

THE CITY OF CHARLOTTESVILLE, VIRGINIA



IS SEEKING A DYNAMIC, INNOVATIVE
AND PROGRESSIVE LEADER TO SERVE AS

**Director of
Human Resources**



The Community

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. As a result of eight annexations, the most recent of which was in 1968, the City is 10.4 square miles.



Charlottesville serves as the economic, cultural, and educational center of a multi-county region. In 1981, the United States Census Bureau recognized the Charlottesville area as a Standard Metropolitan Statistical Area (SMSA). The SMSA includes the City of Charlottesville and the counties of Albemarle, Fluvanna, Greene, and Nelson. In 2017, the population of the City was estimated to be approximately 49,000 and the Charlottesville SMSA population of over 200,000.

Charlottesville was the home of two U.S. Presidents, Thomas Jefferson and James Monroe. During their terms as Governor of Virginia, they lived in Charlottesville and traveled to and from Richmond. The University of Virginia, founded by Jefferson and one of the original Public Ivies, 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.

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.

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."

City Government

The City operates under the City Manager/Council form of government. The City of Charlottesville voters elect a five-member Council to serve at-large as the City's legislative and governing body. Members serve staggered four-year terms, and they select one Councilor to serve as Mayor and one as Vice-Mayor for two years. Municipal elections are held in November in odd-numbered years. The Mayor presides over meetings, calls special meetings, and serves as the ceremonial head 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. Three Deputy City Managers assist the City Manager in the operational and financial aspects of all City functions, coordinate interdepartmental activities and assist 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.

Charlottesville is an engaged community with a variety of citizen advisory groups, commissions, task forces, and ad hoc committees, which assist the City Council by studying specialized areas of interest and making recommendations for Council action. These range from the Planning Commission and the BAR to the Parks and Recreation



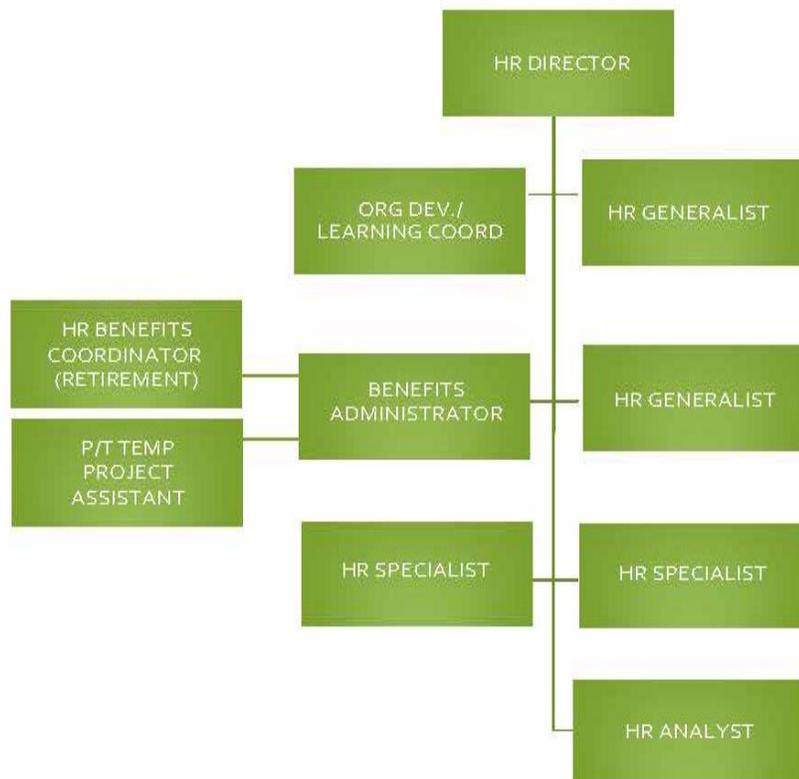
Commission. As noted, civic engagement is a strong value in the City of Charlottesville. The City government continually creates venues for all citizens, with a special emphasis on those who are traditionally under-represented in civic processes, to become involved. This commitment to inclusive civic engagement ensures that social equity is built into the development of public priorities and policies.

The City is a full-service city with approximately 993 full-time staff, and FY 2021-22 General Fund operating budget of \$190 million, and an FY 2022-26 Capital Improvement Plan budget of \$121 million. The FY 2021-22 budget reflects the continued delivery of high-quality governmental service that citizens, businesses, and visitors rely upon daily within the constraints of the current economy. As an independent City, Charlottesville does not have the same boundaries as nor is subject to taxation by any county and is not liable for any county debt. The City is financially stable and has a AAA bond rating.

The Human Resources Department

The Human Resources Department functional service areas include recruitment, employee relations, training, organizational development, employee benefits, retiree benefits, workers compensation, FMLA, wellness, human resources information systems, and human resources administration. In FY 2021-2022 the adopted budget for Human Resources is \$1,330,892. The Department consists of 9 40-hour FTE's, and 1 temporary employee who provide human resources functions for the city and is the fiscal agent for the Jefferson-Madison Regional Library assisting in areas such as payroll, benefits, retirement, and recruitment.

Human Resources Department Organizational Chart



City of Charlottesville, Virginia Director of Human Resources Profile

The City of Charlottesville is seeking qualified candidates to be considered for the position of Director of Human Resources who are highly motivated and visionary human resources professionals, passionate about serving municipal employees, dedicated to superior standards and outcomes, and ensuring equity, diversity, and inclusion. The ideal candidate will offer impressive breadth and a track record for effectively leading positive change. A history of creativity and innovation in human resources is highly desirable. Confident in their talent and expertise, the ideal candidate will be a self-starter who is comfortable working autonomously with minimal guidance and direction. This is a dynamic and hands-on position, directly involved in training, compensation and classification, benefits, discipline, strategic planning and other facets of human resources.

Under the direction of the City Manager, the Director of Human Resources directs all activities and operations of the Human Resources Department. This is accomplished by directing employee functions and tasks; presenting and administering all budget activities; serving as the chief spokesperson and representative of the Department; analyzing operations; providing consultation and recommendation to management, elected officials and employees; and furthering the objectives of management and elected officials. The Director of Human Resources will drive the Departmental strategy, building and developing the HR organization, processes and procedures to support the City's overall strategic goals. All City of Charlottesville managers and leaders are expected to lead diversity, equity, and inclusion efforts.

Specific Duties and Responsibilities

- Oversees the department's strategic direction as it relates to talent acquisition, employee relations, labor relations, retention programs, employment services, employee compensation, workforce and organizational development, and training & development for staff and management;
- Promote and develop an organizational culture that is consistent with the City's Mission, Vision, Values, goals and strategic objectives;
- Provides leadership in planning, organizing, administering, reviewing and evaluating Human Resources (HR) programs while assuring quality customer service to HR constituents;
- Develops annual operational and workforce goals and a plan for the HR function in support of the organizations strategic plan and monitors performance relative to goals on a continuing basis;
- Supports the development of diversity, equity and inclusion practices, programs, and standards across all major employee-related decisions with integration into all agency HR policies in conjunction and collaboration with the Deputy City Manager for Racial Equity, Diversity and Inclusion;
- Maintain knowledge of industry trends and employment legislation to ensure compliance with related federal and state legislation, local laws, rules, standards, policies and procedures;
- Provide guidance to managers, supervisors and employees regarding laws, regulations, policies, procedures and practices related to employee relations;
- Analyzes complex technical HR problems and utilizes problem-solving approach to city-wide HR issues;
- Ensures the organization and its individual departments have appropriate staffing levels to meet needs; adjust the plan as needed, assessing for additional needs or augmented staff;
- Provides advice, guidance, and related services regarding the Collective Bargaining Agreement, compensation and benefits, labor-related cost containment initiatives; report preparation and analysis; organizational planning and design; and employee and management skills assessment and performance evaluation processes
- Sets direction and provides guidance, coaching and counseling for the Human Resources Department which assures that the Department provides quality HR services to employees City-wide; In conjunction with the City Manager's Office and Leadership Team, assess workforce training and development needs, design course, programs, or activities to strengthen workforce knowledge depth and competency; designs and implements leadership development tools;

- Reviews compensation plans, classification changes, policies, and procedures regularly for equitable practices and compliance;
- Assumes leadership of or participates in special projects which support City employees as well as provides consultation on areas which impact City employees, with initiatives of an updated personnel policy and procedures and the development and implementation of a classification and compensation study/plan;
- Directs departmental financial processes by developing and recommending budget and program costs; responding to financial inquiries; interpreting directives; and ensuring compliance with federal, state and local laws;
- Ensures operation efficiency by configuring and managing resources; participating in strategic planning, technology planning, and results coordination; reviewing and managing responses; and researching and recommending new processes and technologies;
- Develops and maintains relationships with departments, customers, elected officials and outside agencies by participating in meetings and on committees; preparing and presenting information in public settings; negotiating agreements; reviewing contracts; and responding to complaints and inquiries;
- Acts as senior HR Project Manager and provides project planning and oversight; attends project collaboration meetings as needed, assuring completion of tasks;
- Conducts research and investigates employee complaints, grievances, and provides assistance with employment related lawsuits;
- Must have the capacity guidance to the City Leadership team regarding any possible Collective Bargaining Agreement/s; ability to act as the liaison between management and union representatives; provide guidance to the management team regarding any possible Collective Bargaining Agreement
- Performs other duties as assigned.

Education, Experience and Skills

Education:

- Any combination of education and experience equivalent to a Bachelor's degree from an accredited college or university, with a degree in Human Resources, Business Administration, or related field. Master's Degree or beyond preferred.

Experience:

- At least 8 (eight) years of increasingly responsible experience managing or supervising Human Resources operations, programs or services.
- Extensive labor relations experience and knowledge performing human resource duties in a union environment with at least two (2) years of Collective Bargaining experience.
- Local government experience preferred.

Special Requirements:

- Preference for SHRM-SCP or SPHR certification.

Knowledge, Skills and Abilities: Comprehensive knowledge of the philosophies, principles and practices of public personnel administration, including recruitment and hiring, classification and compensation, training and employee relations; Extensive knowledge of the principles and practices of human resource management and the policies and procedures governing its applications, including but not limited to EEO, FMLA, ADA; Comprehensive knowledge of the qualification and characteristics of major occupational groups; Comprehensive knowledge of research, data analysis and report presentation techniques; Ability to interpret and advise on the application of EEO and other applicable state and federal laws, handle employee matters and grievances in strictest confidence; Ability to develop long term plans and programs and to evaluate work accomplishments; Ability to establish and maintain effective relationships with other City officials, employees and the general public; Ability to present facts and recommendations effectively in oral and written form; Ability to analyze facts and prepare detailed recommendations or reports; Ability to plan, supervise and review the work of professional subordinates; Skilled in the operation and use of standard office software which includes databases and presentation programs, along with standard Microsoft products.

Compensation and Benefits

The hiring salary will be between \$120,000 and \$161,012.80 annually, dependent on education and experience level of the candidate. 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. Reasonable relocation assistance will be available.

- **Medical Benefit:** Medical insurance is available through Aetna. Employees can choose from 3 options. Employee premium costs are based on plan selection. Spouse and dependent coverage is available but the cost of the premium is not subsidized. Coverage is effective on the first of the month following date of hire. Plan options and costs are determined each fiscal year and are subject to change.
- **Dental Insurance:** Provided through Delta Dental at no cost for employee only coverage. Spouse and dependent coverage is available but not subsidized.
- **MetLife Vision Insurance:** The City's medical insurance through Aetna covers an eye-exam. Additional optional coverage under MetLife is available and participation is voluntary. The cost depends on the selected coverage type, employee only or dependent coverage.
- **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.
- **Vacation and sick leave** are accrued on a monthly basis. Vacation accrual is based on length of service. City executives have a beginning accrual rate of 3 weeks per year of service. Accrual is on a per pay period basis. All employees accrue 4.62 hours of sick leave per pay period. In addition, you will have immediate access to 20 hours of discretionary leave that you can use for any purpose. Employees who leave employment with the City are eligible to receive compensation for any unused vacation time up to the maximum accrual limit. There is no cash 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.
- **Holidays:** City employees receive 14 paid holidays per calendar year (13 observed, 1 floating).
- **Flexible Spending Accounts** for health, dependent care, and transportation/parking expenses.
- **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.
- **Retirement Plan Options:** You may choose one of two retirement plan options offered by the City: Defined Benefit or Defined Contribution. The Defined Benefit Plan pays a monthly benefit for life at retirement based on your years of credited service and your average compensation while you are working at the City. Employees contribute 5% of base salary to this plan. With the Defined Contribution Plan, an account is established on your behalf and your account grows through contributions from the City and earnings from investments you select. The defined benefit requires 5 years of service to vest. Vesting in the Defined Contribution plan is immediate. The City makes contributions to both plans. The contribution rate to the Defined Contribution plan for executives is 19.5% effective July 1, 2021.
- **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.
- **A 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.
- **Employee Assistance Program.** The program is confidential and available to employees and family members at no cost.

Application and Selection Process

Applications for the position must be submitted online at www.charlottesville.gov/jobs. Resumes will not be accepted in lieu of the online application. Please also submit with your online application a cover letter, résumé, and five (5) professional references. The application deadline is Continuous/Open Until Filled.

Note: This job opportunity is advertised with a closing date of "Continuous." If interested in being considered, an application should be submitted as soon as possible. Applications will be evaluated on a continuous basis. Interviews will be conducted as soon as possible during the recruitment with candidates who are best qualified. Applications may no longer be considered once a candidate to fill the position is identified. This job announcement will close when the position has been filled and may close at any time.

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

