



Recruitment Profile
Human Resources Director
City of Southfield, Michigan

This recruitment profile outlines the responsibilities and qualifications for the position of Human Resources Director. The Human Resources Director is appointed by and serves at the pleasure of the Southfield City Administrator. The position is open due to the impending retirement of the current Human Resources Director.

The Human Resources Director position is part of the Management Group Staff, which consists of management and professional employees selected by authorized elected or appointed officials. These positions are executive level and are not part of the civil service system.

Please direct inquiries relating to this recruitment and selection process to Lauri Siskind, City of Southfield Human Resources Director at HRDirector@cityofsouthfield.com.



THE CITY OF SOUTHFIELD

Southfield, a City of 26.7 square miles with a diverse resident population of approximately 77,000, is located immediately north of Detroit and is one of the largest suburbs in Oakland County. Southfield soars to a daytime population approaching 175,000 as a result of its large business commuter community. The city has approximately 500 budgeted full-time positions, and several hundred part-time & seasonal staff.

The City was incorporated April 28, 1958, with a Council/Administrator form of government. The City Council is composed of seven members. The Mayor does not vote on legislative matters, but does have veto power over City Council actions.

The City services are unparalleled. Southfield has one of Michigan's outstanding public library systems, with a state of the art library. Parks and Recreation facilities include 630 acres of parkland, two municipal golf courses, ball diamonds, volleyball, soccer, tennis, an ice arena, a municipal swimming pool with a water slide. The City is recognized for its premier emergency life support program, which serves as a national model for emergency medical service; its outstanding senior adult and other social services; a nationally honored municipal cable television channel; and leisure activities.

Dozens of major corporations and World Headquarters have locations in the City of Southfield. The presence of numerous international companies, a diverse resident population, as well as a multitude of enticing ethnic restaurants all contribute to the multi-cultural flair of the City, which, due to its strategic location, is truly "the center of it all".

THE POSITION

The Human Resources Director is a member of the City Administrator's Core Management Team. The HR Director directs the activities of a centralized, full-service Human Resources Department, which includes six full-time staff and additional part-time support staff. Departmental services are accomplished under the general policy direction and strategic planning goals and objectives of the City Council and the City Administrator. Representative duties include:

1. **HR Department Administration** - Direct the activities and staff of a centralized Human Resources Department. Prepare and oversee the Department's \$900,000 budget. Participate in strategic planning designed to position all city departments for future success.
2. **Employee/Labor Relations and Negotiations** - Serve as a member of the bargaining team, administer contracts once they are negotiated, proactively resolve or mitigate potential employee/labor relations problems, and prepare for/testify in grievance hearings. Provide information and collect & analyze relevant data for use in collective bargaining, mediation, fact-finding and binding arbitration as necessary for nine (9) union groups. Counsel with department heads, supervisors, and employees regarding individual or departmental human relations and/or disciplinary issues and concerns.
3. **Compensation and Benefits Program Administration** - Develop and administer competitive and cost-effective compensation and benefits programs for union and non-union employee groups. Administer classification and compensation program. Direct the daily administration of the City's varied employee benefits programs (including pension and retiree healthcare programs) representing over \$30 million in annual cost to the city.
4. **Employment: Recruitment and Selection, Civil Service Commission Technical Support, and Employee Morale Programs** - Oversee the recruitment and selection programs as dictated by Civil Service and Collective bargaining requirements. Explore non-traditional and innovative ways of recruiting and retaining a diverse workforce capable of meeting the high standards and expectations of the City of Southfield. Provide technical staff support to 2 Civil Service Commissions, including meeting preparation, eligibility lists, test development, appeal hearings. Direct the activities associated with Employee Morale and Welfare Programs.

5. **Policy Development, Legal Compliance**- Develop, recommend, implement, communicate and enforce City-wide Human Resources policies, practices, and programs. Identify legal requirements and government reporting regulations affecting the employment relationship (e.g. EEO, Wage & Hour, HIPPA, ACA, FMLA, ADA, DOT, WC, etc.) and monitor exposure to the City. Direct the preparation of information requested or required for compliance, approve all information submitted, and act as initial contact/liaison between the City and applicable outside government agencies. Investigate complaints and recommend appropriate resolution.
6. **Training, Professional Development Programs** - Direct the development and delivery of appropriate and cost-effective training programs for department heads, supervisors, and employees and oversee organizational development, including job description development and review, performance evaluation system enhancement and integration, and skills-gap and training initiatives for succession planning
7. **Retirement Administration** – Administer general employees’ Retirement System, as well as city-wide Retiree Healthcare Plan, including all support for boards of trustees, preparation of retirement estimates and actuarial data, liaison with consultants and investment professionals, and exercise of fiduciary responsibilities for \$115 million defined benefit pension plan and \$70 million retiree healthcare plan. Administer Defined Contribution pension plan for Management employees, Deferred Compensation (457b) plans, and Retiree Healthcare Savings plans.

IDEAL CANDIDATE PROFILE

Applicants will be invited to continue in the selection process based upon the nature and extent of their relevant background and experience.

- Bachelor’s degree in Human Resources, Public Administration, Business Administration, Labor Relations or related field. Master’s degree and/or Human Resources certification desirable. Highly effective oral and written communication skills. Expert interpersonal, negotiation and leadership skills. Deductive and inductive reasoning skills. Creativity. Highly tuned “radar” for red-flags and potential problems. Politically sensitive. Ability to multi-process and continuously adjust priorities, and then effectively bring projects, programs, and activities to a timely closure. The candidate will embrace the value of a diverse workforce, and ensure equal opportunity in all aspects of employment.
- Seven years of recent experience as a human resources director or senior manager in a government organization (local, county, regional, state, federal) of similar size and scope, including direct, hands-on experience and proven accomplishments in all of the following: 1) recruitment and selection, 2) compensation and benefits administration, and 3) employee and labor relations/contract negotiation; plus recent direct experience in at least one of the following: 1) employment test development, validation, and administration, 2) employee training and organizational development, or 3) retirement plan administration.
- Considerable knowledge of federal, state, and local laws and case laws affecting the employment relationship and public sector Human Resources Department operations.
- Exceptional problem solving, analytical, organizational, presentation, and communication skills, including letter and report preparation.
- Ability to implement and integrate technology to enhance and streamline all HR functions; must possess up-to-date computer skills, including mastery of word processing, spreadsheets, databases, & internet
- Applicants will be subject to a thorough background investigation; no felony convictions. Valid driver’s license and a good driving record, according to City of Southfield standards.

COMPENSATION AND BENEFITS

This is an unclassified, at-will position in the Management Group and is appointed by the City Administrator, subject to confirmation by the City Council. The salary range is **\$85,069 to \$115,093**, with the starting salary dependent upon qualifications. This position also includes a comprehensive fringe benefit package, consisting of medical, dental, optical, and life insurance; choice of defined contribution plan or defined benefit pension plan; disability insurance; holiday and leave provisions; and a residency bonus.

APPLICATION PROCESS

Please submit a completed City of Southfield application package, as well as your resume and salary requirements, to the City of Southfield's Human Resources Department. The posting will remain open until the position is filled. However, the first review of applications will include those complete application packages received by **July 13, 2018**. Only those candidates who most closely meet our selection requirements will be invited to continue in the application process, at the sole discretion of the City of Southfield. Application packages may be downloaded from the City of Southfield's website at www.cityofsouthfield.com. Packages may be submitted via email to HRDirector@cityofsouthfield.com or to:

City of Southfield Human Resources Department
26000 Evergreen Road
P.O. Box 2055
Southfield, Michigan 48037-2055

If you require further information, please contact the Human Resources Director, Lauri Siskind at (248) 796-4700 or HRDirector@cityofsouthfield.com.

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H A DRUG-FREE WORKPLACE



Individuals with special needs who require assistance in the application process should contact the Human Resources Department at (248) 796-4700 or hrsupport@cityofsouthfield.com if auxiliary aids or services are required.