



Deputy Director of Human Resources City of Tucson, Arizona



OPPORTUNITY

The City of Tucson is seeking a dynamic and progressive leader to serve as the Deputy Director of Human Resources. This challenging position requires an ethical, courageous, collaborative and focused HR professional who is dedicated to team and a diverse, high performing workforce.

Operating within a civil service system, the leadership of the Human Resources Team is critical in attracting, retaining and developing our active workforce of over 4,500 employees. The Team shares the City's commitment to process improvement and providing high quality, cost effective service to our community.

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 Banner Medical Center by a sleek new 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

CITY OF TUCSON 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 2017 budget of \$1.3 billion.



HUMAN RESOURCES DEPARTMENT

The Human Resources Team of 26 employees is responsible for employee recruiting and talent management, classification and compensation, labor negotiations, employee records, insurance benefits, medical leave management, training and development, and equal opportunity programs. The department is expected to serve the needs of the Executive Leadership Team while remaining true to the Civil Service system. The department provides the entire organization ready advice and counsel on all aspects of human resources and is expected to serve as a proactive business partner through sound business practice and leadership. The department is responsible for labor relations and negotiations with four unions (meet and confer) and two associations (meet and discuss).

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 Team is challenged to streamline processes to assist with accelerated personnel actions, and with reclassifications and job description changes.
- The City is in the process of implementing a new applicant tracking system as part of a larger effort to improve the recruiting and hiring process. In addition the City recently implemented a new Human Resources Management system; its full functionality has yet to be realized.
- The City has begun implementation of Kronos as a citywide time-keeping solution.

DEPUTY DIRECTOR OF HUMAN RESOURCES QUALIFICATIONS

Minimum qualifications include:

- Bachelor's degree in Business or Public Administration, Human Resource Management, or a related field
- 7 years of progressive management experience in planning, directing, and administering a full-service Human Resources department including 5 years in a supervisory capacity

Ideal candidates will possess:

- A Master's degree in Business or Public Administration, Human Resource Management, Labor Relations, J.D. with experience in employment law, or other field related to the position
- Recent experience within the last 10 years at the leadership levels within the public sector, preferably in Human Resources at the Deputy Director level or equivalent
- Experience in managing all aspects of recruitment, classification, compensation and retention:
 - Recruiting highly qualified and diverse applicant pool
 - Continuously improving recruiting and hiring processes in support of organizational goals
 - Classifying positions appropriately in alignment with similar positions across a multi-agency organization
 - Proposing, revising and implementing organization wide compensation plans

- Proficiency in utilizing complex, enterprise wide technology systems for the management of HR processes -- includes the identification of appropriate technology solutions aligned to business needs, and implementation of technology projects
- Experience in department management including management and oversight of 20 or more department/division staff, and budget preparation, monitoring and oversight of a budget of at least \$10 million
- Current SHRM-CP, SHRM-SCP, PHR, SPHR, IPMA-CP or IPMA-SCP certification

Additional experience sought includes administration of:

- Fully-insured and/or self-insured benefit plans for employees and retirees including health insurance, dental insurance and life insurance
- Employee relations, employee investigations, discipline, background adjudication, FMLA, ADA, and other regulatory compliance, Civil Service, and merit processes
- Employee training and development programs to include educational reimbursement, curriculum design and development, program implementation and evaluation
- Labor relations and negotiations

Attributes and characteristics of a successful candidate:

- Produces clear and concise written communication and makes persuasive public presentations to the Mayor and Council and other groups
- Possesses excellent listening skills and ability to approach problems rationally with objectivity
- Focuses on collaboration with the ability to provide solutions and options to concerns and issues
- Follows Civil Service requirements and procedures, yet finds solutions within the rules
- Makes courageous decisions with focus on doing what is right for the organization
- Follows through and follows up on issues that affect the organization
- Uses technology to make the team and organization more nimble
- Commits to be a trusted and valued business partner
- Models excellence with action
- Understands humility is a strength and not a weakness
- Cultivates a culture that develops a diverse, high-performing workforce
- Understands total compensation strategies when addressing employee compensation
- Commits to continuous process improvement and proactive in approach

**Compensation and Benefits**

The Deputy Director of Human Resources is a civil service classified position with a pay range from \$90,000 to \$100,000. 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.

APPLICATION AND SELECTION PROCESS

To be considered for this excellent career opportunity, please [click here](#) to submit an online application by **January 11, 2017**.



Please direct any questions to:

Roxie Escarcega
Roxie.Escarcega@tucsonaz.gov
(520) 837-4167

Application materials will be screened based on the criteria outlined in this brochure as well as the job announcement. Candidates with the most relevant qualifications will be contacted by the close of business on **January 13, 2017** to proceed to the next phase of the process. This next phase will be a written assignment to be returned to Human Resources by **12:00 noon January 20, 2017**. The City will then select candidates to be invited to participate in an in-person assessment process in Tucson. An offer of appointment is expected shortly thereafter, following reference and background checks.

The City of Tucson is an equal opportunity employer that is both child and family friendly, as well as a drug and alcohol free workplace. Diverse candidates are strongly encouraged to apply.