

The City of Charlottesville, VA

invites your interest in the position of



Deputy Director of Human Resources



Salary

**\$100,000 to \$141,793.60 annually,
plus excellent benefits**

About Charlottesville, VA

Within a total of 10.4 square miles and an estimated population of 49,000 (and Charlottesville SMSA population of over 200,000) the City of Charlottesville is located in West Central Virginia, approximately 120 miles southwest of Washington, D.C. and 70 miles northwest of Richmond, Virginia. Situated within the upper Piedmont Plateau at the foothills of the Blue Ridge Mountains and at the headwaters of the Rivanna River, Charlottesville was established as a town in 1762 by the Virginia General Assembly and was incorporated as an independent city in 1888.

Charlottesville serves as the economic, cultural, and educational center of a multi-county region. The City has ample health care resources. The University of Virginia's Health Sciences Center provides world renowned medical research, health care, and training. Martha Jefferson Sentara Hospital has a well-regarded comprehensive women's health center, oncology center, and a strong community focus. The University of Virginia straddles the city's southwestern border. Monticello is three miles southeast of the city and is, along with the University of Virginia, a UNESCO World Heritage Site, attracting thousands of tourists every year.



Whether you are looking for an outdoor adventure such as hiking, biking, paddling, and camping, or you prefer fine dining, shopping or the arts, the unique and picturesque experience of Charlottesville is sure to win you over. Its scenic beauty, brick-lined Downtown Mall, and wine choices from 30+ local orchards and vineyards in the region are bonuses to a charming yet innovative community.

Popular annual events include the Dogwood Festival, First Night Virginia, the Virginia Film Festival, the Virginia Festival of the Book, the Tom Tom Founders Festival, the Festival of Cultures, the African-American Cultural Arts Festival, among many others that occur throughout the year. The City has received many notable awards and recognitions and is consistently at the top of everyone's "best lists" including the "Best Place to Live in America" and "Best Small Cities in the U.S."

About the Organization

The City operates under a City Manager/Council form of government. The City Council appoints the City Manager, Director of Finance, City Assessor, Clerk of Council and members of major policy-making Boards and Commissions. Council makes policy in the areas of city planning and finances, human services, public safety and justice, public utilities, and transportation and has specific powers to pass ordinances, levy taxes, collect revenues, adopt a budget, make appropriations, issue bonds, borrow money, and provide for the payment of public debts. Administrative and executive duties are performed by the City Manager.

The City currently has two Deputy City Managers who assist the City Manager in the operational and financial aspects of all City functions, coordinating interdepartmental activities and assisting with assignments relating to the racial diversity, equity and inclusion, planning, direction, control, evaluation of the operations and programs of the City Government, relations with City Council, and the coordination of the City's operating and capital improvement budgets.

The City offers a full range of services including but not limited to: transportation, police, fire, public works, public utilities, social services, parks & recreation, neighborhood development services, finance, etc. There are approximately 1,030 budgeted full-time positions and 75 budgeted part-time positions at the City, and there are 25 department heads who report to one of the Deputy City Managers or to the City Manager. The Human Resources Director reports to the Deputy City Manager of Racial Equity, Diversity & Inclusion (REDI).

About the Department

Human Resources is a growing department and currently has a total of 11 full-time positions; 3 of which are newly created positions (Deputy HR Director, Labor Relations Manager, and Recruitment & Talent Acquisition Specialist) that are anticipated to be filled this year to provide department and organizational support.

The HR Department's functional service areas include: recruitment and retention, employee and labor relations, (including grievances, performance management and collective bargaining), training and organizational development, employee and retiree benefits, workers compensation, leave administration, wellness, policy development and compliance, human resources administration (including payroll transactions) and personnel records retention.

Project

- The City has been in the process of updating the Personnel Policies, which are anticipated to be rolled out later this year.
- There is an organization-wide Compensation Study in the process of being performed by Gallagher which is anticipated to be completed toward the end of the year.
- The City Council is in the process of determining approval for a City Collective Bargaining Ordinance which will allow for collective bargaining at the City.

Overview of the Position

- ◇ The Deputy Director of Human Resources position is a key position in the department that will supervise and manage the department's direct reports and provide coaching, mentoring, guidance, and leadership to them.
- ◇ The Deputy Director will help implement the City's updated personnel policies and be an informational resource for these.
- ◇ Additionally, the Deputy Director will be responsible for managing the City's classification and compensation program, leave administration programs and recruitment.
- ◇ This position will be a focal party of the employee relations process, including learning about the City's bargaining process and participating in bargaining and collaborating with the Labor Relations Manager on the City's grievance process.
- ◇ The Deputy Director and the Director will partner closely together to provide strategic support to the organization.

The Ideal Candidate

- ◆ Ready for every day at work to be a new HR adventure.
- ◆ Has a sense of humor and is understanding of transformational change management to help set the foundational tone organizationally for HR processes.
- ◆ Is an effective and clear communicator with messaging and has a communication style appropriate to and nuanced to the audience.
- ◆ Likes and is willing to accept new challenges and responsibilities, is a problem-solver who can manage priorities well.
- ◆ Handles difficult situations well, is flexible but clear and who also has strong familiarity with processes and procedures of Human Resources (and employment law).
- ◆ Is a collaborator, partner, and innovator in best Human Resources practices.
- ◆ Believes in the importance and value of Human Resources and has a coaching/continuous feedback approach.
- ◆ Enjoys working in an HR environment of very capable professionals who take pride and ownership in their quality of work.

Compensation and Benefits

Hiring salary will be between \$100,000 to \$141,793.60 annually, dependent on education and experience level.

- ◇ **Reasonable relocation assistance will be available.**

The City offers an outstanding program of employee benefits, including the option of participation in a Defined Benefits or Defined Contribution Retirement Plan. The opportunity to live and work in one of the most dynamic, challenging and culturally rich communities in the United States is an added benefit for the successful person.

- **Medical Insurance:** Coverage is available through Aetna for employees, spouses and dependents.
- **Dental Insurance:** Provided through Delta Dental at no cost for employee only coverage. Spouse and dependent coverage is available but not subsidized.
- **Vision Insurance:** The City's vision insurance is through MetLife.
- **Life Insurance:** The City provides basic term life insurance in an amount equal to two times your annual salary. The City pays the premium. You may also purchase additional life insurance.
- **Cancer/Accident/Disability Insurance** is available for purchase.
- **Holidays:** City employees receive 14 paid holidays per calendar year (13 observed, 1 floating).
- **Vacation and sick leave** are accrued on a bi-weekly basis. Vacation accrual is based on length of service. An employee with 0-3 years of service accrues 3.09 hours of vacation per bi-weekly pay period or 80 hours per year. All forty-hour employees accrue 4.62 hours of sick leave per pay period or 120 hours per year. Employees who leave employment with the City are eligible to receive compensation for unused vacation time up to the maximum accrual limit. There is no compensation for unused sick leave. However, employees participating in the City's defined benefit retirement plan can convert a percentage of their unused sick leave for additional service credit.
- **Flexible Spending Accounts** for health, dependent care, and transportation/parking expenses.
- **Retirement:** The City offers two retirement plan options – a Defined Benefit Pension Plan and a Defined Contribution 401(a) Plan. You may choose one of the two retirement plans. The Defined Benefit Plan by definition is a traditional pension plan that pays a monthly benefit in retirement using a defined formula based on the employee's earnings history, tenure of service, and age. In addition to an employer contribution, there is a five percent (5%) of base salary bi-weekly, pre-tax employee contribution that will be refunded if you terminate employment prior to vesting. The Defined Contribution Plan by definition is a plan in which fixed contributions are paid into an individual's account by the employer. The contributions are then invested and returns on the investment, positive or negative, are credited to the individual's account.
- **Long Term Disability:** The City provides long term disability insurance at no cost. If unable to work due to illness or injury, the plan replaces 60% of your basic monthly earnings up to a maximum of \$6,000 per month. There is a 90-day elimination period.
- **Deferred Compensation Plan (457):** Participation is voluntary. The employee on a pre-tax basis makes all contributions. ICMA is the administrator for the City's plan.
- **Educational Assistance:** The City currently will pay up to \$1,200 per fiscal year towards undergraduate, or up to \$2,000 towards graduate level courses, for courses taken at approved institutions that qualify as career development. Funds are approved at the beginning of the fiscal year.
- **Gym Reimbursement Program:** Reimbursement to employees on a quarterly basis through payroll, up to \$34.00 per month, based on the cost of an individual membership.
- **Employee Assistance Program (EAP):** The program is confidential and available to employees and family members at no cost.

Qualifications

REQUIRED:

- A Bachelor of Arts or Science Degree in Human Resources, Labor & Industrial Relations, Finance, Communications, Public or Business Administration or related field **AND** at least five (5) years of progressively responsible human resources experience in more than one area of human resources such as employee and labor relations, classification and compensation, contract negotiations, policy development, grievance resolution, workers' compensation, leave and/or benefits administration, and/or training and development.
- Must have two (2) years of supervisory experience which may have been obtained concurrent **OR** Any equivalent combination of experience, education, and training.

PREFERRED:

- Professional certification such as IPMA-CP, IPMA- SCP, PHR, SPHR, SHRM-CP, or SHRM-SCP or must be able to obtain within one (1) year from date of hire.
- CLRP certification or must be able to obtain within two (2) years from date of hire.
- Experience with collective bargaining and state public sector/municipal employment law.
- Demonstrated success as a human resources professional in a public sector agency.

To Apply

To view the complete job information and to apply, visit www.charlottesville.gov/jobs. Applications are only accepted online through the City of Charlottesville employment page and must be submitted prior to the listed closing date and time of September 23, 2022 at 5pm EST.

Please also submit with your online application a cover letter.

City of Charlottesville is an Equal Opportunity Employer and Values Diversity at All Levels of its Workforce.

