

TRAVIS COUNTY, TEXAS

Human Resources Management Director



TRAVIS COUNTY

Travis County prides itself on improving the quality of life of its 1.2 million residents through world-class educational and medical institutions. Located in south central Texas with municipalities in the Texas Hill Country, Travis County is home to and seated in the state capital Austin, Texas.

Travis County is guided by: equity, fairness, respect, financial sustainability, operational excellence, and innovation. Our residents are friendly and practice true southern hospitality. We have highly-rated school districts and a reliable public transportation system. We are committed to stimulating the economy by attracting new businesses that will bring in more jobs to the county.



2023 Strategic Goals for Travis County

- Promote **economic well-being** and racial, ethnic, and **economic equity**.
- Provide services that support people's **physical and mental health**.
- Provide services that support the **safety** of people in the community.
- Achieve **environmental sustainability** and prepare for major climate disruption.
- Assure **mobility that is timely, predictable, and safe**.
- Be a **trusted and well-run County**.
- Protect and **provide opportunities for those most vulnerable and underrepresented**.

Department Overview

The values of Travis County guide the culture and shape the way we service our customers, and the Human Resources Department is at the core of recruiting, motivating, and retaining employees capable of providing exemplary service to the residents of Travis County by using a total compensation system that is fair, flexible and market competitive. The Department has an annual budget for FY2023 of \$133,083,239, and a great team of 42 employees to include Total Rewards (Compensation and Employee Benefits), Talent Planning & Engagement, and the Employee Health Clinic.

To learn more about Travis County's Human Resources Department visit: <https://www.traviscountytexas.gov/human-resources>

Position Overview

This Human Resources Management Director directs, plans, budgets, organizes, staffs, coordinates and administers Human Resources programs and services over which the Commissioners Court has statutory authority, including staffing, training and organizational development, employee relations, benefits, and Human Resource Information Systems (HRIS). Coordinates creative development, administration and implementation of program and service delivery systems that require extensive collaboration with all operating units within the County. Advises independent Elected Officials and their designated Human Resources staff as needed.

This is a job classification within the Management job family and functions as the top Human Resources Management position in the organization. This position may require a flexible work schedule in order to meet the needs of the organization. This role reports to the County Executive for Technology and Operations.

The Ideal Candidate

The next Human Resources Management Director shall be a seasoned, experienced professional that strives to make Travis County an “employer of choice”. The ideal candidate should have a proven track record of ensuring consistent and effective execution of systems and processes that makes optimal use of department and organizational resources. Candidates shall have extensive experience working to meet the ever-changing needs of a highly visible, complex organization and department and experience with managing and pivoting from the traditionally accepted “day at the office” to the changing dynamics of the remote work, or adaptive, environment. The position is ideal for a leader with innovation; one who establishes vision and direction, fosters, and builds team confidence, and has the ability to motivate others to reach a common goal. To be successful in this position the ideal candidate must be proactive, embrace and lead change, and be people-centric. Travis County’s people-centric culture requires a candidate that works to understand the people behind the processes. Having the ability to lead with tenacity and diplomacy is essential in this role. Candidates that fit this profile and have a strong background in human resources, business operations and organizational development are strongly encouraged to apply.

It is also important for the new Director to have knowledge of Federal, State, Local and County applicable laws, rules, regulations and guidelines relating to the field, including: Title VII, Civil Rights Act; Fair Labor Standards Act (FLSA); Age Discrimination in Employment Act (ADEA); Public Information Act; Equal Employment Opportunity (EEO); Equal Pay Act; Health Insurance Portability and Accountability Act (HIPPA); Consolidated Omnibus Budget Reconciliation Act (COBRA); Family and Medical Leave Act (FMLA); American with Disabilities Act (ADA); Immigration and Reform Act; Texas Workers Compensation; TX Commission on Human Rights; TX Workforce Commission; Department of Labor/Wage and Hour Division.

The **Human Resources Management Director** 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.
- **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 County; seeks “best practices” and innovation for continued growth and relevance. Ability to reimagine and implement the workplace of the future with remote and hybrid (adaptive) work to meet the needs of the employees, the organization and the community we serve.
- **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.
- **Political Acumen:** Establishes and maintains effective working relationships with County Executives, Commissioners Court, and staff, Elected and Appointed Officials, Attorneys, Judges, all levels of management, other Department Heads, union representatives, departmental clientele, contractors, representatives of outside agencies and providers, other County employees and Officials, and the public.
- **Technological Proficiency:** Demonstrates an understanding of technological trends, how they impact the organization and how they can be integrated to the best result for organizational efficiency.



Education And Experience

Minimum Qualifications

Bachelor’s degree in Human Resources Management, Public Administration, Business Administration or a directly related field AND eight (8) years of increasingly responsible experience in a Human Resources, including four (4) years of mid- to senior level supervisory or management experience.

What We Prefer

Master’s/advanced degree in Business Administration (MBA), Public Administration (MPA), Human Resources-related field (MA/MS), or Juris Doctorate (JD); Professional certifications such as Senior Professional in Human Resources (SPHR); or Professional in Human Resources Certification (PHR) a plus. Knowledge of, and experience with Systems, Applications, and Products (SAP) a plus.



Compensation and Benefits

The approved salary range for this position is **\$117,037-\$170,111** and is commensurate with the qualifications and experience of the selected candidate. Travis County offers excellent benefits, including a retirement plan in the Texas County & District Retirement System (TCDRS) with a 2.25:1 match (\$2.25 for every \$1 an employee deposits), and an 8 year vesting schedule. Travis County now also provides benefits to employees for Paid Parental Leave. ***This position is eligible for remote work, however, Travis County employees play an important role in business continuity. As such, employees can be assigned to business continuity efforts outside of normal job functions and normal work schedules.***

For more information on employee benefits, visit the County's benefits page: <https://www.traviscountytx.gov/human-resources/jobs/benefits>.

Application Process

The final filing date is Monday, July 3, 2023. To be considered for this exceptional opportunity, please submit a cover letter, list of six work-related references, and a resume that reflects the size of staff and budgets you have managed. Your resume should indicate both months and years of beginning/ending dates of positions held. Please submit the requested materials to: <https://www.cpshr.us/recruitment/2208>

For additional information about this position please contact:

KYLIE WILSON
CPS HR Consulting
Email: kwilson@cpshr.us
Web-site: www.cpshr.us



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, following which, the most qualified candidates will be referred for interviews with the County. A comprehensive reference and background check will be performed on the final candidate.