



FORT WORTH[®]



**ASSISTANT
DIRECTOR OF
HUMAN RESOURCES**



■ THE COMMUNITY

The City of Fort Worth, or otherwise known as the “City of Cowboys & Culture”, is at the heart of true Texas hospitality and western heritage! As the 12th largest city in the U.S., Fort Worth is home to over 900,000 residents representing culturally diverse communities. Located in north central Texas, Fort Worth is designated as one of America’s “Most Livable Communities” and truly offers a melting pot of culture, commerce, community and yes, cowboys. While keeping the small-town charm that keeps it unpretentious and charismatic in all the right ways, Fort Worth is the 2nd fastest growing large city in the nation with great neighborhoods, scenic terrain and a rich history of arts and culture, paired with world-class opportunities for business and education.

Fort Worth is the #1 tourist destination in Texas and welcomes more than 9.4 million visitors annually. With many events and activities to choose from, Fort Worth has much to offer both tourists and area residents such as Texas Motor Speedway, Billy Bob’s Texas, Fort Worth Stockyards, Kimbell Art Museum, Bass Performance Hall, Sundance Square, Botanic Garden, Fort Worth Zoo, Dickies Arena, Will Rogers Memorial Center, the renowned Fort Worth Cultural District, and headquarters to American Airlines, the world’s largest airline, at the 4th busiest airport in the nation - Dallas-Fort Worth Airport.

The city’s economy is primarily based six major industry clusters: Aviation/Aerospace, Life Sciences/Health Care, Logistics, Manufacturing, Corporate/Professional and Energy (oil and gas). The region is also home to some of the state’s most prestigious universities, Texas Christian University (TCU), Texas A&M School of Law, Texas Wesleyan University, and the UNT Health Science Center.

■ THE ORGANIZATION

The City of Fort Worth is a values-based, customer-focused organization that strives to improve the quality of life for residents by consistently surpassing expectations, exhibiting a high degree of stewardship, and ensuring financial accountability and transparency.

The city operates under the Council-Manager form of government with an at-large Mayor and Council Members that represent eight districts. The City Council appoints the City Manager, City Secretary, City Attorney, City Auditor, Municipal Court Judges, and members of City boards and commissions. The City Manager serves as the chief administrative and executive officer of the city and is responsible for guiding and directing day-to-day operations and oversight of all positions. The city has a staff of approximately 7,491 employees, an operating budget of \$2 billion for FY2022 and ad valorem tax rate is \$0.7475 per \$100 of valuation.

■ VALUES

Exceptional Customer Experience - We take care of each customer on an individual level by taking the time to address problems, discussing solutions, and making each person feel acknowledged and important.

Accountability - We are always responsible for our own actions and decisions, and represent integrity, honesty and openness to our co-workers and our community members – no matter how big or small of a job.

Ethical Behavior - We operate under a high moral code of ethics, doing the right thing always, even when it's the tougher choice to make. Ethical behavior ensures trust and fosters honesty in times of ease and difficulty.

Diversity - We support and cultivate an open and accepting environment for all people from all walks of life, knowing that inclusion helps make this a better city and a better world to live in.

Mutual Respect - We create an environment of mutual respect that consistently fosters the growth of ideas and the practice of team- work so everyone feels comfortable and represented in their roles within the community.

Continuous Improvement - We continue to improve our processes and challenge our status quo to ensure that we are always on the forefront of what a city can do to make its residents feel safe, happy, and taken care of.

To learn more about the City of Fort Worth visit: <https://www.fortworthtexas.gov/Home>



■ DEPARTMENT OVERVIEW

City of Fort Worth's Human Resources Department offers employee assistance in the divisions of Talent Acquisition, Classification/Compensation/Civil Service, HRIS/Records, Organizational Development, Employee and Labor Relations, Benefits/Wellness, and Risk Management. This department has an annual operating budget for FY2022 of \$5.7M and has a total of 60 FTEs.

The vision for the Department is to be a valued business partner, change agent and leader in the organization and to assist City departments to hire, train and retain high-performing people. The team places a high priority on customer service, innovation, responsiveness, respect, integrity, expertise, teamwork, communication, and diversity.

To learn more visit: <https://www.fortworthtexas.gov/departments/hr>

■ THE POSITION

The Assistant Director will have two direct reports, and a total of 16 FTEs within two divisions: HRIS/Records Management and Classification, Compensation & Civil Service. This leader in human resources will be responsible for making improvements to the current systems and processes, creating an environment of positive relationships, maintaining confidentiality, establishing trust and credibility through accurate data, ensuring they are approachable and fair while interfacing with employees, and balancing the needs of the City of Fort Worth organization with the needs of the employees.



■ THE IDEAL CANDIDATE

The ideal candidate is a seasoned, experienced, highly competent Human Resources leader who is deeply committed to the mission of public service and has the utmost integrity and discretion to view issues objectively and find workable solutions. The new Assistant Director shall be data-oriented and strongly focus on the areas of human resources information systems (HRIS) and classification and compensation. The key initiative for this role will be to improve the utilization and effectiveness of the current HRIS system to provide human resources records management, data analytics, and reporting services to City departments so they can have accurate and timely information needed to make current and future human resources-related decisions.

This role will oversee the partnership with City departments for compensation reporting and process needs by providing job analysis and salary administrative services to City departments so they can have accurate job classifications and descriptions to attract, retain, and develop an inclusive, diverse, and high-performing workforce. The new Assistant Director shall have proven experience to be able to conduct a comprehensive analysis of the City of Fort Worth's practices and processes associated with HR systems, including classification and compensation structures, as well as benchmarks and metrics to ensure efficient, effective, and consistent use of best practices, and enable the City to meet its objectives to become an employer of choice. The ideal candidate for this role will also focus on implementing real-time dashboard reporting to share ongoing data metrics in support of continued process and service improvements. Previous local government experience is a plus, but not required for this role.

The Assistant Director of Human Resources shall have these additional core competencies:

- **Leadership** – Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; demonstrates a high level of conscientiousness; holds self and others accountable.
- **Collaborative & Inclusive** – Develops effective relationships within the organization by helping others accomplish tasks and using collaboration and conflict resolution skills; identifies, understands, monitors, and measures the needs of both internal and external customers.
- **Technically Savvy** – Has in-depth knowledge and experience in information technology for mid to large sized organizations, preferably in the public sector. Stays abreast of the Human Resources industry best practices, relevant technology applications and contemporary tools and work methods, and demonstrates a tendency towards exploring and applying new ways of doing business that add value to operations; possesses strong computer skills. Experience with HRIS systems and the ability to develop metrics and retrieve relevant data on organizational operations.
- **Solution-Driven and Forward Thinking** – Demonstrates the ability to analyze, interpret data and metrics to effectively identify and solve problems; makes informed decisions, and successfully addresses complex organizational challenges; implements creative solutions and provides direction by clearly and effectively setting courses of action; has the patience and perseverance to foster a vision and direction for the city; seeks “best practices” and innovation for continued growth and relevance.
- **Talent Development** – Provides guidance, opportunities, and motivation to develop and strengthen knowledge, skills, and competencies to improve employees' capabilities; exemplifies an authentic and strong character with integrity; sets high expectations; inspires and motivates others; coaches and mentors a high performing team of employees.
- **Effective Communication** – Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills; displays openness to other people's ideas and thoughts.

■ EDUCATION/EXPERIENCE

Bachelor's degree from an accredited college or university with major course work in human resources management, industrial relations, public administration or a related field and six years of increasingly responsible human resources experience including three years of administrative and supervisory responsibility. Experience working in municipal government human resources is a plus. A professional certification, such as PHR, SPHR, SHRM-CP, SHRM SCP, IPMA-CP or IPMA-SCP is desirable.

■ COMPENSATION & BENEFITS

The salary range for this position is **\$100,000 - \$140,000** and is commensurate on the selected candidate. The City of Fort Worth is dedicated to its employees' well-being by providing competitive health benefits, a well-rounded wellness program and a Zero Accident Philosophy® workplace.

For more information on the City of Fort Worth Benefits visit:

<https://www.fortworthtexas.gov/departments/hr/employees/benefits>

■ APPLICATION PROCESS & RECRUITMENT SCHEDULE

To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (who will not be contacted without prior notice) by **Monday, April 25, 2022**.

To review more information on the position, and to submit your materials visit:

<https://www.cpshr.us/recruitment/1984>

For additional information about this position please contact:

KYLIE WILSON

Senior Executive Recruiter

kwilson@cpshr.us ■ www.cpshr.us

CPS HR  CONSULTING

Candidates deemed to have the most relevant backgrounds will be invited to participate in a preliminary screening interview with the consultant. Those individuals determined to be best suited will be invited to participate further in a formal assessment process. An appointment is anticipated upon the completion of comprehensive reference and background checks.

