

EMPLOYEE RELATIONS DIRECTOR

Recruitment #2008-5800-001

List Type	Exempt
Requesting Department	DEPT OF EMPLOYEE RELATIONS
Open Date	8/6/2020 6:30:00 PM
Filing Deadline	8/24/2020 11:59:00 PM
HR Analyst	Kristin Urban

INTRODUCTION

As a member of the Mayor's Cabinet, the Employee Relations Director is appointed by and serves at the pleasure of the Mayor; the appointment of the Employee Relations Director requires confirmation by the Common Council.

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big-city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee brings together its unsurpassed old world charm with a breathtaking art museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities and great restaurants.

PURPOSE

The Position

The City of Milwaukee invites candidates with strong leadership acumen and human resources expertise to apply for this exceptional, executive-level opportunity. The Employee Relations Director serves as the City's chief human resources officer and provides oversight and direction over the City's civil service system, onboarding, classification and compensation, pay and benefit administration, employee training and development, compliance, safety, grievance administration, and employee relations matters. The Director is responsible for advising the Mayor and members of the cabinet regarding employment matters, regulatory compliance, and for implementing best practices that support the delivery of quality and timely essential city services. The position serves as the Executive Secretary of the City Service Commission and works collaboratively with two other cabinet-level positions within DER, the City Labor Negotiator and the Employee Benefits Director, also appointed by the Mayor and subject to Common Council approval.

The Department

With an annual operating budget of over four million dollars, in addition to a benefits budget of more than \$120 million, the Department of Employee Relations (DER) provides human resources support services to City agencies to attract, retain, and motivate a high-performing, diverse workforce. DER also ensures compliance with state and federal employment laws and civil service rules. It does this through four primary service areas:

- **Compliance and Labor Relations**
- **Compensation and Employee Benefits**
- **Recruitment and Selection**
- **Worker's Compensation and Safety**

The Department of Employee Relations (DER) strives to maintain a reputation for promoting a positive organizational culture, where employees new to the field are supported and mentored, expertise and customer service are valued, each individual's input is welcomed, and employees are encouraged to prepare themselves for promotional opportunities. The DER staff is dedicated to equity, quality, and public service; staff members work hard and pride themselves in producing quality work for their customers. Specialized teams work in a spirit of cooperation, and successes are celebrated.

For more information about the DER, please visit <https://city.milwaukee.gov/DER>. For budget information, including mission, strategic issues, initiatives, objectives, and outcomes for 2020, visit: <https://city.milwaukee.gov/ImageLibrary/User/crystali/Budget-Books/2020BudgetSummary.pdf>.

ESSENTIAL FUNCTIONS

Leadership Responsibilities and Strategic Partnerships

- Provide direction and guidance to a staff of 42 employees performing human resources functions and activities; ensure the use and implementation of best practices and the adherence to policies and procedures that are legally compliant and applied equitably and uniformly.
- Develop and maintain collaborative relationships with cabinet members, policy makers, and elected officials, and provide guidance and direction on employment matters.
- Serve as a resource to managers and human resource professionals Citywide relative to employment matters; provide advice, counsel, and support relative to hiring, training, development, discipline, compensation, and interpretation and implementation of related laws, ordinances, and best practices.
- Develop and maintain positive and collaborative relationships with labor representatives and employee groups, and ensure employee relations concerns and questions are resolved in the best interest of the City.
- Ensure that policy makers and elected officials are apprised of critical and sensitive human resources issues of concern; make sound recommendations to address priorities, and ensure implementation considerations are addressed in a streamlined and equitable manner.

Program Management and Compliance

- Promote and ensure City-wide compliance with employment-related federal and state laws, local ordinances (e.g., Chapter 350), and civil service regulations.
- Ensure complaints related to potential violations of City policies and procedures and other employment regulations are investigated in a fair, timely, and competent manner.
- Work with the City Attorney's Office to ensure that City policies and procedures are compliant with applicable regulations and to adapt practices and protocols in response to changing priorities.
- Serve as the Executive Secretary of the Milwaukee City Service Commission, ensuring the integrity of selection, classification, and disciplinary functions enumerated within the Rules and Wisconsin State Statutes and that performance of these functions is consistent with best practices.
- Oversee compensation services, including classification, pay administration, performance management programs, and Salary Ordinance preparation and maintenance.

- Collaborate with Employee Benefits Director in the design, implementation, and overall management of benefits design and administration, including medical and dental insurance, employee wellness and long-term disability insurance, and employee safety programs and worker's compensation.
- Direct staffing services, including recruitment, selection, certification, workforce development, and succession planning; ensure all staffing activities are performed in a manner that ensures equity, quality, and efficiency.
- Ensure the provision of organizational development, training, and diversity and cultural inclusion activities Citywide.
- Collaborate with the City Labor Negotiator relative to policy issues that impact Citywide human resources practices, compensation, and benefits.

Administrative and Fiscal

- Oversee the creation of the annual budget and prioritize resource allocation and realign resources based on City priorities.
- Serve as the department's spokesperson for the City on employee relations issues.
- Represent and share the administration's position and recommendations with key stakeholders.
- Track and monitor performance management metrics, and work with senior management team to ensure accurate and timely reporting of deliverables.
- Work with the Budget and Management Division to identify operational and program management priorities impacting the City's finances, and work to identify solutions.
- Prepare language for legislative changes and provisions to implement key management initiatives.
- Serve as a liaison between the administrative and operating departments on employee relations issues.
- Advise policymakers, including the Mayor, alderpersons, and commissions, regarding human resources-related issues.
- Represent the City before legislative and other policy bodies on issues concerning employee relations and other matters relevant to the City's interests.
- Recommend City employee relations policies and practices to elected officials and related boards and commissions, and oversee implementation and achievement of deliverables.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

MINIMUM REQUIREMENTS

1. Bachelor's degree in human resources management, industrial or labor relations, public administration, or a related field from an accredited college or university.
2. Five years of human resources-focused experience in a leadership position (e.g., director or manager), preferably in the public sector.
3. Valid Wisconsin driver's license at time of appointment and throughout employment.

Equivalent combinations of education and experience may also be considered.

IMPORTANT NOTE: *College transcripts are required and must be emailed as an attachment to krurban@milwaukee.gov by the application closing date and time. Student/unofficial copies are acceptable; however, your transcript must be legible and include your college/university name, your name, the degree completed and the date completed.*

DESIRABLE QUALIFICATIONS

- Master's degree in a related field such as human resources or industrial relations from an accredited college or university.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

Leadership Skills

- Strong executive leadership and managerial skills.
- Ability to provide operational oversight in the areas of strategic planning, budgeting and finance, communications, organizational performance, contracts, resource allocation, customer service, and safety.
- Ability to be proactive and collaborative.
- Ability to build and retain a diverse and culturally inclusive organization.
- Ability to bring teams together to meet the objectives of the community and department.
- Vision, imagination, initiative, passion, and flexibility.

Technical Knowledge

- Knowledge of best practices in public sector human resources, including employee relations, compensation, employee benefits, recruitment and selection, employee development, and workers' compensation and safety.
- Knowledge of factors that impact human resources, such as the economic climate and societal issues.
- Knowledge of the capabilities of information technology to transform and enhance operations and services.
- Ability to read and understand complex documents such as laws, policies, and technical publications.

Communication and Interpersonal Skills

- Excellent oral communication skills and interpersonal ability to be able to work collaboratively with elected officials, colleagues, and staff; professionals; academia; community groups; and the public.
- Ability to effectively represent the department before public bodies and the media.
- Superior written communication skills to compose well-crafted policies, narratives, reports, articles, presentations, and correspondence.

Critical Thinking Skills

- Skill in data and information analysis and interpretation.
- Critical thinking and planning skills.
- Ability to analyze and solve complex problems.
- Decision-making skills and sound judgment.
- Organizational skills to be able to effectively oversee workflow processes.

Professionalism

- Ability to provide responsible stewardship of City resources and to represent the City of Milwaukee professionally and ethically.
- Ability to manage competing priorities and challenges under pressure.
- Ability to maintain the utmost confidentiality regarding all aspects of the role.

CURRENT SALARY

The current salary range (10X) is \$110,689-\$147,336 annually, and the resident incentive salary range for City of Milwaukee residents is \$114,009-\$147,336. Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <https://city.milwaukee.gov/der/benefits>.

SELECTION PROCESS

Screening for this position will be based on an evaluation of each applicant's education, experience, and professional accomplishments, which should be detailed in an **online application, cover letter, and resume**. Additionally, each candidate must submit a response to each of the **Supplemental Questions** by the application deadline.

- Please complete the online application and **EITHER** attach a cover letter and resume to the application **OR** submit the attachments via email by 11:59 p.m. on **Monday, August 24, 2020** to krurban@milwaukee.gov.
- Please indicate **“Employee Relations Director”** in the subject line.
- Questions relative to the selection process may be directed to Kristin Hennessy Urban by calling 414.286.8643.

The City of Milwaukee reserves the right to invite only the most qualified applicants to participate in the selection process.

INITIAL FILING DATE: The selection process will be conducted as soon as practical after **Monday, August 24, 2020**. Receipt of application materials may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

CONCLUSION

The City of Milwaukee values and encourages diversity and is an equal opportunity employer.

Click on the link below to apply:

**Fill out the Supplemental Questionnaire and Application
NOW using the Internet.**

