

ASSISTANT DIRECTOR HUMAN RESOURCES DEPARTMENT



CITY OF AUSTIN, TX

505 Barton Springs Rd.
Austin, Texas 78704





UNIQUE OPPORTUNITY

The City of Austin is seeking a highly experienced and progressive human resources professional with a track record of broad, high-level leadership and excellent employee relations to join the City's diverse and high-functioning Human Resources Department .

THE CITY

This vibrant and dynamic city tops numerous lists for business, entertainment and quality of life. One of the country's most popular, high-profile "green" and culturally dynamic cities, Austin was selected as the "Best City for the Next Decade" (Kiplinger), the "Top Creative Center" in the US (Entrepreneur.com) and is #1 on the "On Numbers Economic Index" as the fastest growing economy.

Austin continues to lead the country with its vision of being the "Most livable City in the country," emerging as a player on the international scene with such events as SXSW, Austin City Limits, Formula 1 and being home to companies such as Apple, Samsung, Dell and Seton Healthcare. From the home of state government and the University of Texas, to the "Live Music Capital of the World" and its growth as a film center, Austin has gained worldwide attention as a hub for education, business, health and sustainability.

The City offers a wide range of events, from music concerts, food festivals and sports competitions to museum displays, exhibits and family fun. Austin is also home to a wonderful ballet, world-class museums, one-of-a-kind shopping, and beautiful outdoor spaces. You can just as easily spend your morning paddling the lake as you can strolling through a celebrated history museum.

Located at the edge of the Texas Hill Country -- rolling terrain of limestone bluffs, springs, rivers and lakes -- Austin's climate is ideal for year-round jogging, cycling, hiking on the City's many trails or swimming at Barton Springs or one of the area's many other swimming holes. There are a number of excellent golf courses in the area as well as excellent opportunities for rowing, kayaking, canoeing, camping, rock climbing, disk golf, mountain biking, fishing and more. Austin has something for everyone.

CITY GOVERNMENT

The City of Austin is a progressive, dynamic, full-service municipal organization operating under the City-Manager form of government. The Austin City Council City has a 10-1 structure whereby the Council is elected from 10 single member districts, with the Mayor at large. The Mayor and Council Members may serve in their respective seats for a maximum of six years or two consecutive terms.

The City Council appoints the City Manager who is the chief administrative and executive officer of the City. The City Council and City Manager are committed to their mission of delivering the highest quality services in the most cost-effective manner. The City Manager's resolve is to make it the most livable and best-managed city in the country.

To learn more about the electrifying City of Austin go to: www.austintexas.gov

THE HUMAN RESOURCES DEPARTMENT

The City of Austin Human Resources Department (HR) seeks to engage, attract, develop, support and retain the best workforce in the country to serve Austin residents. HR guides and manages employee compensation, benefits, hiring, training and labor relations.

The City has a workforce of approximately 14,000 in more than 50 departments that offer a range of services. HR offers services and assistance to the workforce and community through 18 different divisions and offices, with a staff of 118 employees and a department budget of over \$16M:

- Administration
- Americans with Disabilities Act (ADA)
- Automation Systems Support Center
- Civil Service
- Benefits
- Compensation
- Employee Relations
- Employment Services
- Equal Employment & Fair Housing
- Financial Services
- Human Resources Management Systems
- Organization Development
- Quality Assurance
- Records
- Risk Management
- Veterans Services
- Wellness Programs
- Youth and Family Services/Initiatives

THE POSITION

Under nominal direction of the Director of Human Resources, this position is responsible for the overall direction of all phases of personnel programs affecting the classified service of the City of Austin. These positions also execute personnel policies included in City ordinances, resolutions, administrative regulations and state law.

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following:

- Prepares Personnel Policies and recommends adoption to the City Manager.
- Recommends additions to, modifications of, or deletions from such policies.
- Administers personnel rules and regulations governing the classified service as may be necessary or desirable for carrying out the provisions of the City Charter.
- Directs recruitment, examining, classification, compensation administration, performance review training, benefits, training in safety, risk management programs, worker's compensation programs, personnel record keeping functions and other training programs for the City.
- Attends conferences to resolve problems related to personnel policies and administration; interprets personnel policies, procedures and regulations for personnel of other departments.
- Prepares annual reports and budget estimates for the personnel department.
- Advises City management on personnel trends and problems.
- Makes verbal and written presentations to City management on personnel issues.
- Conducts special studies or projects to improve conduct of personnel management within the City.
- Provides technical assistance and supervision to subordinates.
- Attends City Council meetings and any other meetings involving City personnel issues as required.

Responsibilities:

Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and recommendations for discipline.



THE POSITION (cont.)

Knowledge, Skills, and Abilities: Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

THE IDEAL CANDIDATE

- Knowledge of personnel administration
- Knowledge of laws and regulations pertaining to personnel matters.
- Knowledge of labor relations methods and practices.
- Knowledge of the municipal budgetary process as it applies to this department.
- Skill in employing personnel management methods to achieve effective utilization of personnel.
- Skill in analyzing personnel problems and implementing effective solutions.
- Skill in communicating effectively both orally and in writing.
- Skill in establishing and maintaining effective working relationships with the City Manager and staff, Mayor and City Council, other Departments Heads, media, city employees and the general public.
- Ability to maintain effective working relationships
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to work in a diverse and highly involved community, will put the community first, and is ethically committed to transparency and accountability

Experienced Human Resources professional knowledgeable of and able to apply the principles and practices of modern public personnel administration including merit systems, methods for recruitment and selection, classification, salary and benefits administration, employee relations and negotiations, organization development, equal employment opportunity, and personnel laws and regulations. Other attributes include:

- Skilled in building consensus among people with divergent opinions
- Possesses the experience, ability, willingness to promote and implement innovative efforts.
- Works strategically, in partnership, with multiple stakeholders to build consensus across business functions and has demonstrated results using creative innovations in strategic initiatives as well as change management.
- Actively involved in the human resources profession
- Customer service oriented
- Utilizes creativity in assessing existing personnel systems and ability to explain personnel systems to both internal and external customers
- Accessible with an ability to actively listen
- Direct, advanced experience in the areas of at least two or more human resources systems
- Experience in employee relations, quality assurance, compliance and have lead these areas for either an entire organization or large organization at a corporate level.

THE IDEAL CANDIDATE (cont.)

Education and Experience:

Qualified candidates must have a Bachelor's degree in Human Resources, Public Administration, Business Administration or related field and five years of upper level management experience which includes supervision of major personnel programs.

In addition, the ideal candidate would have the following preferred qualifications:

A Master's degree in Human Resources, Public Administration or related field and related HR Certifications or Professional Certifications (i.e. SPHR, SHRM-SCP).

Experience working with and presenting to Council, executives, boards, commissions or other governing bodies.

COMPENSATION AND BENEFITS

Salary is commensurate with qualifications. In addition, the City offers relocation assistance and an excellent comprehensive benefits package including:

Retirement – Defined Benefit Pension Plan with vesting after 5 years of continuous service.

Health – Three plans from which to choose (United Healthcare Consumer Driven Health Plan with Healthcare Savings Account, United Healthcare PPO and UnitedHealthcare HMO). Employee only coverage is paid by the City; dependent coverage is available at a subsidized rate.

Dental – Employee only coverage. Dependent coverage is available at a subsidized rate.

Vacation – Accrual rate of 7.67 hours per pay period (23 days per year); Payment of unused personal leave upon resignation or retirement is limited to 240 hours.

Sick Leave – Accrue 1 day per month; unlimited accrual

Holidays – 13 paid holidays per fiscal year, including New Year's Day, MLK's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving, the Friday following Thanksgiving, Christmas Eve, Christmas Day and two Personal Holidays of the employee's choosing.

APPLICATION AND SELECTION PROCEDURE

Deadline to apply: Monday, August 14 2017. To be considered for this exceptional opportunity, please complete an online application at the following address: www.austincityjobs.org, Requisition #[COA076080](#).

Selection Process: Applications will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview. The City anticipates making an appointment to the positions following final interviews and the completion of reference and background checks to be coordinated with the successful candidate.



For additional information or questions please contact:

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