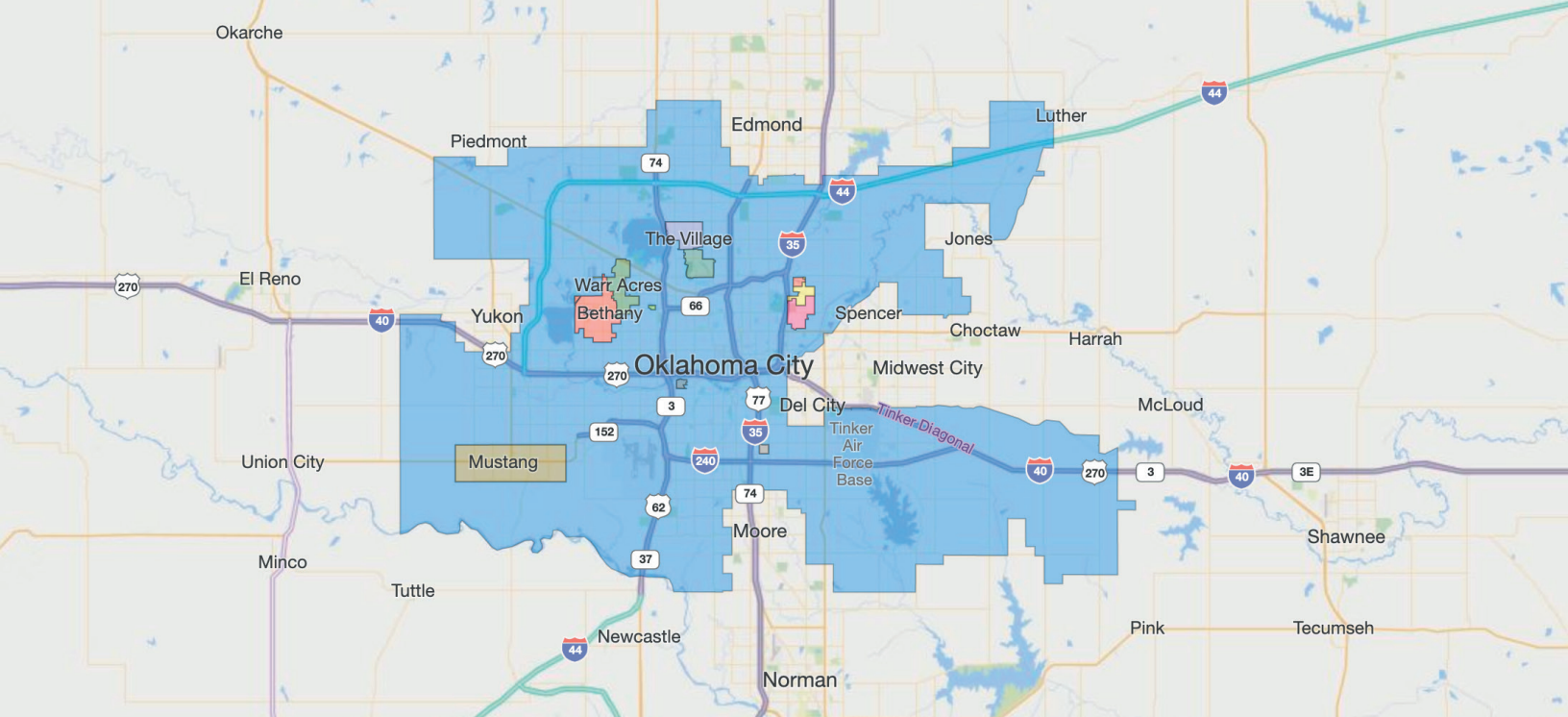


OKC



Chief Human Resources Officer
governmentjobs.com/careers/oklahomacity





» Oklahoma City

Incorporated in 1890, the City of Oklahoma City is a charter city and has had a Council-Manager form of government since 1927. The Mayor, elected at-large, leads a Council of eight members, each elected by ward. The Mayor and Council set overall policy and strategic priorities for the organization. Oklahoma City is the 22nd largest city in the nation. The City of Oklahoma City serves approximately 681,054 residents in a four (4) county, 621 square mile area.

Twenty-two (22) City departments provide a wide array of municipal services and programs. Additionally, municipal trusts play a significant role in the operations of major facilities and services.



Departments

Twenty-two (22) departments provide a wide array of municipal services and programs:

- Airports
- City Auditor's Office
- City Clerk's Office
- City Council Office
- City Manager's Office
- Development Services
- Finance
- Fire
- General Services
- Human Resources
- Information Technology
- MAPS
- Municipal Counselor's Office
- Municipal Court
- Office of the Mayor
- Parks and Recreation
- Planning
- Police
- Public Information & Marketing
- Public Transportation & Parking
- Public Works
- Utilities





Historically, Oklahoma City's economic base has been closely tied to the energy and agricultural markets. Today, the City's economic base is more diversified and seeing growth in the health and technology industries.

The largest employers in the metropolitan area include the State of Oklahoma, The City of Oklahoma City, Tinker Air Force Base, and the University of Oklahoma. Companies with headquarters here include American Fidelity Assurance Company, BancFirst, Chesapeake Energy, Continental Resources, Devon Energy, Express Personnel, Hobby Lobby Stores, Love's Travel Stops & Country Stores, OG&E Energy, MidFirst Bank, Paycom and Sonic Corporation.

Vital among the City's assets are ample water supplies and its central location. Interstate highways I-35 North/South, I-40 East/West and I-44 Northeast/Southwest converge in Oklahoma City and provide transportation links to the rest of the nation. The new I-40 Crosstown Expressway relocation, which opened in 2013 allows faster travel by incorporating 10 lanes of traffic. These ground transportation routes, together with Will Rogers World Airport, make the City a regional transportation hub.

Local performing arts groups such as the Oklahoma City Philharmonic, Lyric Theater, and Ballet Oklahoma contribute to the City's cultural environment. The Oklahoma State Fair, Red Earth Festival, and the Festival of the Arts attract hundreds of thousands of visitors each year. Other popular attractions are the



National Cowboy and Western Heritage Museum, the Oklahoma City Museum of Art, the Oklahoma City National Memorial, the Oklahoma History Center and the National Softball Hall of Fame.

Our NBA team, the Oklahoma City Thunder, competes in the National Basketball Association as a member of the league's Western Conference Northwest Division.

The City has been the site of numerous Big XII championships in basketball, baseball, and softball and has hosted the opening rounds of the NCAA basketball tournament, the Wrestling Championships and the Women's College World Series. Our USL PRO (minor league soccer) team, Energy FC, is the affiliate of the Major League Soccer Sporting KC.

In December 2009, voters approved MAPS 3, a seven-year, nine-month tax to fund eight new projects in the metro area. These include a 70-acre central park, a new rail-based streetcar system, a new downtown convention center, sidewalks throughout Oklahoma City, 57 miles of new bicycle and walking trails, improvements along the Oklahoma River, health and wellness aquatic centers for seniors, and improvements to the fairgrounds. The actual cost for all these projects is \$831,748,555 million.



In May 2016, the \$45.3 million RIVERSPORT Rapids center opened to provide whitewater rafting and kayaking on an 11-acre facility adjacent to the Oklahoma River. The Center features world class rapids for elite athletes as well as recreational level opportunities for families. Oklahoma City was designated as the U. S. Olympics Training Site for canoes, kayaks and rowing in July 2009 and hosted the U.S. Olympic trials for those sports in 2016 at the new RIVERSPORT Rapids center and the Oklahoma River. The Oklahoma River is the only river to have received this coveted designation and is being transformed into a world class competitive and recreation center.

In January of 2016, the City of Oklahoma City entered into an agreement with the State of Oklahoma and the Chickasaw Nation to complete the First Americans Museum along the Oklahoma River. The development site of the Native American Cultural Center will provide 85 acres of park space, with walking trails, interpretive art, and serve as a venue for native performers and educational exhibits.

In September 2017, voters approved the Better Streets, Safer City General Obligation Bond and a sales tax measure. The General Obligation Bond is a 10-year, \$967 million program (including \$135 million for parks, \$536 million for streets, bridges, sidewalks and traffic control), and a permanent ¼ cent sales tax for more police officers, more firefighters and day-to-day operations. The temporary penny sales tax took effect January 1, 2018, after the MAPS 3 tax expired. Sales tax collected over the 27 months was \$255,873,607 and to date with interest the board has allocated \$258 million toward projects.

In December 2019, voters approved MAPS 4, a debt-free public improvement program funded by a temporary penny sales tax that will raise a projected \$978 million over eight years.

MAPS 4 keeps Oklahoma City' sales tax rate unchanged. The sales tax took effect April 1 when the Better Streets, Safer City temporary sales tax expired.

More than 70 percent of MAPS 4 funding is dedicated to neighborhood and human needs including parks, youth centers, a senior wellness center, family justice center, diversion hub, homelessness projects, sidewalks, bike lanes, trails and streetlights, a new animal shelter, beautification projects and mental health and addiction projects. Additionally, MAPS 4 will fund quality of life and job-creating initiatives including projects at the Innovation District, Freedom Center and Civil Rights Center, transit improvements, downtown arena improvements, a new multi-purpose stadium and a new fairgrounds coliseum.



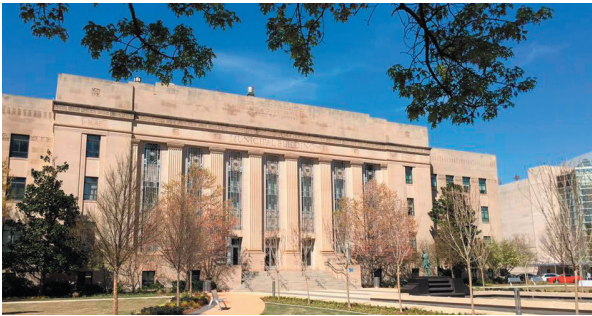
Vision, Mission and Core Values

Oklahoma City seeks to further progress as a vibrant, diverse, safe, unified and welcoming community. We will provide exceptional service to residents and visitors.

We do this by ensuring the safety of the public, delivering quality services, and maintaining infrastructure to support the growth of the City.

The City's core values include:

- Providing competent, dependable and efficient service to all by knowing our jobs and our City;
- Maintaining dependability and accountability in our relationships;
- Communicating among ourselves and with our community in a tactful, useful, informative and honest manner;
- Listening to the needs of others as a critical part of our communication process;
- Honoring diversity by respecting our customers and fellow employees;
- Committing to continuous improvement and growth through visionary, proactive leadership and technology; and
- Setting standards of quality service by upholding our core values.



➤ The Position

The Chief Human Resources Officer position is appointed by the City Manager and reports to an Assistant City Manager. The Chief Human Resources Officer is responsible for a staff of approximately 33 full-time employees and an annual operating budget of \$4,192,184.

This role effectively partners and collaborates to provide full human resources life cycle services to City employees and City departments so they can attract, retain and develop an inclusive, diverse and high-performing workforce.

The Chief Human Resources Officer provides executive leadership and is responsible for planning, directing, managing, and overseeing human resources initiatives and operations in support of the City's strategic vision and goals in five divisions: Administration; Employee and Labor Relations; Occupational Health; Talent Acquisition, Management and Development; and Total Rewards.

The Administration Division includes the Executive Leadership Program that provides planning, management, administrative, and reporting services to department employees and City leaders so they can achieve strategic goals and key results.

The Employee and Labor Relations Division includes two programs:

- The Employee and Labor Relations Program provides personnel policies administration, collective bargaining



agreements negotiations and administration, high-performing manager coaching, and other human resources-related consultation services to City departments so they can maintain effective, productive, and positive employee working relationships.

- The Personnel Policies Compliance Program provides policy development, interpretation, administration, and compliance services to City departments so they can conduct business in a fair and consistent manner.

The Occupational Health Division includes the Occupational Health Program that provides post-job offer and incumbent medical evaluations for City departments, state, and other local agencies so they can employ and maintain a safe and healthy workforce.

The Talent Acquisition, Management and Development Division includes four programs:

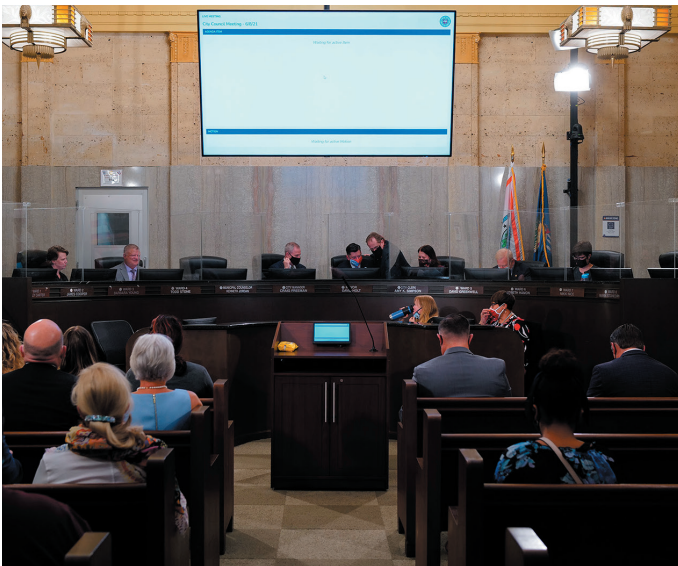
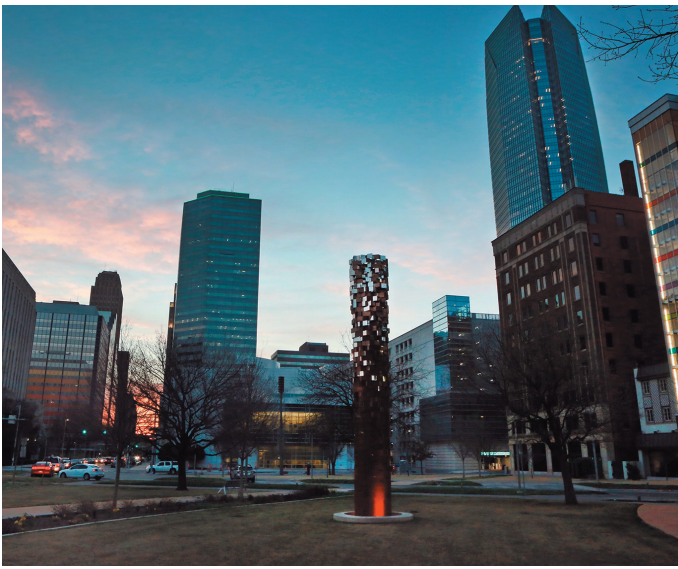
- The Talent Acquisition Program provides recruitment, application screening, selection, placement, and consulting services to applicants, employees, and City departments so that a diverse, inclusive and high-performing workforce can be hired and retained.
- The Talent Development Program promotes a culture of diversity, equity, inclusion, engagement, and excellence by providing quality learning and development opportunities to City employees so they can be high-performing in their current positions and prepared for future advancement.
- The Talent Management Program provides performance management services and systems for more

effective talent planning, performance evaluation, professional development, and employee retention.

- The Human Resources Information Systems Program provides human resources records management; systems implementation and administration; and data analytics, information and reporting services to City departments so they can have accurate and timely information needed to make human resources-related decisions.

The Total Rewards Division includes two programs:

- The Classification and Compensation Program provides job analysis and salary administrative services to City departments so they can have accurate job classifications and descriptions, and organizational and pay structure for recruiting and retaining a diverse, inclusive, and high-performing workforce.
- The Benefits Program provides health and welfare-related services and retirement savings plan services to active and retired City employees so they can have health and welfare benefits, and plan for a more secure financial future beyond employment.



» Challenges

- Recruiting, developing, and retaining an inclusive, diverse, and high-performing workforce;
- Meeting increasing demands for occupational health services and remaining compliant with state and federal regulatory requirements;
- Developing and implementing strategies to offer cost-effective and comprehensive health and welfare benefits for active and retired City employees;
- Conducting a comprehensive analysis of the City of Oklahoma City's classification and compensation structures, practices, and processes and implementing findings to ensure such structures, practices, and processes are efficient, effective, and consistent with best practices, and enable the City to meet its objectives and become an employer of choice; and
- Advocating for resources and implementing systems in support of continued process and service improvements.



➤ The Ideal Candidate

The ideal candidate is a visionary leader, creative thinker, problem-solver, partnership builder, and someone who possesses exceptional knowledge of the human resources field, skill in applying management principles and techniques including budgeting and public administration; and organizational, interpersonal and communication skills.

The ideal candidate must possess:

- Bachelor's degree or higher in Human Resources, Public Administration, Business Administration, or a related field.
- Ten or more years of progressively responsible human resources, labor relations or personnel management experience.
- Knowledge of and skill applying management principles and techniques including budget management.
- Knowledge of human resources, including various laws affecting the human resources field.
- Skill in supervising activities of professional, technical, and support staff.
- Skill in verbal and written communications.
- Skill in establishing and maintaining effective working relationships with employees, employee groups, City officials, elected officials, outside agencies, and the general public, etc.
- Skill in developing long-range plans and evaluating work accomplishments.
- Ability to evaluate current systems, programs, and practices and develop short- and long-term strategies for improvement.
- Ability and willingness to maintain confidentiality of work performed.
- Ability to effectively communicate policies and decisions in an understandable manner.
- Ability to effectively manage highly complex and sensitive issues.
- Willingness to assume responsibility for work performed and decisions made.
- Ability to travel.



Preferences:

- Human resources, labor relations or personnel management experience in a unionized environment.
- Master's degree or higher in Human Resources, Public Administration, Business Administration, or a related field OR equivalent combination of education and experience.
- Senior Professional in Human Resources Certification, or equivalent.



» How to apply

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 the first review date of October 8, 2021.

Resume should reflect years and months of employment, beginning/ending dates, as well as size of staff and budgets you have managed.

To review more information on the position, and to submit your materials visit: <https://www.cpshr.us/recruitment/1851>. For additional information about this position, please contact:

Kylie Wilson (916) 471-3325
kwilson@cpshr.us • www.cpshr.us



AN EQUAL OPPORTUNITY EMPLOYER

If you require reasonable accommodation at any time during the hiring process, please notify one of the Human Resources Department Representatives by calling 405-297-2530. The City of Oklahoma City is an equal opportunity employer and values diversity and inclusion. The City of Oklahoma City will not discriminate against any applicant or employee because of race, color, creed, national origin, ethnicity, religion, sex (to include sexual orientation and gender identity and/or expression), age, genetic information, disability or political affiliation.

Working Conditions and Physical Requirements

This is an FLSA exempt position. Work is performed inside most of the time with occasional local and out-of-town travel to meetings, conferences, seminars, etc. This position is occasionally required to work varying hours.

Physical requirements include speech and hearing enough to communicate effectively, in person, by telephone, or to make verbal presentations; near vision enough to read and draft documents, such as contracts, memorandums, reports, etc., which are manually, or machine-generated; and manual dexterity enough to generate written and electronic communications.

Compensation and Benefits

The salary is dependent upon the qualifications and experience of the selected candidate. Benefits include:

- Flexible schedules
- Telework
- 96 hours of vacation leave per year
- 130 hours of sick leave per year
- 10 regular holidays per year
- Employer paid parking or EMBARK bus pass for eligible employees working at the downtown campus
- Retirement plan
- Credit union with full banking services
- Employee medical center for employee and covered dependents
- Tuition reimbursement
- Employee assistance program
- Life, health, dental and vision insurance options
- Disability plan