



**DIRECTOR OF HUMAN
RESOURCES & CIVIL SERVICE**



THE COMMUNITY

League City is located near the Texas Gulf Coast, approximately 20 miles southeast of Houston in northern Galveston County and the southernmost part of Harris County. The city is situated on the south shore of Clear Lake and encompasses an area of 53 square miles. The major sectors of the area's economic base include aerospace (NASA), petrochemicals, health care, upscale commercial, boating, and visitor attractions. League City's residents and businesses enjoy easy access to many regional attractions and destinations including Galveston Island, the NASA Johnson Space Center, South Shore Harbour Resort & Conference Center, Clear Lake, University of Texas Medical Branch, Baybrook Mall, Kemah Boardwalk, Hobby International Airport, Downtown Houston, Texas Medical Center, Houston Spaceport, four major shipping ports, and the second largest petrochemical cluster in the world!

Ranked as one of the fastest growing and most desired communities in which to live in both Texas and the U.S., more than 110,000 residents live in League City due to the nationally-acclaimed school system, affordable master-planned communities, family-centric values, 100-year old oak trees, recreational lifestyle, and love for the water. With its distinct and vibrant culture, League City is committed to education, health, public safety, infrastructure, and recreation ensuring that League City will be the place in Texas to live, work, and play for years to come.

THE ORGANIZATION

The City of League City is a progressive, full-service municipal organization operating under the Council-Manager form of government with an at-large Mayor and Council Members. The City Council appoints the City Manager, City Attorney, City Secretary, Municipal Court Administrator, and the City Auditor. 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 647 FTEs, an operating budget of \$145.14 million and a 5-year capital program approaching \$500 million.

The City of League City staff and leadership collaborated to develop a mission statement regarding the role and purpose of City government, along with a set of organizational values to guide the **SERVICE** of the City's workforce.

- **SUSTAINABILITY** - Optimizing available resources to maintain and improve quality of life.
- **EXCELLENCE** - Reflecting who we are, our values, and our distinctive performance by consistently surpassing expectations.
- **RESPECT** - Appreciating, valuing, recognizing, and caring about what our team and community has to offer.
- **VALUE-DRIVEN** - Exhibiting a high degree of stewardship and accountability.
- **INTEGRITY** - Doing what is ethically and morally correct because it's the right thing to do.
- **CUSTOMER-FOCUSED** - Accessible and responsive to customer needs according to our values with a focus on what is best for all.
- **ENGAGED** - Communicating effectively with external and internal stakeholders to create an environment of trust and collaboration.

DEPARTMENT OVERVIEW

The Human Resources Department strives to provide quality human resources services including, but not limited to, recruitment, employee relations, leadership and employee development, risk management, compensation and benefits administration, and regulatory compliance. This enables employees to better serve and meet the City's mission and organizational values. The Department has an annual budget for FY2021 of \$894,288 and a great team of employees to include a Human Resources Generalist, Human Resources Coordinator, Senior Human Resources Analyst, and a Senior Risk Analyst.

To learn more about the City of League City's Human Resources Department visit:
<https://www.leaguecity.com/67/Human-Resources>

THE POSITION

The Director of Human Resources and Civil Service manages and oversees the department operations, supervising employees, developing, and overseeing the department budget and overseeing employee relations within the City. This Department is responsible for benefits design and administration; workers' compensation; recruitment, testing, and retention; risk management and insurance; classification and compensation; employee and organizational training and development; and performance management and discipline. This position also ensures HR policies are executed fairly and facilitates the activities and services of the department.

Typical responsibilities:

- Creates an environment of positive employee relations, maintains confidentiality, establishes trust and credibility, appears approachable and fair to employees, balances business needs with employee needs, and spends time interfacing directly with employee/client base.
- Functions as the Civil Service Director: administers entry level and promotional exams and serves as staff support for the Civil Service Commission.
- Provides coaching and counseling to supervisors regarding recruiting, hiring, appraising, terminating, and disciplining practices, exercises approval on practices outside normal guidelines.
- Develops, submits, and administers the Human Resources departmental budget, which includes approving purchases and other contractual/program payments
- Responsible for the administration of the City's risk management function, ensuring proper protection of City assets; manages both health and other insurance programs.
- Counsels employees, managers, and executives on performance and personnel related problems
- Coordinates and administers the City's compensation program, including creating position descriptions, administering the job evaluation process, conducting, completing, and monitoring salary surveys. Generates annual total compensation statements.
- Coordinates the city-wide performance management system. Advises and assists Department Directors, managers, and supervisors when performance management plans are in place.

- Assists in the development and execution of training programs for City employees. This includes, but is not limited to new hire orientation, various management/supervisory/employee training programs, and other employee wellness-oriented offerings.
- Administers benefits program including insurance and awards programs; coordinates city-wide annual open enrollment process for benefits selections; participates in renewal meetings with City's broker and monitors and reconciles monthly billings for lines of coverage.
- Assures that the City's mission, goals, and objectives are fully supported and initiated.

THE IDEAL CANDIDATE

The Director of Human Resources and Civil Service shall be an experienced and engaging leader who possesses the creativity and flexibility to function effectively as a key member of the City's dynamic and progressive staff. The ideal candidate shall be a seasoned human resources professional with vast experience working in the public sector, experience working with civil service, and a strong understanding of Chapter 143 for Municipal Civil Service for Firefighters and Police Officers. The candidate must be an exceptionally strong verbal and written communicator who values the art of listening, encourages diversity of thought, viewpoints, and experiences, possesses the utmost integrity and discretion, and view issues objectively to find workable solutions. The successful candidate shall ensure the optimal use of department and organizational resources, assessing and developing safe work policies and practices, along with attracting and retaining the best talent available. Employee engagement will also be key in this role, with a strong focus on fostering extraordinary internal customer service amongst employees.

Desirable competencies for the **Director of Human Resources and Civil Service** shall include:

- **Legal Knowledge:** Has a sound understanding of federal, state, and local employment laws with in-depth knowledge of current employment policies, practices, and trends; extensive knowledge on Chapter 143 for Municipal Civil Service for Firefighters and Police Officers.
- **Results-Oriented:** Able to translate ideas into concrete action; maintain a focus on results and outcomes; ability to build high-performing teams that hold themselves and staff accountable for their performance; pursue aggressive goals and work hard/smart to achieve them; and strive for results and success.
- **Adaptable & Forward-Thinking:** Able to pivot and navigate through the gray area, while sticking to the law; a "big picture" strategic, critical thinker and problem solver; provides/implements creative solutions and provide direction by clearly and effectively setting courses of action; and flexible and open to ideas and feedback from others.
- **Talent Development:** Provides guidance, opportunities and motivation to develop and strengthen knowledge, skills, and competencies to improve employee's 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.
- **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. Embraces and encourages inclusion, equity, accessibility, and diversity; identifies, understands, monitors, and measures the needs of both internal and external customers; and has a healthy sense of humor and an optimistic attitude.

EDUCATION/EXPERIENCE

Bachelor's degree in Human Resources, Public Administration, Business Administration, Psychology, or relevant degree major. A minimum of 7 years of experience in a human resources generalist role, including a solid background in staffing, employee relations or a related human resources field including five years in a senior management role. An equivalent combination of education and experience which demonstrates the knowledge, skills, and abilities to perform the above-described essential functions will be considered. Master's degree in Human Resources, Public Administration, Business Administration, or a relevant degree major is preferred. Experience working in municipal government human resources and with Civil Service employees is highly desirable! Candidates are required to have their Human Resources Certification (SHRM-SCP, SPHR, or IPMA-SCP).

COMPENSATION AND BENEFITS

The hiring range for this position is \$110,000 - \$150,000 and is commensurate with qualifications and experience of the successful candidate. The City of League City also offers an excellent array of benefits.

For more information, visit the City's benefits website:
<https://www.leaguecity.com/3760/Employee-Benefits>.

APPLICATION PROCESS AND 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 **Friday, April 30, 2021**. To review more information on the position, and to submit your materials visit: <https://www.cpshr.us/recruitment/1768>.

For additional information about this position please contact:

KYLIE WILSON

(916) 471-3325 ▪ kwilson@cpshr.us ▪ www.cpshr.us

CPS HR CONSULTING

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant in mid-May. The City anticipates holding first round interviews in late-May. Media checks will be performed on all screened candidates, and a comprehensive reference and background check will be performed on final candidates.



The best place to live, work, and play.

