



Chief Human Resources Officer Position Announcement

Collaborative Strategies, Inc. is conducting this search on behalf of the City of St. Louis. As the largest metropolitan area in Missouri, St. Louis is known for its sports teams and landmarks, such as the Gateway Arch, and is considered a fun and affordable place to live. The thousands of employees who work at the City of St. Louis love the city and are committed to its long-term health and growth. They want to ensure the City of St. Louis is a great place to live and visit. If you want to make a significant impact on an organization - and a community of over 300,000 people - then this is the place for you!

The City of St. Louis has an immediate need for a strategic Chief Human Resources Officer to oversee all human resources functions including, but not limited to, employee relations, benefits and compensation, recruitment, labor relations, training, and organizational development.

This is the perfect role for you if you are a change agent and like to help organizations evolve. You will work autonomously and be a key leader in the organization. Your expertise in human resources best practices will be key to making the City of St. Louis a best place to work. Your ability to quickly assess the current organization, effectively influence and advocate for change and develop solutions that empower the City will have a profound impact on the organization. Handling people matters in a fair and equitable manner will make you a trusted and valuable partner to employees.

As the head of the Human Resources department, you will:

BE A KEY MEMBER OF THE EXECUTIVE LEADERSHIP TEAM – Represent human resources as a member of the executive leadership team. Primarily responsible for developing and executing human resources strategy in support of the City’s overall strategic plan, specifically in areas of employee engagement, recruitment and retention, talent management and development, succession planning, compliance, and compensation and benefits. Serve as the Secretary to the Employees’ Retirement System of the City of St. Louis, Firefighters Retirement Plan, and the Civil Service Commission.

DEVELOP AND IMPLEMENT HUMAN RESOURCES STRATEGIES – Develop a comprehensive human resources strategic plan that corresponds with the City’s strategic plan and annual goals

to make the organization best in class. This includes human resources-related strategic objectives and quantifiable goals/metrics; strategic recruiting and retention plans to meet the human capital needs of the City's strategic goals and daily operations; and compensation and benefits plans that are competitive and cost-effective. Provide strategic leadership by articulating human resource needs and plans to the Mayor and Board of Commissioners as well as establishing annual goals and metrics to assess citywide performance in key human resources areas. Track, monitor, and report regularly on the progress of the human resources department against annual work plan/calendar and departmental goals and metrics.

MAINTAIN EFFECTIVE BUSINESS PARTNER RELATIONSHIPS – Build effective working relationships and become a trusted partner with City officials, department heads, the Civil Service Commission, management, and all employees. Work cooperatively with leadership to provide advice and strategic human resources support that balances employee needs while advancing the goals and policies of the City. Oversee the preparation and approval of all human resources reporting materials and metrics for leadership, the Mayor and Civil Service Commission. Engage and work with the Mayor and Civil Service Commission on issues, trends, and changes related to workforce and labor issues, human resources strategy, and operations. Manage relationships with benefits, legal counsel, and other vendors.

IMPLEMENT BEST IN CLASS AND EFFICIENT PROCESSES - Establish or revise and implement human resources processes that effectively communicate and support the City's mission, vision, and values as well as the achievement of the overall strategic plan and annual goals. Update charters or ordinances related to human resources to meet the needs of the evolving organization and in compliance with changing regulations. Stay abreast of new or changing technology and utilize technology to improve efficiency and quality of work. Drive the simplification and elimination of non-value-added work in the business and identifies efficiencies and drives organizational effectiveness. Effectively manage change by inspiring and influencing others, supporting, and providing assistance to overcome barriers to change and driving overall change successfully.

PROVIDE DEVELOPMENT OPPORTUNITIES – Provide training programs for employee welfare and to enhance performance. Partner with management to grow and mentor existing bench strength, focusing on developmental opportunities and career pathing. Provide coaching to managers on performance management issues and how to analyze and identify solutions to drive the business and create greater organizational capability and engagement.

NEGOTIATE WITH UNIONS – Serve as the City's chief negotiator in the collective bargaining process with the responsibility to negotiate fair and equitable pay and benefits packages with multiple organizations representing various employee groups.

PROMOTE DIVERSITY, EQUITY, AND INCLUSION – Manage Equal Employment Opportunity (EEO) and diversity matters in a respectful and equitable manner. Work closely with the City's Chief Equity and Inclusion Officer to develop and implement programs that address diversity, equity, and inclusion in the workplace.

MANAGE A HIGH PERFORMING TEAM - Lead, motivate, and develop a high-performing human resources team. Inspire trust and credibility while creating a culture of empowerment as modeled through personal leadership. Promote the City's culture by conveying a high degree of emotional intelligence and fostering an atmosphere of open communication and strong personal accountability.

Qualifications

- Bachelor's degree in Human Resources Management, Business, Public Administration, or a closely related field. Master's degree preferred.
- Minimum of five years of experience in human resources management.
- Minimum of two years of experience in public personnel administration. Previous senior-level experience directing public sector human resources functions for a large municipality with at least 3,000 employees.
- Experience negotiating collective bargaining agreements and/or Memoranda of Understanding for represented employees preferred.
- Experience overseeing benefits administration and negotiating insurance contracts. Experience with employee-defined benefit pension systems preferred.
- Thorough knowledge of employment-related laws and regulations and experience changing processes to maintain compliance.
- High degree of proficiency in human resources software as well as Microsoft Office.
- Familiarity with public administration human resources practices a plus.
- High level of integrity and proven ability to maintain confidentiality and safeguard employee information.

Other Skills & Abilities

- Excellent verbal and written communication skills as well as the ability to influence and engage a wide range of stakeholders and build long-term relationships.
- Ability to develop automated systems to maximize proficiency at minimum cost.
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical initiatives to address the evolving needs of a growing and changing organization.
- Strong organizational, leadership, and mentoring skills with exceptional attention to detail and the ability to prioritize and focus on key objectives while managing multiple projects simultaneously.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate when appropriate.

Location

This position is located in the City of St. Louis, and it is an office position. Residency in the City of St. Louis is required.

Ready to Apply?

If you are interested, qualified, and ready to take the next step, apply on-line at getcollaborative.com/careers. All inquiries and resume submissions will be treated as strictly confidential. Please do not contact the City of St. Louis directly.

Collaborative Strategies, Inc. is a St. Louis-based consulting firm with a dedicated search practice and has been connecting talent with opportunity since 1994. We take pride in matching talented leaders seeking mission-critical endeavors with entrepreneurial organizations. For more information, visit us at getcollaborative.com.

| *The City of St. Louis is an Equal Opportunity Employer* |