



Director of Human Resources City of Tucson, Arizona



OPPORTUNITY

The City of Tucson is seeking a results oriented, strategic human resources professional to lead our Human Resources Department. The City's commitment to providing excellent services, process improvement, and workforce optimization requires strong, influential leadership in general, and a solid, assertive, professionally-respected Human Resources Director, specifically. This challenging position requires an ethical, collaborative and customer-service focused manager who is persistent and dedicated to leadership, teamwork and individual professional excellence. Our Civil Service System and our City Administrative Directives provide the framework for the new Director of Human Resources and our Executive Leadership Team in developing our 4,500+ employee workforce.

The Director of Human Resources reports to an Assistant City Manager and is a vital member of our highly collaborative Executive Leadership Team. The position is currently filled on an interim basis until the new Director is in place in February or March 2015.

COMMUNITY PROFILE



Tucson is located in the Sonoran Desert surrounded by five gorgeous mountain ranges with dedicated natural and recreational areas including the Coronado National Forest, Catalina State Park, Ironwood Forest National Monument, and Saguaro National Park.

The community is centered on a vibrant, resurgent Downtown with an abundance of museums, performance venues, restaurants, and high-energy nightlife. Our dynamic Downtown is linked to The University of Arizona and University Medical Center by a sleek new Modern Streetcar system.

Enjoying an ideal climate, Tucsonans experience over 300 days of sunshine each year and an average temperature of 82 degrees.

Diverse, quality recreation opportunities include:

- 27,000 acres of park lands with easily accessible hiking and mountain-biking trails, camping, rock climbing, and even snow skiing



- Golf is available year-round on over 40 public and private golf courses
- Bicycle lanes and paths abound
- Plentiful community events and festivals fill the calendar
- Our region is ranked one of the five best areas in the United States for bird watching

Tourism contributes almost \$2 billion annually to the local economy, headlined by two international annual events:

- Annual Gem and Mineral Show adding \$120 million to the economy
- Tour de Tucson drawing 10,000 bicyclist and \$18 million to the economy

Tucson facts:

- With a population of over 520,000, Tucson is the 32nd largest city in the country
- Nicknamed the Old Pueblo, Tucson is Arizona's second largest and oldest city blending Indian, Spanish, Mexican, and Anglo heritages, retaining the charms of its frontier roots
- Beautiful, colorful sunsets reflect the rich cultural community heritage and a progressive future
- One of the megatrend cities of the 21st century with its emerging presence as a center for optics, astronomy, and health services
- Key logistical international trade corridor
- Bicycle Magazine's 18th of Top 50 bike friendly cities
- With a regional population approaching one million, Tucson's larger employers include Arizona's first university, The University of Arizona, founded in 1885, with about 50,000 students; Raytheon Missile Systems; and Davis-Monthan Air Force Base. The area includes several world class resorts and 14 different hospitals.

Go to www.VisitTucson.org for a comprehensive feel of Tucson and all it offers.

CITY ORGANIZATION



The City of Tucson is a charter city with a Council-Manager form of government. The legislative body is comprised of the Mayor and six Council Members who are all elected at-large. The legislative body establishes the policies for the City. The City Manager, who is selected by the Mayor and Council, functions as the Chief Executive Officer, carrying out policies and managing the municipal organization of over 4,500 staff, with a Fiscal Year 2015 budget of \$1.3 billion. The following web page summarizes our current reporting relationships:

http://government.tucsonaz.gov/files/pdfs/City_Managers_Office_Organizational_Chart_Revised_09-22-14.pdf

HUMAN RESOURCES DEPARTMENT

The Human Resources Department of 34 employees is responsible for employee recruiting and management, classification and compensation, labor negotiations, employee records, insurance benefits, medical leave management, training and development, equal opportunity programs, and the city-wide safety compliance program. The department is expected to serve the needs of the



Executive Leadership Team while remaining true to the Civil Service system. The Director specifically, and the department in general, provides the entire organization ready advice and counsel on all aspects of human resources and is expected to serve as a proactive catalyst for service delivery improvement through sound business practice and innovation.

Immediate challenges include the following:

- The City of Tucson has significantly reduced its workforce over the last several years as a result of fiscal constraints. Reductions were achieved primarily through attrition with limited layoffs, resulting in less than optimum department organizational structures. As City departments refine their processes and structures to sustain service delivery, the Human Resources Department must assist with reclassifications, job description changes, and accelerated personnel actions.
- Economic realities have severely limited the City's ability to adjust employee compensation, resulting in a growing demand for a comprehensive compensation review and a realistic strategic corrective plan.
- The City recently implemented a new Human Resources Management system; however, its full functionality has yet to be realized. Maximizing the capability of this system will allow us to significantly improve personnel-related processes and employee services.
- The City has a newly adopted master plan: Plan Tucson. City Manager direction includes linking identified community expectations to operating plans throughout our organization. Human Resources provides foundational support to every department; the new Director of Human Resources must coordinate the department's direction and activities while serving all departments' needs to assure overall City success.

DIRECTOR OF HUMAN RESOURCES QUALIFICATIONS

The ideal candidate will have demonstrated success as a strong, highly effective strategic leader in a large, complex organization. The highest levels of integrity, professionalism, and value-added customer service are absolutes.

Required background and qualifications include:

- A minimum of 7 years of progressive management experience in planning, directing, and administering a full-service Human Resources department with a public agency
- A minimum of a Bachelor's degree in Business or Public Administration, Human Resource Management, or a related field, with a Master's degree in business, public administration or a related field and/or a law degree with an experience emphasis in employment law preferred

Specific experience sought:

- Professional Human Resources Certification
- Serving at the leadership levels of a public agency, preferably as a Deputy Director or Director
- Managing a complex department of 20 or more staff
- Managing an operating budget of approximately \$10 million
- Implementing complex technology projects impacting the entire organization



- Administering fully-insured and/or self-insured benefit plans for employees and retirees including health insurance, dental insurance, and life insurance
- Managing all aspects of recruitment and retention of public employees including executives, police officers, firefighters, professional staff, engineers and attorneys, labor and trades, and clericals
- Administering labor relations and negotiations with diverse unions and professional associations
- Experience as a chief negotiator/spokesperson is desirable
- Administering compensation and classification systems, employee investigations and discipline, policy development, FMLA, ADA, OSHA, workers' compensation, and other regulatory compliance, Civil Service, and Merit processes
- Organizational development including the development and presentation of employee training and coaching programs

Ideal candidate's attributes and characteristics:

- Outstanding oral and written communication and presentation skills, including developing and making persuasive public presentations to the Mayor and Council and other groups including retirees, employees, and media
- Excellent listening skills and ability to approach problems rationally with objectivity
- Strong customer service focus with the ability to develop strategic solutions to problems
- Disciplined to Civil Service requirements and procedures; finds solutions within the rules
- Ability and willingness to make unpopular decisions with razor sharp focus on doing what is right for the organization
- Consistently operate with the highest integrity
- Able to seamlessly transition from professional-level interactions to comfortable, credible labor-trades employee interactions
- Genuine understanding and empathy for customer departments' human resource needs and challenges
- Aptitude and interest to understand and address employee compensation and benefits issues within the context of the City's complex \$1.3 billion budget
- Values employees as the City's greatest asset



Compensation and Benefits

The Director of Human Resources is a Civil Service Classified position with a grade range from \$80,184 to \$134,721. The starting salary will be dependent upon the experience and qualifications of the successful candidate.

The City of Tucson offers employees an excellent fringe benefit package, including a defined benefit pension plan, deferred compensation, a voluntary 401(a) plan, health, dental and life insurance, and sick and vacation accruals. The Director of Human Resources is also eligible to receive relocation assistance and a car allowance.

Residency Requirement

The Director of Human Resources shall, as a condition of employment, establish residency in the city limits within six (6) months of appointment to that position, and shall maintain residency in the city limits while serving in that position. The residency requirements of this section shall not apply to any persons who were employed by the City in any position on or before May 13, 2008.

Application and Selection Process

This position is open until December 15, 2014. Interested candidates are encouraged to apply as soon as possible as resumes will be reviewed as they are received. The goal is to have the new Human Resources Director on board in February or March 2015.

The recruitment and selection process is being managed for the City Manager by General Services Department Director Ron Lewis and Department Human Resources Manager Penny Watts. Please submit application packages and inquiries to:

Penny Watts
penny.watts@tucsonaz.gov
(520) 837-6306

Applications

To be considered for this career opportunity as the Director of Human Resources, email a letter of application with resume to Penny Watts before December 15, 2014. The resume must reflect your employment history, background, strengths, abilities, and key achievements. Please include your current salary.

Screening

Applicants will be screened against the above-stated qualifications. Successful candidates will be notified by email of the next step in the selection process, which may include a short telephonic interview or in-person screening interview. Additional clarifying information/documentation may be requested at this point.

Final Interviews

Finalists will be notified by email. In addition to detailing the final selection schedule, the email will request four work-related references. Final selection will involve two days of interview panels, informal group interactions, and a final interview with the City Manager.

The City of Tucson is an equal opportunity employer, all qualifying human resource professionals are strongly encouraged to apply.

