



CITY OF AUSTIN, TEXAS
RECRUITMENT PROFILE (2 positions available)
HUMAN RESOURCES CONSULTANT – EMPLOYEE RELATIONS

GovHR USA is pleased to announce the recruitment of candidates and selection process for the next Human Resources Consultant – Employee Relations (2 positions) for the City of Austin, Texas.



About the Community

Austin, TX has a population of 926,000, making it the 11th 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 position of Human Resource Consultant – Employee Relations (2 positions available) is intended to focus on establishing and maintaining effective communication and working relationships with labor organizations, associations, affinity groups and city employees. This position will conduct human resources related investigations and report those findings. Additional focus will be on providing guidance through mediation or alternative dispute resolution techniques to strategic business partners throughout the various City departments. The ability to create strong training programs for departments to develop supervisory and managerial techniques and in responding to complaints and charges will be an essential function.

Qualified individuals will be expected to have a strong background in conducting human resources related investigations, responding to employee and managerial concerns and issues by fully investigating the charges and concerns. A knowledge of local, state and federal employment law and the ability to apply them in conducting investigations is essential to the job function. PHR or SPHR certifications or certification in mediation and/or alternate dispute resolution techniques is preferred.

Compensation and Benefits

The City offers a starting salary range of \$56,867 - \$73,653 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/65893>. 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.

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