



## CHIEF HUMAN RESOURCES OFFICER

### CITY OF MISSOULA, MONTANA

#### **Job Summary:**

The Chief Human Resources Officer will be responsible for reimagining the City of Missoula personnel services, functions, culture, structure and policies. They will drive key Human Resources (HR) best practices and initiatives and provide strategic direction and expertise for the full scope of the HR function, including labor relations. Reporting to the Mayor, the Chief Human Resources Officer will develop and execute the HR strategy for the City and partner with the leadership team to execute on the vision. This position will provide HR strategy and policy concerning social and racial equity, management coaching, employee relations, labor relations, talent acquisition, employee engagement, compensation, organizational design and change, performance management, culture, learning and leadership development.

#### **Key Responsibilities:**

##### **Strategic:**

- Develop and implement an HR plan that aligns with the overall mission and strategy of the City, resulting in innovative best practices and policies that will service the full range of City HR needs, both now and as the City services expand with anticipated growth.
- Gain an understanding of the organization and participate fully in all strategic deliberations.
- Optimize the HR function/team, modernize and refine key processes and activities aligned toward achieving strategic objectives.
- Provide HR guidance on special projects, talent reviews, training, change management, organizational design and strategic HR planning.
- Implement a vision for HR to ensure a high-performing culture of success, accountability, transparency and collaboration.
- Develop strategies and implement policies focused on social and racial equity.

##### **Operational:**

- Develop comprehensive approaches to employee development, retention and onboarding by refining or creating: compensation and benefits, career paths and employee development, succession planning, and learning opportunities as appropriate to the needs of the City.
- Respond to HR demands of the City; assist in articulating HR policy at all levels.
- Implement the migration towards automation of departmental functions to increase efficiency and accountability.
- Manage labor relations to ensure a partnership between the City and employee bargaining units; represent the City as chief spokesperson during collective bargaining.
- Guide the HR team in supporting performance management, talent acquisition, learning and development, employee engagement, benefits, policy and compliance.

**Culture:**

- Develop relationships with employees and become someone who is sought for advice and counsel on HR, cultural, and organizational issues. Facilitate integration of diverse work groups and cultures.
- Lead with an equity and inclusion lens and champion change within policy and organizational structures.
- Coach and counsel management in developing themselves and their teams to achieve improved performance and engagement.
- Counsel, coach and guide managers and staff in addressing concerns and complaints to assure fair and equitable treatment while ensuring compliance with labor agreements, HR policies, and relevant regulations.
- Mediate employee relations and performance issues and provide counsel to managers on appropriate methods of performance management.

**Minimum qualifications:**

Bachelor's degree in relevant field and at least 8 years of HR and labor relations senior leadership level experience in the public sector, or equivalent combination of education and experience. MPA preferred. Background check required.

**Knowledge, Skills and Abilities:**

- Solid knowledge of and experience in all facets of Human Resources with extensive knowledge of labor relations.
- Leadership experience working with labor and the ability to develop and nurture strong, productive relationships with union leadership, respecting and fostering an environment of mutual respect.
- Ability to develop and utilize HR data and metrics as they relate to and influence HR issues.
- Excellent communication skills and an ability to tailor communication style to diverse audiences.
- Results-driven change agent with the commitment and confidence to assume a leadership role in an evolving complex environment. Proven ability to manage multi-dimensional change.
- Unquestionable personal integrity, fairness and credibility necessary to gain the trust and commitment of individuals at all levels of the organization.
- Has a good sense of self, knowing personal strengths, weaknesses and biases and the impacts of these on others; possessing a commitment to continuously advancing this self-awareness.
- Able to make complex decisions and to deal with concepts and complexity comfortably, in a capable and agile manner.
- Empathetic and engaging individual, who listens well, is responsive, solutions focused and results oriented.

**Required Application Documents:**

Resume and Letter of Interest addressing the candidate's leadership experience in each functional area of Human Resources and Labor Relations.