

EMPLOYEE RELATIONS MANAGER HUMAN RESOURCES



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 to join the City's diverse and high-functioning Human Resources Department with a track record of broad, high-level leadership and excellent employee relations.

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 #9, the highest ranking employer in the government services sector, on the Forbes Magazine America's Best Employers list.

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 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.

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 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.

To learn more about the City of Austin, visit: 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 general direction, this position is responsible for the employee relations functions to include investigations of complaints and interpretation, and 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 IDEAL CANDIDATE

The Human Resources Department seeks an experienced Human Resources professional that is knowledgeable of, and able to apply, the principles and practices of modern public personnel administration. The candidate should have experience in administering, directing, and reviewing employee relations programs, including the handling of grievances and performance issues. Other attributes include:

- Skilled in building consensus among people with divergent opinions
- Possesses the experience, ability, willingness to promote and implement innovative efforts.
- Provides guidance and advice to management on developing, implementing and revising employee relations programs and policies
- 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
- Accessible with an ability to actively listen



THE IDEAL CANDIDATE (cont.)

EDUCATION AND EXPERIENCE:

Qualified candidates must have graduation from an accredited four year college or university with major coursework in Human Resources, Business, Labor Relations, or in a field related to the job, plus six (6) years of employee relations experience, at least two (2) of which are in a supervisor capacity.

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

- HR Certifications or Professional Certifications (i.e. SPHR, SHRM-SCP) are strongly desired.
- Training or certification in mediation and/or alternative dispute resolution techniques.
- Training or certification related to Employment Law.
- Experience investigating employee complaints of discrimination, harassment, and retaliation.
- Experience working in the public sector.
- Experience working with labor organizations.

COMPENSATION AND BENEFITS

Salary is commensurate with qualifications. In addition, the City offers 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 ranging from 4.34 – 7.67 hours per pay period, based on tenure; Payment of unused personal leave upon resignation or retirement is limited to 240 hours.

Sick Leave – Accrue 1 day per month; unlimited accrual

COMPENSATION AND BENEFITS (Continued)

Holidays – 12 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, September 4, 2017 . To be considered for this exceptional opportunity, please complete an online application at the following address: <http://www.austincityjobs.org/postings/62073>

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.

