

## **HUMAN RESOURCES DIRECTOR THE CITY OF GREAT FALLS, MONTANA**

The City of Great Falls seeks an experienced, motivated, and collaborative professional for the role of Human Resource Director. The City Manager desires candidates who have a proven record of effective team management, are responsive, and demonstrate a high level of integrity. The Human Resources Director is hired by and reports to the City Manager. He/she is a vital member of the City's Senior Management Team.

Great Falls is the third largest city in Montana after Billings and Missoula with a population of over 59,000 residents. The governing body of the City consists of a City Commission made up of four commissioners and a Mayor. Great Falls operates with a commission-manager form of government.

The HR Department provides personnel services to 10 departments and 468 full-time, 80 part-time, and 185 seasonal employees.

The Human Resources Director is responsible for providing leadership and complex HR related guidance and direction throughout the organization and provides support for all City departments. The Human Resources Director works under the direction of the City Manager and works closely with the City Attorney on personnel matters.

The City seeks a Human Resources Director with proven leadership and experience in human resources management in a similar-sized local or state government, public agency, or comparable private sector organization.

Highly desired is an individual who is proactive and demonstrates strong leadership abilities. The City is seeking an innovative thinker who is efficient, effective, responsive, and who will positively move the HR Department forward. The City desires someone who is energetic and thoughtful, yet not afraid to advise the City Manager on issues. The ideal candidate will be diplomatic and comfortable advising and providing feedback to department heads, supervisors and employees.

The City also desires a Director who is not only technically competent and experienced in human resources, but who understands the broader focus of the organization and how to effectively serve the needs of user departments. This individual will be expected to apply extensive HR skills and knowledge to streamline operations and improve organizational effectiveness. The City desires an individual who quickly establishes and maintains positive, collaborative relationships with Human Resources' strategic partners, which include the City's Senior Management Team, departmental management staff, employees, employee groups and members of the public.

The City seeks an individual with proven communications skills who has experience with labor relations and compensation policies and who can develop HR business partnerships to achieve the organization's goals.

A Bachelor's degree in Human Resources Management, Personnel, Business or Public Administration or a related field, or an equivalent combination of education and experience is required. A Master's degree in Human Resources, Business or Public Administration, or a related field is preferred.

Five (5) years of increasingly responsible professional experience in the area of human resources (employee relations, compensation, labor relations, benefits administration, recruitment) including demonstrated supervision or management experience required. PHR, SHMR, SPHR or a Senior Certified Professional is preferred.

A detailed job profile is available. See below.

The salary range is mid \$80,000s – mid \$90,000s depending on experience and qualifications, plus an outstanding fringe benefit package as well. A reasonable relocation package can be negotiated.

Position open until filled. First review of applications on June 10, 2016. Please send your confidential resume and cover letter with current salary to [jmercer@mercergroupinc.com](mailto:jmercer@mercergroupinc.com). For further information on this important opportunity, please contact James L. Mercer President/CEO, Voice: 505-466-9500, e-mail: [jmercer@mercergroupinc.com](mailto:jmercer@mercergroupinc.com) or Karolyn Prince-Mercer, Senior Vice President, Voice: 505-660-5503, e-mail: [kprince-merc@mercergroupinc.com](mailto:kprince-merc@mercergroupinc.com), The Mercer Group, Inc., 1000 Cordova Place, #726, Santa Fe, NM 87505.; Fax: 505-466-1274; Website: [www.mercergroupinc.com](http://www.mercergroupinc.com)

Following the date for first review of applications, resumes and application documents will be reviewed by The Mercer Group, Inc. based on the criteria established by the Great Falls City Manager. After a process, which will include interviews and detailed reference and background checks for those candidates who are determined to be best qualified for the position, a group of finalists will be presented to the City Manager for consideration. It is anticipated that finalists will be interviewed in the City of Great Falls during the months of July or August 2016.

***EQUAL OPPORTUNITY EMPLOYER***

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**CITY OF GREAT FALLS  
JOB DESCRIPTION**

**CLASS CODE: 65**

**FLSA STATUS:  
EXEMPT**

**PAY RANGE: mid  
\$80s to low \$90s**

***HUMAN RESOURCES DIRECTOR***

**NATURE OF WORK:** Directs and supervises the Human Resource Department, including employee/labor relations, recruitment, and selection, job analysis and classification, compensation and benefits administration, employee development, training, discipline, negotiations and administration of bargaining unit agreements. Provides highly responsible and complex administrative support to the City Manager's Office; work is performed under the general direction of the City Manager.

**ESSENTIAL FUNCTIONS OF WORK** (May not include all duties performed):

- Assumes full management responsibility for all Human Resources Department services and activities; supervises Human Resource staff and manages the development and implementation of department goals.
- Coordinates department activities with those of other departments and outside agencies and organizations; provides staff assistance to the City Manager; prepares and presents staff reports and other necessary communications.
- Establishes and maintains systems to ensure the City's compliance with Federal/State human resource-related laws, rules, regulations and court decisions. When necessary, consults with legal counsel to ensure knowledge of employer and employee rights and obligations under these laws. Reviews and analyzes reports, legislation, court cases, and related personnel matters to interpret changes in laws, rules and regulations.
- Conducts city labor relations/collective bargaining activities including cost analysis and development of proposals, represents the city during collective bargaining, collects and archives historic negotiations data and provides information to the City Commission during contract ratification.
- Serves as the city management representative for arbitrations, investigations and disciplinary hearings and investigates allegations of sexual harassment, employment discrimination, policy violation or other prohibited practices and makes recommendations for action.

- Provides guidance and advice to department directors and supervisors in employee relations matters such as progressive discipline, preparation for disciplinary hearings and arbitrations, and contract interpretation.
- Manages the citywide performance review program to ensure effectiveness, compliance, and equity within the organization.
- Audits all records and personnel files, and ensures that record keeping complies with all state and federal mandates and local rules. Oversees the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments in the organization.
- Oversees the city's risk management program and Risk Manager, including; efforts to control or mitigate loss-producing conditions and activities involving unsafe working conditions, applicant and employee claims against the city, overseeing the worker's compensation and light duty/return to work programs, and ensuring the presence of timely, relevant and legally compliant employee training programs. Serves as the citywide advisor on risk management, occupational safety, and federal/state employee employment laws.
- Develops and submits the annual Human Resources Department budget and calculates appropriate internal service fees to departments. Forecasts additional funds needed for staffing, equipment, materials and supplies; directs the monitoring of and approves expenditures and recommends adjustments as necessary.
- Assists departments in the recruiting, interviewing and testing for the selection of employees to fill vacant positions. Interviews, recommends hiring decisions, trains and insures personnel management functions are appropriately carried out by department supervisors.
- Develops and oversees the city's new employee orientation program and training of employees.
- Ensures the completion of employee separation notices, exit interviews and related documentation.
- Writes directives advising departments of city policies regarding equal employment opportunities, compensation, and employee benefits. Consults with legal counsel to ensure that policies comply with federal and state law.
- Provides professional development and training opportunities for department directors and supervisors on topics such as interviewing, hiring, terminations, promotions, performance reviews, employee equal opportunity, FMLA, and sexual harassment.
- Responsible for reviewing and updating the city's personnel policies and procedures as necessary and for communicating the changes to city staff; responsible for ensuring that proper compliance is followed.

- Provides expert advice and administers the city's compensation plan and analyze wage and salary reports and data to ensure that pay decisions relating to new positions, reclassification, new hires, promotions, etc. are accomplished within an equitable compensation structure. Administer salary administration program to ensure compliance and equity within City departments.
- Establishes, administers and maintains the city's employee benefits programs including life, health, vision and dental insurance plans as well as pension plans, annual leave, wellness programs, sick leave, leaves of absence, and employee assistance and retirement programs. Responsible for processing claims, reconciling monthly statements and the record management of the programs.
- Studies legislation, arbitration decisions, and collective bargaining contracts to assess governmental trends. Identify legal requirements and government reporting regulations affecting human resources functions and ensure policies, procedures, and reporting are in compliance.
- Attends City Commission meetings and prepares agenda reports as necessary. Writes and delivers presentations to departments, government officials, and/or the public regarding city's human resources policies and practices.
- Contracts with outside agencies to provide employee services, such as temporary employees, search firms, etc.

**REQUIREMENTS OF WORK:**

- Extensive knowledge of current human resource management principles, practices and programs.
- Extensive knowledge of collective bargaining strategies and practices, grievance handling and employee discipline.
- Extensive knowledge of the principles and practices of job classification and compensation.
- Extensive knowledge of the city's administrative policies and procedures.
- Extensive knowledge of the principles and practices of effective supervision.
- Ability to establish effective working relationships within all levels of city government and with union representatives.
- Ability to effectively analyze complex human resource issues and to provide solutions consistent with existing city policies and procedures and existing collective bargaining agreements.
- Ability to communicate effectively, both orally and in writing.

- Ability to read, analyze, and interpret complex documents.
- Ability to respond effectively to the sensitive inquiries or complaints.
- Ability to perform general sedentary work and to lift and carry up to 10 pounds; the ability to stand, walk, sit, bend, twist, reach, grasp, pinch, ride, pull and perform similar body movements; possession of hand/eye coordination sufficient to write reports, operate a personal computer and drive a vehicle; ability to talk and hear in person or by telephone; and the ability to see and read reports.
- Other duties as assigned by supervisor.
- The work requirements described in this job description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**MINIMUM TRAINING AND EXPERIENCE:**

- Bachelor's degree (B.A.) in Human Resources Management, Personnel, Business or Public Administration or related field; or equivalent combination of education and experience.
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- Five (5) years of increasingly responsible professional experience in the area of human resources (employee relations, compensation, labor relations, benefits administration, recruitment) including demonstrated supervision or management experience.

**PREFERRED QUALIFICATIONS:**

- Master's degree in Human Resources, Business or Public Administration or related field.
- PHR, SHMR, SPHR or Senior Certified Professional Preferred