

City of Boulder's

DEPUTY DIRECTOR OF HUMAN RESOURCES



The City of Boulder

Nestled 35 miles northwest of Denver at an elevation of 5,430 feet, the City of Boulder is home to 103,000 residents and the state's largest university—CU Boulder. The city is located at the base of the Rocky Mountain foothills and is surrounded by more than 45,000 acres of open space. Boulder's roots trace back to the 1800's when it was established as a mining community. Today, Boulder is world-renowned for its natural beauty, commitment to sustainability, thriving tourist industry, leader in technology startups and other entrepreneurial endeavors, and is cited as one of the nation's most innovative cities.

The City of Boulder was named by the Ewing Marion Kauffman Foundation as the leader in high-tech startup concentration. Boulder also has an active living industry, thriving micro-brew industry, and is considered one of the nation's "foodiest" towns. Boulder is consistently listed as one of the nation's most desirable places to live. With a moderate climate and 300+ sunny days a year, Boulder truly is an amazing place to live, work, and play.

City Government

Boulder is a Home Rule Municipality that is self-governed under the Constitution of the State of Colorado. The City of Boulder operates under the Council-Manager form of government. The nine-member elected City Council sets the policies for the operation of city government, while the council-appointed City Manager has administrative responsibility for city operations.

City Vision & Values

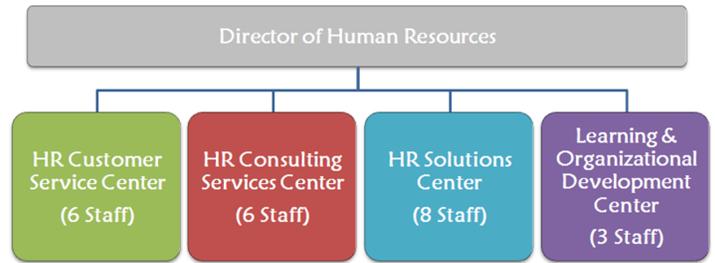
Vision: Service excellence for an inspired future.

Values: Customer Service, Respect, Integrity, Collaboration, Innovation



Human Resources

The Human Resources (HR) Department is comprised of 23 professional staff and is structured in four centers of excellence.



HR Mission, Vision & Values

Vision: Delivering Excellence. Inspiring Success.

Mission: We provide exceptional customer service and strategic business solutions that transform the organization through our four centers of excellence (see above).

Guiding Principles: Values, Accountability, Partnership, Efficiency & Best Practices, Collaboration, Human Resource Expertise

HR Strategy

The HR Department makes key business decisions and operates from their **Strategic Plan 2015-2020** (six strategies listed below).



The Position

The Deputy Director of Human Resources (HR) provides technical assistance to the Director of HR in the leadership, strategic planning, managing and evaluating of the department's programs, functions and activities to ensure alignment with city vision, goals and values; demonstrates continuous efforts to improve HR operations, streamline work processes and works cooperatively and jointly to provide quality and seamless customer service and transform HR transactional processes to a strategic systems model; manages and oversees the HR Solutions Center, and ensures areas perform at maximum efficiency and high customer service levels to enhance the city's ability to develop, retain and attract a highly qualified workforce committed to service excellence.

Areas of accountability include: HRIS, total compensation (benefits, classification, compensation), and HR business solutions and process improvements.

Key Issues and Priorities

A key priority for the new Deputy Director of HR will include implementation of new enterprise resources program (ERP) Human Resources Information System (HRIS), assisting the Director of HR in moving HR staff and the organization along to embrace the system in order to maximize its usefulness. Thorough knowledge and a background in migrating and implementing the new ERP / HRIS / Payroll system is highly desirable.

Other projects include oversight of market based compensation studies, strengthening the health insurance alternatives for employees, attainment of key HR metrics and analytics for organizational performance, and assisting the Director of HR in enhancing the HR department's ability to creatively assist other departments by moving from a transaction-based environment to a solutions-oriented culture. The new Deputy Director of HR will be responsible for process improvements including reviewing and updating current policies and procedures to meet the current and future needs of the organization.

The Ideal Candidate

The ideal candidate will be an experienced manager/administrator who is practiced in HRIS, process improvement and working in local government. Highly qualified candidates must possess significant knowledge of HR, compensation, classification, benefits, and HRIS. This collaborative and enthusiastic leader will be a gifted relationship builder, strategic planner, and project manager, and will be results-oriented, able to see the bigger picture, have a heightened sense of emotional intelligence, awareness of community issues and be able to hold staff accountable. It is expected that the Deputy Director of HR will have strong presentation skills and the ability to mentor all levels of HR professional staff.

Specific qualifications are as follows:

Experience and Education

A bachelor's degree in Human Resources, Business or Public Administration or a related field, plus a minimum of seven years of progressively responsible management-related experience are required. Equivalent combination of education and experience is acceptable.

A professional Human Resources certification, such as the SPHR, is desired.

Management Style and Personal Characteristics

-A team player who is collaborative and supportive in serving as a member of the HR Management Team;

-A skilled professional with a heightened sense of emotional intelligence and an awareness of community and constituent issues and political sensitivities;

-Open, approachable, and action-oriented, exercising good judgment, holding staff accountable, and treating others with respect;

-An outstanding manager of people who provides guidance and professional support to staff, offering regular feedback to employees, and serving as a mentor in providing training and growth opportunities;

-A positive and charismatic leader, bringing innovation and creativity to the HR Solutions Center.

Total Compensation

The salary range for the HR Deputy Director is **\$95,900 to \$146,200** (annual). Actual salary will depend on the experience and qualifications of the successful candidate. In addition, the city offers a benefit package that includes:

Retirement: The city offers a Defined Benefit Plan (Colorado Public Employees' Retirement Association); optional PERA 401 (k) and ICMA 457 Plan available.

Life and Accidental Death & Dismemberment Insurance: 1.5 times annual salary.

Medical Insurance: Three medical plan options are available for employee and dependents.

Dental and Vision Insurance: Available for employee and dependents.

Annual Leave: Annual leave starting at 23 days/year increasing to 29 days after four years of service.

Sick Leave: 14 days per year.

Holidays: 10 full-day holidays, 2 half-day holidays, up to 3 floating holidays (depending on hire date).

Relocation Assistance: Available for successful out-of-area candidate.

Other Benefits: Long Term Disability; Flexible Spending Plan choices including health care and dependent care spending accounts; Employee Wellness Program; Child Care Resource and Referral Program; Employee Assistance Program (EAP), Merit Program (employees eligible for annual merit review based on performance); Bus "Eco" Pass Program; and Recreation Center Pass (Rec Pass).



Application Process

The final filing date for this position is **Monday, June 29, 2015**. To be considered for this opportunity, please apply online at <https://www.governmentjobs.com/jobs/1151630/deputy-director-of-human-resources/agency/cityofboulder/apply> and attach your cover letter, resume, list of four professional references, and current salary information.

Preliminary screening interviews are expected to be conducted in mid-July, with the most qualified applicants advancing to Skype interviews with the city in late July. Those individuals determined to be the most ideally suited for the opportunity will be invited for an onsite interview in Boulder. Appointment is expected in September following the completion of thorough reference and background checks to be coordinated with the candidate.

City of Boulder website: www.bouldercolorado.gov

