

Human Resources Director



BOZEMAN^{MT}



HUMAN RESOURCES DIRECTOR

CITY OF BOZEMAN MONTANA

THE OPPORTUNITY

The next Human Resources Director for the City of Bozeman will enjoy an area renowned for its natural beauty, as well as a sophisticated community where employees are valued. The Director will have the unique chance to innovate programs and shape the development of City staff and the HR Department.

THE COMMUNITY

Beautifully situated on the eastern slope of the Rocky Mountains, scenic Bozeman, Montana covers over 18 square miles and is the county seat of Gallatin County, the most populated and fastest growing county in southwest Montana. It is located 143 miles west of Billings, 200 miles east of Missoula, and is just 90 minutes from Yellowstone National Park. The City is part of the Bozeman Micropolitan Statistical area and home to 45,250 residents. The City boasts great connectivity, with Bozeman Yellowstone International Airport just ten minutes west of Bozeman. Residents of Bozeman enjoy a high quality of life, outstanding recreational offerings, nationally-recognized public schools, and unmatched cultural amenities.

Bozeman has experienced considerable growth in the last few years and is now the fourth largest city in the state. The City's economy is supported by a variety of sectors including regional trade, tourism, higher education, and many high-growth industries such as photonics and optics, outdoors, bioscience, manufacturing, technology, and healthcare. The region has drawn numerous tech start-ups looking for a Silicon Valley alternative, and Bozeman has become the high-tech center for the state. The area's largest employers include Montana State University, Bozeman Public School District, City of Bozeman, Bozeman Deaconess Hospital, and Oracle America, Inc.

Bozeman has received numerous awards and accolades over the years in recognition of its livability and natural attractions, including a high ranking in Livability's "Top 100 Best Places to Live for 2018" and National Geographic's "World's 25 Best Ski Towns." The area often receives such recognition because of the easy access to fly-fishing, skiing, hunting, hiking, camping, climbing, canoeing, and kayaking. Bozeman averages 300 days of sunshine each year and is an ideal location for outdoor enthusiasts. From hiking and skiing to mountain biking and fishing, Bozeman offers unmatched outdoor recreation amenities in a picturesque setting. Bozeman residents are within easy distance of a number of cross country and downhill ski centers and trails in the region, including Bridger Bowl and Big Sky Resort, which merged with Moonlight Basin in 2013 to form the largest ski resort in the United States. The City of Bozeman parks system consists of 42 public parks, 52 miles of trails, numerous sports fields and open spaces, ice rinks, and off-leash dog parks, as well as three community garden areas with plots available for the public to rent during the summer. The Recreation Division provides great opportunities for outdoor recreation, sports, fitness, and cultural arts, with a variety of special programs such as archery, stand up paddle boarding, senior fitness, and women's fly-fishing. Yellowstone National Park is just 90 minutes from Bozeman and offers an endless variety of activities and stunning vistas.

Area students are served by Bozeman Public Schools, which is composed of one high school, two middle schools, and eight elementary schools. The district provides quality education and a variety of extracurricular activities for over 6,000 students. Taxpayers recently approved a bond that will build a new high school as well as improve the existing high school. Newsweek and other publications have repeatedly ranked Bozeman High School one of the best high schools in the nation. Several private schools also operate in the area, including Mount Ellis Academy, a co-ed boarding school serving grades 9-12, and Headwaters Academy. For those seeking higher education, Montana State





University's main campus is in Bozeman. MSU offers significant opportunities for research, scholarship, and creative work, with 60 areas of study for undergraduates and over 40 master's programs.

Bozeman has a median home value of \$292,000 and a median household income of \$45,279.

GOVERNANCE & ORGANIZATION

The City of Bozeman operates under the City Charter, which was adopted in its current form in 2006, as a city commission-city manager form of government with self-governing powers. The City Commission is composed of four members and a Mayor who are all elected at-large. At every regular city election, a mayor is elected for a term of four years and serves as a Deputy Mayor and a Commissioner for the first two years of the term and Mayor for the balance of the term.

A professional City Manager is selected by and reports to the City Commission. The City Manager oversees and directs the City's organizational, leadership, management, budgetary, and administrative operations and supervises the assistant City Managers, City Attorney, and other program administrators and administrative support personnel.

The City has 429 employees and a budget of \$118 million.

THE POSITION

Reporting to the City Manager, the Human Resources Director leads a dedicated team implementing HR functions for the City including employee recruitment/selection, the performance evaluation process, payroll and benefits, and labor contract administration and negotiation. As a vital member of the 15-person executive team, the HR Director will establish and maintain effective, working relationship with peers, City employees, elected officials and the general public.

The HR Director will be expected to perform the following duties:

- Plans, develops, and directs the implementation of goals, objectives, policies, procedures, and work standards for all human resource-related programs and services of the City to ensure that such activities are in compliance with State and Federal rules and regulations, existing collective bargaining agreements, and best practices for municipalities and related industries;
- Establishes and maintains systems to ensure the City's compliance with Federal and State human resources-related laws, rules, regulations and court decisions and with policies, contracts, and ordinances. When necessary, consults with legal counsel to ensure knowledge of employer and employee rights and obligations under these laws; Reviews and analyzes reports, legislation, court cases, and related personnel matters to interpret changes in laws, rules, and regulations;
- Prepares for and assists in union-management contract negotiations, grievances, and arbitration; administers the provisions of existing employee contracts and agreements; advises staff regarding contract provisions;
- Administers formal grievance procedures; participates in hearings and assists management staff in preparing and processing grievances responses; Works with the City Attorney's Office to defend City actions on grievances and arbitrations; represents the City at hearings and in courts of law in cases concerning human resources management and City actions;
- Interprets, explains, and administers the City's Personnel Policies to affected employees;
- Oversees the payroll function, ensuring that employee pay and payroll reporting are timely and accurate and comply with City policy, collective bargaining provisions, IRS rules and other federal and state laws, rules and regulations;
- Oversees the City's recruitment, selection, performance evaluation, discipline and discharge functions, including ensuring that employees are hired, promoted and retained based on merit and qualifications and that these activities comply with applicable laws, rules and regulations and with industry standards;
- Oversees workforce diversity efforts, ensuring compliance with State and Federal Equal Employment Opportunity laws, regulations and reporting requirements;
- Assists with the City's risk management program, including: efforts to control or mitigate loss-producing conditions and activities involving unsafe working conditions, applicant and employee claims against the City, overseeing the workers' compensation and light duty/return to work programs, and ensuring the presence of timely, relevant and legally compliant employee training programs;

- Directs and participates in the administration of the City's pay philosophy and compensation plan; initiates and conducts wage and benefit surveys; analyzes, evaluates, and make recommendations on proposed salary range assignments; conducts mid-survey salary program updates;
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures;
- Develops and administers the Human Resources Office budget; forecasts additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; recommends adjustments as necessary;
- Serves as the City's ADA Coordinator for employment-related issues;
- Prepares, maintains, and retains personnel records and reports, employee handbooks, orientation manuals, and other publications;
- Provides periodic reports and presentations to the City Commission.

IDEAL CANDIDATE

The Bozeman City Commission recently adopted a new strategic plan - <https://www.bozeman.net/city-projects/bozeman-strategic-plan>. As a member of the leadership team, the Human Resources Director will play an active role in helping the City achieve the plan's action items, in particular initiatives relating to "Vision Statement #7 – A High Performance Organization". The ideal candidate will be a seasoned professional who enjoys a fast paced workplace. Experience in organizational development, including building supervisory and leadership training and creating culture shift, is desired in this role. The HR Director will be someone who can communicate well with peers - actively listening and striving for solutions. Ideal candidates will be aware of, or able to quickly grasp, the unique employment laws in the State of Montana. Candidates from high growth areas who can demonstrate experience creating interesting programs for the recruitment, retention and development of employees are preferred. Ideal candidates are resilient, highly creative self-starters.

EDUCATION AND EXPERIENCE

Any combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work is qualifying. A typical way to obtain the skills required for this position include a Bachelor's Degree in Business or Public Administration or a closely related field, extensive (7-10 years) experience in Human Resources management, considerable (5 years) supervisory experience, and considerable (5-6 years) experience working in a government, non-profit, or collectively bargained environment.

COMPENSATION AND BENEFITS

The salary range for this position is \$105,835 to \$116,302 per year depending on qualifications and experience. The City provides a generous benefits package that includes health insurance (medical, dental, and vision options), life insurance, retirement, and a generous leave package.

The final filing date is **Friday, December 21, 2018**. To be considered, please submit a detailed resume, cover letter, and a list of six work-related references (who will **not** be contacted until the late stages of the recruitment and will be coordinated with the successful candidate). Your resume should reflect both years and months with regard to the employment dates for current and prior positions held. Please submit your materials through the CPS HR website at: <https://secure.cpshr.us/escandidate/JobDetail?ID=407>

Interview/assessment exercises will be held the week of January 21, 2019 via Skype. Top finalists will be invited to interviews held the week of February 11th in Bozeman.

For additional information about this position please contact Teresa Webster at 916.471.3462 or twebster@cpshr.us

