



## CITY OF AUSTIN, TEXAS RECRUITMENT PROFILE EMPLOYEE RELATIONS MANAGER

GovHR USA is pleased to announce the recruitment of candidates and selection process for the next Employee Relations Manager for the City of Austin, Texas.

### About the Community

Austin, TX has a population of 926,000, making it the 11<sup>th</sup> largest city in the country. 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 #9, the highest-ranking employer in the government services sector on Forbes Magazine America's Best Employers list. Austin is the highest ranked employer in government services and only one of four city governments ranked in the top 500.



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.

Located at the edge of the Texas Hill Country – rolling terrain of limestone bluffs, springs, rivers and lakes – Austin's temperate 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 several 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.

### About Austin 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 operates under 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 their respective seat 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 organization's vision is to make Austin the most livable city in the country.

## About the Position – Duties and Requirements



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, with a staff of 118 employees and a department budget of over \$16M.

The Employee Relations Manager is responsible for the employee relations functions to include investigations of complaints and the interpretation, the revision, and development of personnel policies and procedures. The position will be expected to develop creative solutions to improving the employee and labor relations within the City. The Manager will be expected to work strategically and in partnership with multiple stakeholders to build consensus across business functions. The Manager should have demonstrated results using creative innovations in strategic initiatives, as well as change management. This position is also responsible for the management and oversight of six (6) employees within the division.

The Employee Relations Manager will focus on establishing and maintaining effective communication and working relationships with labor organizations, associations, affinity groups and city employees. Additional focus will be on providing guidance to departments in areas of employment law, leading organizational change initiatives and providing guidance through mediation or alternative dispute resolution techniques. The Manager should have the ability to create and conduct strong training programs for departments to develop supervisory and managerial techniques and in responding to complaints and charges.

Qualified individuals must have a Bachelor's Degree with major course work in Human Resources, Employment law, Labor Relations or Business/Public Administration or related field, plus six (6) years of employee relations experience, at least two (2) of which were in a supervisory capacity. Advanced degree may substitute for two (2) years of the required experience. Applicants will be expected to have a strong background in handling employee and managerial concerns and issues by fully investigating complaints and responding to concerns. A thorough knowledge of local, state and federal employment law and the ability to direct staff through supervisory and managerial techniques and principles. SPHR, PHR, SHRM-SCP, SHRM-CP or IPMA-HR certification with training or certification in mediation and/or alternate dispute resolution techniques is preferred. Experience working with Labor Organizations is a plus.

### Compensation and Benefits

The City offers a starting salary range of \$75,088 - \$99,237 based upon years of experience beyond the required minimum. Actual appointment salary DOQ/E. A comprehensive benefit package includes the City of Austin Employees Retirement System, health insurance including medical, dental, and vision coverage (also available to dependents), and life insurance.

### Selection Process

Candidates should apply online immediately at <http://www.austincityjobs.org/postings/65878>. First review of candidates shall occur on April 20, 2018. Questions: contact Sarah McKee, Vice President, GovHR USA at (847) 867-5151 or [smckee@govhrusa.com](mailto:smckee@govhrusa.com).

*The City of Austin is committed to compliance with the American Disabilities Act and is an Equal Opportunity Employer.*