



Director of Employee Development





UNIQUE OPPORTUNITY

Austin Energy is seeking a highly experienced and results-oriented human resources professional to join a diverse and high-functioning municipal energy services provider.

AUSTIN ENERGY

Austin Energy is the nation's eighth largest publicly-owned electric utility and a department of the City of Austin. The utility provides energy services to more than 466,000 customers and a population of almost one million in the City of Austin, several neighboring cities, unincorporated areas of Travis County, and a portion of Williamson County.

Austin Energy is nationally recognized for achieving some of the highest performance standards in the industry. These standards include aggressive renewable and reliability goals and demonstrated efforts to promote new clean energy technologies and a sustainable environment. Austin Energy ranks first among Texas utilities for green power sales and offers some of the most comprehensive energy efficiency programs in America.

**To learn more about
Austin Energy go to:
www.austinenergy.com**

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 hosting 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.

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 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.

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

THE POSITION

Reporting to the Deputy General Manager, with nominal direction, the Director, Employee Development will oversee multiple support services business units to include Human Resources, Organizational Development and Corporate Quality. The Director is responsible for managing Municipal Civil Service activities, organizational strategic planning, process innovation and performance measurement processes for Austin Energy's 1700+ workforce.

Corporate Quality is responsible for Austin Energy's long-term commitment in support of the department's Quality Management System and related compliance activities, or organizational and development and training





strategies. Corporate Quality staff includes a Manager and 8 employees.

Human Resources is responsible for talent acquisition and retention, employment processing, compensation, training and development, employee relations, and Equal Employment Opportunity compliance. Human Resources staff includes a Manager and 25 employees.

Organizational Development is responsible for the design and deployment of department-wide organizational development and training program strategies and initiatives that improve the overall effectiveness of Austin Energy and its employees. Organizational Development staff includes a Manager and 7 employees.

Essential duties and functions of the Director, Employee Development, pursuant to the Americans with Disabilities Act, include the following:

- Provides Austin Energy executive management guidance, recommendations and decisions on complex HR departmental issues.
- Oversees and ensures Austin Energy's compliance with Municipal Civil Service rules.
- Analyzes organizational and employee development business needs and develops short- and long-term strategies, goals and action plans.

- Creates and implements workforce development, human capital management standards, initiatives, policies and procedures.
- Oversees process improvement and communicates direction and information to staff and executive management.
- Oversees Human Resources, Organizational Development, and Corporate Quality services operating procedures.
- Communicates business strategies and organizational information to employees, executives and city officials.
- Acts as a liaison between Austin Energy and other city departments and city officials to provide solutions to complex problems and resolve difficult issues between involved parties.
- Develops and evaluates plans and criteria for a variety of workforce development and business service projects, programs and plans.
- Oversees investigations and ensures appropriate response to complaints from citizens, employees and management.
- Has full range of supervisory activities including selection, training, performance evaluation, counseling and employee dismissal.

THE IDEAL CANDIDATE

Ideal candidates will have the ability to: work professionally on the executive team and provide creative HR solutions; communicate effectively verbally and in writing; manage and resolve conflict and opposing views; and, continuously make process improvements. Must possess a Bachelor's degree, plus seven years of experience in a field related to the position, at least two years of managerial experience with strong knowledge base in local, state, and federal employment laws.

The following attributes have also been identified by department executives as being desirable characteristics of the next Director, Employee Development:

- Experience in utilities, manufacturing or an industry dealing with a craft workforce requiring collective bargaining.
- Flexible and unbiased, with a high level of integrity and the ability to remain true to their convictions when faced with opposition.
- Strong interpersonal skills with the ability to win the trust and confidence of agency leaders, peers and employees.
- Visionary and innovative strategic thinker with a big picture perspective, yet detail-oriented.

- Possesses the communicative and analytical ability to present sound, well-researched recommendations to assist agency leaders in making informed decisions.
- Ability to execute and meet deadlines in a dynamic, fast-paced environment.
- Open, approachable, diplomatic and politically astute.
- Conscientious of the needs of both internal and external customers; customer service orientation.
- Works collaboratively with stakeholders in accomplishing their goals, with due respect to the needs of the overall organization.
- A team builder and mentor committed to developing staff to their fullest potential.

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

- Human Resources Certifications or Professional Certifications (i.e. SPHR, SHRM-SCP) are strongly desired.
- 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 an exceptional, particularly robust and comprehensive benefits package including:

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

Medical – Several different options are available including a CDHP w/HSA, PPO, and HMO Plans with significantly subsidized premiums

Dental – Plan allows for dentist of choice, no cost preventive care, a low annual deductible for basic care and up to a lifetime maximum of \$2,000 in orthodontia care

Vision – Offered through Davis Vision with annual exams, frames/lenses, and/or contacts covered up to generous threshold

In addition, the City offers generous leave time and additional benefits that address wellness, education and training, disability income, income replacement and childcare.

APPLICATION AND SELECTION PROCEDURE

The final filing deadline is Friday, March 24, 2017. To be considered for this exceptional opportunity, please immediately submit a cover letter, list of six work-related references (two supervisors, two direct reports and two colleagues) and a resume that reflects the size of staff and budgets you have managed. Your resume should indicate both months **and** years of beginning/ending dates of positions held to:



Pam Derby
 CPS HR Consulting
 Tel: 916 263-1401
 E-mail: resumes@cpsshr.us
 Web site: www.cpsshr.us

Selection Process

Resumes 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 with the consultant. Those selected to be finalist candidates will be referred for interviews with Austin Energy.

