manager of the Personnel Department with the City of Los Angeles and has over twenty years of experience working in Human Resources overseeing four operational divisions Recruitment and Selection, Office of Workplace Equity, Background Investigations and Medical Services with a combined staff exceeding 200 employees. He has significant experience working in the public sector in the Human Resources field; and

WHEREAS, Mr. Kouyoumdjian was the Associate General Counsel for the Los Angeles Unified School District; and was responsible for representing the nation's second largest school district in labor and employment law matters, litigation in federal and state courts, writ proceedings, grievance arbitrations, and administrative hearings. He provided legal advice to the Human Resources Division, the Personnel Commission, and the Office of Labor Relations,

WHEREAS, Mr. Kouyoumdjian Expanded Office of Workplace Equity and hired first-ever Chief Diversity, Equity & Inclusion Officer; developed and launched new Citywide equity policies and procedures, a cultural assessment initiative, and a multi-year inclusion plan; enhanced electronic reporting system (MyVoiceLA) for complaints of equal employment opportunity violations; and implemented implicit bias training for entire City workforce.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that it hereby confirms the City Manager's appointment of Aram Kouyoumdjian as the Director of Human Resources with an annual salary of \$231,000 on the same terms and conditions as other regular at will employees effective November 7, 2022.