



COLORADO
Department of Revenue

COLORADO'S DEPARTMENT OF REVENUE

DIRECTOR of HUMAN RESOURCES

Monthly Salary Range: \$10,000 - \$12,500
Annual Salary Range: \$120,000 - \$147,000

This is an exciting opportunity for those who want to make a positive impact at one of the most mission-critical departments in the State of Colorado! Come join the Colorado Department of Revenue as they strive to empower business and individuals through quality customer service, innovation, and collaboration!



Vision

Empowering, Enhancing,
and Enriching life in
Colorado

Mission

The Colorado Department of Revenue will become a trusted partner to every Coloradan to help them navigate the complexities of government so they can thrive.

THE DEPARTMENT

The Colorado Department of Revenue (CDOR) team performs a variety of functions such as auditing and collecting taxes, issuing driver licenses and motor vehicle titles, marketing lottery products, and regulating liquor, gaming, horse racing, marijuana, and the auto industry in order to assist the citizens of our state. We celebrate diversity, and together, support an equitable and inclusive culture and embrace our differences because we believe this brings innovation to our work.

To learn more about CDOR, please visit: cdor.colorado.gov

THE POSITION

Director of Human Resources

The Director of Human Resources (HR) will lead a team of over 20 HR professionals in the development and execution of organizational HR strategy that supports CDOR's vision for the 1,600 employees across Colorado. In this role, the Director of HR will be responsible for the success of the following areas within HR:

- » Talent Acquisition/Recruitment
- » Compensation and Benefits
- » Employee and Labor Relations
- » Training and Development
- » Performance, Change, and Organizational Management
- » Equity, Diversity, and Inclusion

The Director of HR will provide leadership in partnership with the CDOR executive team to advance the implementation of HR programs and business strategies. As a trusted advisor to the CDOR executive team, the incumbent will coach and mentor fellow colleagues in addressing the challenges of a highly dynamic organization. The Director of HR will exude strategic, operational, and team leadership while maintaining a values-based culture with intentional focus on employee engagement and change management.





THE IDEAL CANDIDATE

CDOR is looking for a dynamic leader who has experience in all HR functions at the director, senior manager, or consultant level with the highest professional ethics. This well-rounded individual will be able to demonstrate a passion for HR initiatives, transparent problem solving, conflict resolution, and proactive and strategic thinking. The future incumbent will be able to establish relationships and communicate with all levels of staff, internal, and external stakeholders. Using political astuteness, the next Director of HR will be able to implement the CDOR's mission and vision while remaining calm under pressure, flexible yet effectively applying state law and regulations, and able to manage multiple priorities effectively. Additionally, the ideal candidate will:

- » Have graduated from an accredited college or university with a bachelor's degree in HR Management, Business Administration, Sociology, Psychology, or a closely related field.
- » Come with nine years of progressive responsibility in HR or related field including six years of senior/high level management experience in a large organization and must include:
 - Two years managing a large multiple level organization through subordinate staff
 - Two years of professional public or business administration establishing an organizational structure, developing strategic work plans, budget development and control, setting goals and objectives to achieve results, and fostering a team environment.
- » Exude personal qualifications including enthusiasm, integrity, initiative, adaptability, dependability, good judgment, and the accountability for self and entire team.

BENEFITS and WORK LOCATION(s)

CDOR employees are eligible for several benefits and working for us is a great opportunity to make a difference in Colorado and join a team committed to the values of service, teamwork, accountability, integrity, and respect!

Our employees receive the following benefits:

- » Health/Dental/Vision
- » 11 Paid Holidays per year
- » Paid Vacation and Sick Leave
- » Employee Wellness Programs
- » Colorado State Employee Assistance Programs
- » Retirement Plans

Options for:

- » Life Insurance
- » Long Term Disability Insurance
- » And MORE!

For more details about employee benefits, visit:

dhr.colorado.gov/state-employees/employee-wellness-programs

CDOR VALUES

-  Service
-  Teamwork
-  Accountability
-  Integrity
-  Respect



CDOR promotes an intentional hybrid culture with primarily remote work but planned in-person days for training, meetings, and team building. Individuals must reside within Colorado and be able to come into either the 1881 Pierce Street or 1707 Cole Blvd office locations from a couple of times per month to a couple of times per week depending on business need.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

Interested individuals can apply by clicking on the <https://www.cpshr.us/recruitment/2308>

It is important to note the following:

- » An updated resume in chronological order is required.
- » Responses to the Supplemental Questions listed below are required to be submitted.
 - Describe in detail how you have demonstrated success in building, leading, and managing cohesive HR teams. Include any relevant experience as it relates to change management, employee/labor relations, succession planning, talent acquisition and recruitment.
 - Are you aware of anyone with whom you have a personal relationship (including, but not limited to, any family members or those you or a family member have an intimate relationship with) currently employed with CDOR? If yes, please provide the name of the employee and the Division they work in. Per CDOR Policy OHR-006, family includes spouse, partner, child, parent, sibling, grandparent, grandchild, aunt, uncle, niece, nephew, or cousin, including those related by marriage, civil union, common law, blood, adoption or foster care.

For additional information about this position or questions regarding the application process, please contact:



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