



## **RECRUITMENT PROFILE**

### **DIRECTOR OF HUMAN RESOURCES CITY OF CHARLOTTESVILLE, VIRGINIA**

This Recruitment Profile outlines factors of qualifications and experience identified as necessary and desirable for Candidates for the Director of Human Resources position to possess and provides background information on the community and City of Charlottesville.

Importantly, this Profile will be used as a guide in the recruitment process, providing criteria by which applications will be screened and individuals selected for final interview and appointment consideration.

All inquiries relating to the recruitment and selection process for the Director of Human Resources position are to be directed to Assistant City Manager Leslie Beauregard at 434-970-3105, [beauregard@charlottesville.org](mailto:beauregard@charlottesville.org).

## **COMMUNITY BACKGROUND**



The City of Charlottesville is located in West Central Virginia, approximately 100 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 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 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.

The City is a full-service city with approximately 994 full-time staff, and FY 2019-20 General Fund operating budget of \$188.8 million, and an FY 2019-20 Capital Improvement Plan budget of \$35.4 million. The FY 2019-20 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.

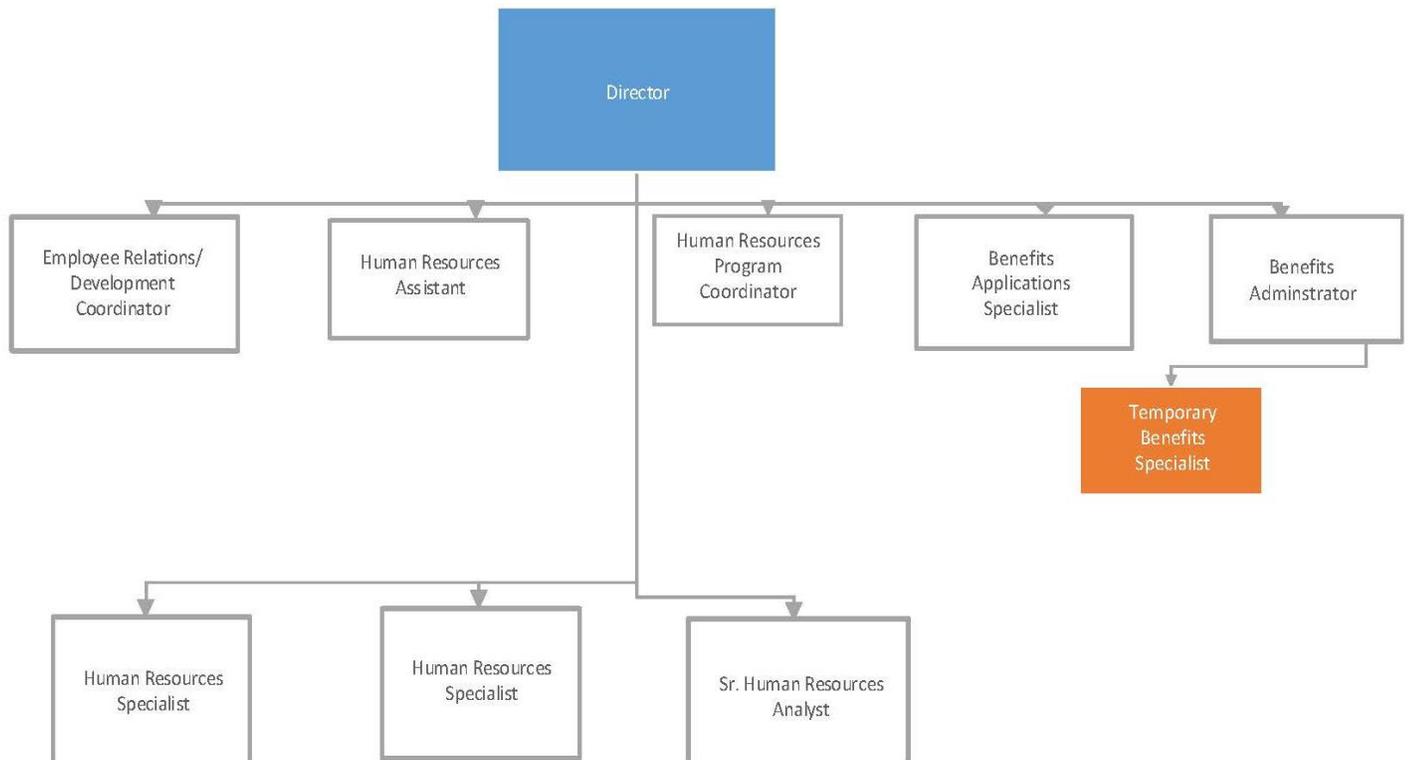
**DEPARTMENT OF HUMAN RESOURCES**

The City of Charlottesville Human Resources functional service areas include recruitment, employee relations, training, organizational development, employee benefits, retiree benefits, workers compensation, FMLA, wellness programs, human resources information systems, and human resources administration. The department’s key goals include:

1. Provide excellent customer service.
2. Help ensure employees receive training required to perform their jobs.
3. Offer a competitive total rewards compensation and benefits package.
4. Provide a strong foundation for a “Great Place to Work.”
5. Effectively communicate the HR functions to internal and external customers.
6. Provide well-administered policies and procedures that support the City’s organizational goals.
7. Support the City’s diversity initiatives.

In FY 20 the adopted budget for Human Resources is \$1,215,923. The Department consists of 8 40-hour FTE’s, 1 40-hour Long-Term Temp, and 1 temporary employee who provide human resources functions for the city and is the fiscal agent for the Jefferson-Madison Regional Library providing assistance in areas such as payroll, benefits, retirement, and recruitment.

**CURRENT ORGANIZATIONAL STRUCTURE FOR THE DEPARTMENT**



## **DIRECTOR OF HUMAN RESOURCES**

The Director of Human Resources is appointed by the City Manager and serves as a senior member of the City Manager's leadership team. 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.

### **CANDIDATE QUALIFICATION CRITERIA**

The following factors of education, experience, management style, and personal traits have been identified as "ideal" attributes for Candidates to possess in order to function effectively in the Director of Human Resources position.

#### **Education and Experience**

- Any combination of education and experience equivalent to a Bachelor's degree from an accredited college or university. Master's degree preferred.
- Eight to ten years of increasingly responsible experience managing or supervising Human Resources operations, programs or services. A minimum of three years of supervisory, budgetary and management responsibility required.
- SHRM-SCP or SPHR certification preferred.

#### **Demonstrated Skills**

- Comprehensive knowledge of the philosophies, principles and practices of public personnel administration, including recruitment and hiring, classification and compensation, training and employee relations; Comprehensive knowledge of the qualification and characteristics of major occupational groups; Comprehensive knowledge of research, data analysis and report presentation techniques; Comprehensive knowledge of current federal and state laws and regulations applicable to public employment; 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.

#### **Duties and Responsibilities**

- Provides leadership in planning, organizing, administering, reviewing and evaluating Human Resources (HR) programs while assuring quality customer service to HR constituents;
- Analyzes complex technical HR problems and utilizes problem-solving approach to city-

wide HR issues;

- 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;
- Assumes leadership of or participates in special projects which support City employees as well as provides consultation on areas which impact City employees;
- 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;
- Performs other duties as assigned.

### **Management Style/Personal Traits**

Candidates for the position must be dynamic visionary managers who have developed skills in growth- oriented and high performing organizations. Should have worked in organizations where delegation of authority, participative management concepts and strong customer service ethics prevail. The strongest commitment to establishing a high performance organization and creating a strong customer service orientation and dedication to superior standards and outcomes must be demonstrated. Candidates must have a sensitivity and appreciation of both political and public process while displaying a willingness to meet with community leaders, residents, and interest groups in an honest and constructive manner. The Director must be open to change and innovation and be able to encourage and motivate staff toward achievement of collectively agreed upon goals. The Director must be able to make poised presentations in a clear and credible manner before diverse audiences. Flexibility and the ability to respond to ongoing pressures and deadlines are imperatives. The selected candidate will have a strong commitment to promoting diversity and equality of opportunity in the workplace, and will offer an impressive breadth and a track record for effectively leading positive change.

### **COMPENSATION and BENEFITS**

The starting salary will be between \$89,247.86 and \$138,346.09 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. 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** is provided through Delta Dental at no cost for employee only coverage. Spouse and dependent coverage is available but not subsidized.
- **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 in good standing 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 11 paid holidays per calendar year.
- **Subsidized membership at local health fitness facilities.** The City pays up to \$29.50 per month towards the cost of club membership at participating health and fitness facilities.
- **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 current contribution rate to the Defined Contribution plan for executives is 23.93 % as of July 1, 2019. The contribution rate is subject to review and may be changed.
- **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 completed online at: [www.charlottesville.org/jobs](http://www.charlottesville.org/jobs). Resumes will not be accepted in lieu of an online application. The application closing date is July 19, 2019 at 5pm EST. Please also submit with your online application a cover letter, résumé, with complete salary history and five (5) professional references.

Following the closing date, applications will be screened based on the criteria as described in this profile. Candidates with relevant qualifications will be contacted to schedule preliminary interviews which will be followed by background inquiries to include reference checks. Those candidates deemed best qualified will be advanced to the next stage of the process. A final interview process will be held in Charlottesville.

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

