



City of Phoenix



CITY OF PHOENIX, ARIZONA

# Labor Relations - Deputy HR Director

*Building the Phoenix of Tomorrow*

## THE CITY

Over 1.6 million people call Phoenix home, where sunshine and opportunities are endless! Commonly known as the “Valley of the Sun,” Phoenix is the 5th largest city in the United States and provides a rich culture and an abundance of attractions for both residents and visitors from museums, nature parks, and restaurants to a vast network of arts, entertainment, sports, recreational and educational amenities.

Phoenix and the surrounding areas are home to several major professional sports teams including the Arizona Diamondbacks (MLB), Phoenix Suns (NBA), and Phoenix Mercury (WNBA), Arizona Cardinals (NFL), and the site for the Spring Training MLB Cactus League. Phoenix also has one of the fastest growing job markets and is emerging in the new economy with strength in high technology, manufacturing, bioscience research and advanced business services. Education continues to be a primary focus as well with high-quality public schools, community colleges and universities.

With its strategic location within hours from multiple leisure destinations, Phoenix offers outstanding weather and a vibrant lifestyle, making it a great place to do business, but an even better place to live.

## THE ORGANIZATION

The City of Phoenix is a full-service city with the largest council-manager form of government in the United States, 14,500 city employees, including seven employee unions and associations, and a \$3.4 billion annual budget. The Phoenix City Council is comprised of a Mayor and eight Council members. Each council member is elected by the people from a represented council district for a four-year term. The Mayor is elected at-large. The City Manager is appointed by the Mayor and City Council and is responsible for the city’s day-to-day management and operations including overseeing more than 30 departments and managing the finances and budget of the City of Phoenix.

The vision for the City is to improve the quality of life through efficient delivery of outstanding public services. The vision statement, “We will make Phoenix a great place to live, work, and visit, by fostering a dynamic and sustainable environment with exceptional public services,” continues to define and stimulate the City’s growth and development. The City places a high value on being employee-friendly by striving to be the local market leader for employee compensation and benefits, honoring all cultures and lifestyles, leading the way to be innovative and progressive, and creating a workplace that focuses on customer service excellence both internally and externally to become an “employer of choice”.

### BUILDING THE PHOENIX OF TOMORROW

*The City Manager has identified the following goals:*

**Financial Excellence** – Achieve financial excellence by ensuring the City Manager’s Budget supports the priorities and goals of the City of Phoenix and our community.

**Process Improvement and Efficiency** – Implement process improvement and efficiency measures throughout the organization including the creation of a new citywide strategic plan.

**Community Safety** – Enhance Community Safety utilizing a multi-faceted approach that best serves our diverse community.

**Homelessness and Affordable Housing** – Develop innovative approaches to address homelessness and affordable housing challenges.

**Major Events and Economic Development** – Host successful major events and pursue other opportunities that highlight the City of Phoenix.

**Data Driven** – Focus on data-driven, outcome-based services for ongoing and new programs.

**Water Resiliency** – Develop a comprehensive Water Resiliency strategy.

To learn more, go to:

<https://www.phoenix.gov/>



*It is an exciting time to work for the City of Phoenix! For the first time since 2006, a General Obligation (GO) Bond program of \$500 million was approved by Mayor and Council. Voters approved the Special Election in November 2023 to adopt the GO Bond Program. GO Bond programs will be essential in funding the critical infrastructure and rehabilitation needs of City facilities such as parks, libraries, fire and police stations, affordable housing, streets, and storm drains.*

**To learn more about the proposed GO Bond Program visit: <https://www.phoenix.gov/bond>**

## THE DEPARTMENT

The City of Phoenix Human Resources Department provides centralized and decentralized support for over 30 departments and major functions and is comprised of over 140 FTEs with an annual operating budget of approximately \$30 million. The department provides a full range of human resources services for the City including benefits and wellness, employee relations, labor relations, talent acquisition, safety, organizational development, classification and compensation, and HR support services and supports a workforce of more than 14,000 full and part-time employees, approximately 9,000 of whom are represented by five unions under a local meet and confer ordinance with another 3,300 (supervisory and professional) represented by two associations under a meet and discuss ordinance.

**For more information about the Human Resources Department, please visit:**

<https://www.phoenix.gov/administration/departments/hr.html>

## POSITION OVERVIEW

Under the leadership of the Human Resources Director, the new Deputy HR Director will lead the Labor Relations Division. The position will serve as a key member of the department leadership team and will be responsible for citywide Labor Relations and projects while advancing the strategic direction of the department and the City. The Deputy Director will have a key role in advising City management and departments, evaluating and recommending citywide HR policies and services that relate to labor relations, and formulating general plans and procedures relating to Labor Relations.



This position will be instrumental in promoting and maintaining a positive labor relations climate between the employee unions and association and city management. Labor Relations staff oversee the contract negotiation process and are primarily responsible for providing contract interpretations and training to supervisors and managers. The new Deputy Director will manage a team of 2 FTEs and an annual budget of approximately \$8 million.

Staff facilitate the labor-management committee process to keep lines of communication open between the unions and City management. When disagreement occurs, Labor Relations facilitates the grievance process, including mediating between the parties and coordinating grievance committees. Staff may represent the City during grievance arbitration hearings and attempts to informally resolve charges of unfair labor practices filed with the Phoenix Employment Relations Board. This position also serves as the Executive Secretary to the Civil Service Board, ensuring civil service rules are adhered to on behalf of city employees and management.



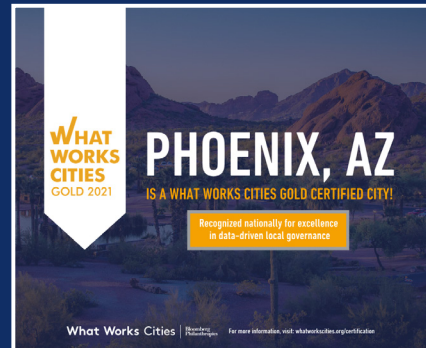


## CHARACTERISTICS OF THE IDEAL CANDIDATE

The ideal candidate shall be a highly organized professional and negotiator who is well-versed in labor law and has the mental prowess to work in a progressive and forward-thinking environment. Candidates must have prior experience working with both sworn and civilian labor groups on behalf of management, negotiating labor contracts, participating in and leading mediations, as well as experience working with both employees and leadership management in responding to grievances.

Strong candidates will have the foresight to anticipate issues of concern, thoroughly research and analyze problems, evaluate risks, as well as have the ability to ascertain information quickly. The ideal candidate should be an articulate, engaging, and decisive professional with excellent political acumen and situational awareness to solve problems, think strategically, identify alternative courses of action and provide recommendations.

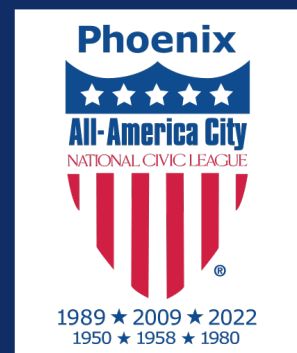
This leader must be a person with very high ethical and moral standards and able to display transparency as well as exemplify the standards outlined in PHXRespect and HR Core Values. Candidates should possess exceptional interpersonal, analytical, and public speaking skills to bring credibility to this role, the humility to listen intentionally to understand the needs, perspectives, concerns and values of others, as well as the emotional intelligence to navigate high-pressure situations.





## QUALIFICATIONS

Candidates shall have a bachelor's degree in Human Resources, Public Administration, Business Management or a related field; a minimum of five years' professional experience in labor relations, to include three years supervising professional staff. Other combinations of education and experience that meet the minimum requirements may be substituted. IPMA-CP or CS or SHRM PHR or SPHR certifications are preferred.



# COMPENSATION AND BENEFITS

**Pay Range: \$132,267 - \$174,762; Hiring Range: \$ 132,267 - \$165,000.** The salary will be commensurate with the qualifications and experience of the successful candidate. Additionally, the City contributes 9% of the salary into 457/401(a) plans with no matching required. \$4,200/annual car allowance and \$1,440/annual cell phone allowance.

**A comprehensive Middle Manager benefits package is offered which includes:**

Traditional pension with employer and employee contributions; choice of medical HMO, PPO, HDHP/HSA plans; wellness incentive of up to \$720 annually; dental; vision; life insurance; long-term disability; medical enrollment includes a monthly \$150 City contribution to a Post-Employment Health Plan; bus/light rail pass; tuition reimbursement; paid time off includes 13.5 paid holidays, 12 vacation days, 15 sick days.

For more details, visit: <https://www.phoenix.gov/hrsite/Benefit%20Category/010.pdf>

# APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The deadline to apply is **Monday, July 14, 2025**. To be considered for this exceptional career opportunity, please submit your resume, cover letter, and six work-related references (who will not be contacted without prior notice). To apply for this position visit: <https://www.cpshr.us/recruitment/2496>.

For additional information about this position please contact:



**KYLIE WILSON**

Principal HR Consultant

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Website: [www.cpshr.us](http://www.cpshr.us)

Candidates deemed to have the most relevant backgrounds will be invited to participate in a preliminary screening interview with the consultant. Individuals determined to be best suited for this role will be invited to participate in further assessments with the City of Phoenix. ***This recruitment and any interview process resulting from this recruitment may be used to fill any related current or future vacancies.***

