



DES MOINES, IA HUMAN RESOURCES DIRECTOR

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THE COMMUNITY

Des Moines, Iowa, is not just the capital but also the heart of the state, with over 699,000 people in the metro area. With approximately 214,000 residents, Des Moines is a place where city life and riverside charm unite, thanks to the Des Moines and Raccoon Rivers that slice through the city.

This bustling city enjoys the benefits of a diverse and strong economy. Industries like finance, agriculture, manufacturing, and tech keep the city thriving, which is reflected in its impressively low unemployment rates—sitting at 2.9 percent for 2023. Such economic stability has been a trend over the years, with rates at 2.6 percent in 2022 and 3.8 percent in 2021.

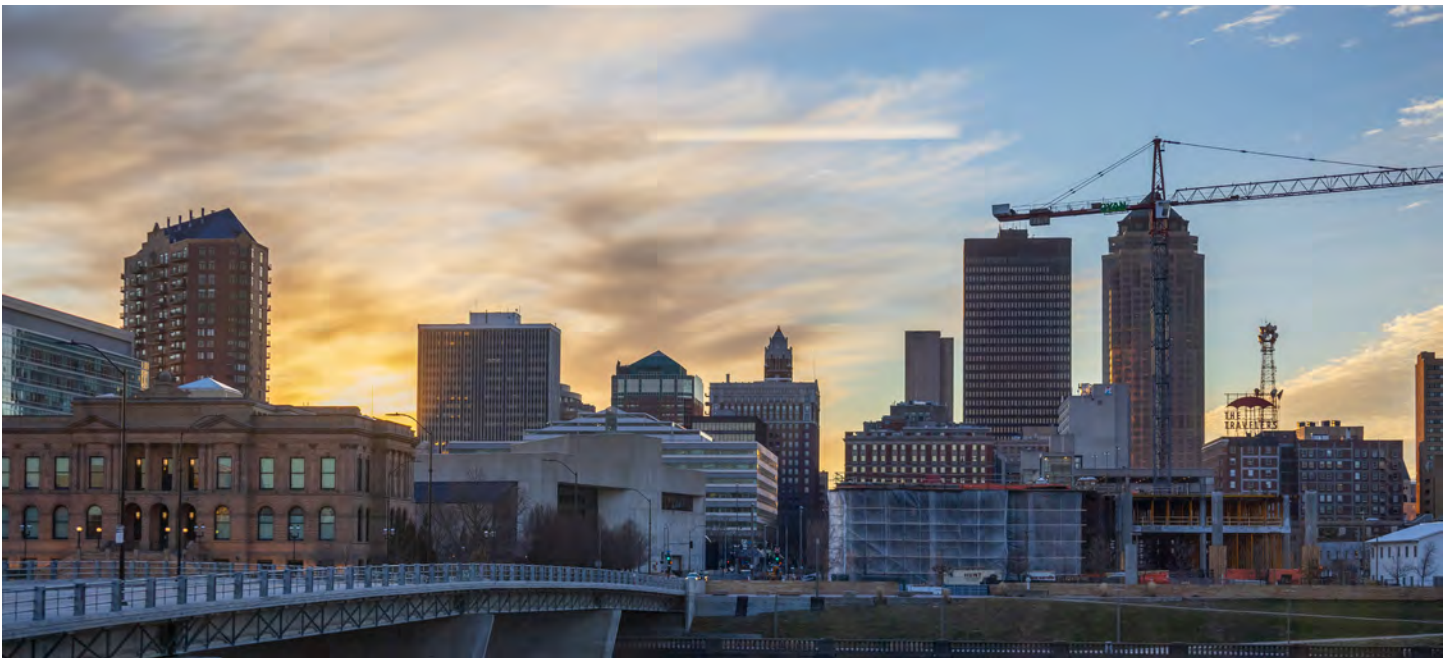
Life in Des Moines offers more than just jobs. It is brimming with cultural gems like the renowned Des Moines Art Center and the Pappajohn Sculpture Park, not to mention a lively theater and music scene. Plus, with its farm-to-table restaurants and innovative food trucks, the city's dining mirrors Iowa's rich agricultural legacy.

The ease of living is a given here, thanks to short commutes, stellar schools, plentiful shopping,

delicious dining, top-notch healthcare, and affordable housing. The city's good governance keeps things smooth and stable, which is why it is home to everything from the famous Iowa State Fair to countless conventions each year. Education stands tall in Des Moines, with acclaimed public schools and higher education institutions like Drake University and Grand View University. These schools offer an array of programs, ensuring the community always has opportunities to gain experience and grow.

That sense of community extends beyond the classroom, with a host of neighborhood groups and volunteering options. Plus, Des Moines is not just about growth; it is about green living too. The city champions sustainability, launching eco-friendly projects to keep its natural spaces as beautiful as ever.

Despite its evolution, Des Moines stays rooted in Midwestern values. Hard work, togetherness, and a warm welcome are the lifeblood of the city, making it a place residents are proud to call home—a place where tradition and progress go hand in hand.



The City of Des Moines strives to continuously develop and serve its community and citizens through its mission and vision:

MISSION:

- Financially strong
- Provide exceptional municipal services
- Customer friendly
- Involved community residents and businesses

VISION:

- Vibrant capital city
- Great neighborhoods, alive downtown
- Thriving regional economy
- Recognized leader in community sustainability
- Abundant opportunities for leisure
- Effective transportation system connecting the region
- Residents and businesses take tremendous pride in the Des Moines community



DES MOINES, IA BY THE NUMBERS

Total Population: 214,133

Median Household Income: \$63,378

Bachelor's Degree or Higher: 31.2%

Unemployment Rate: 3.4%

Total Households: 90,465

Median Home Price: \$170,700





THE ORGANIZATION:

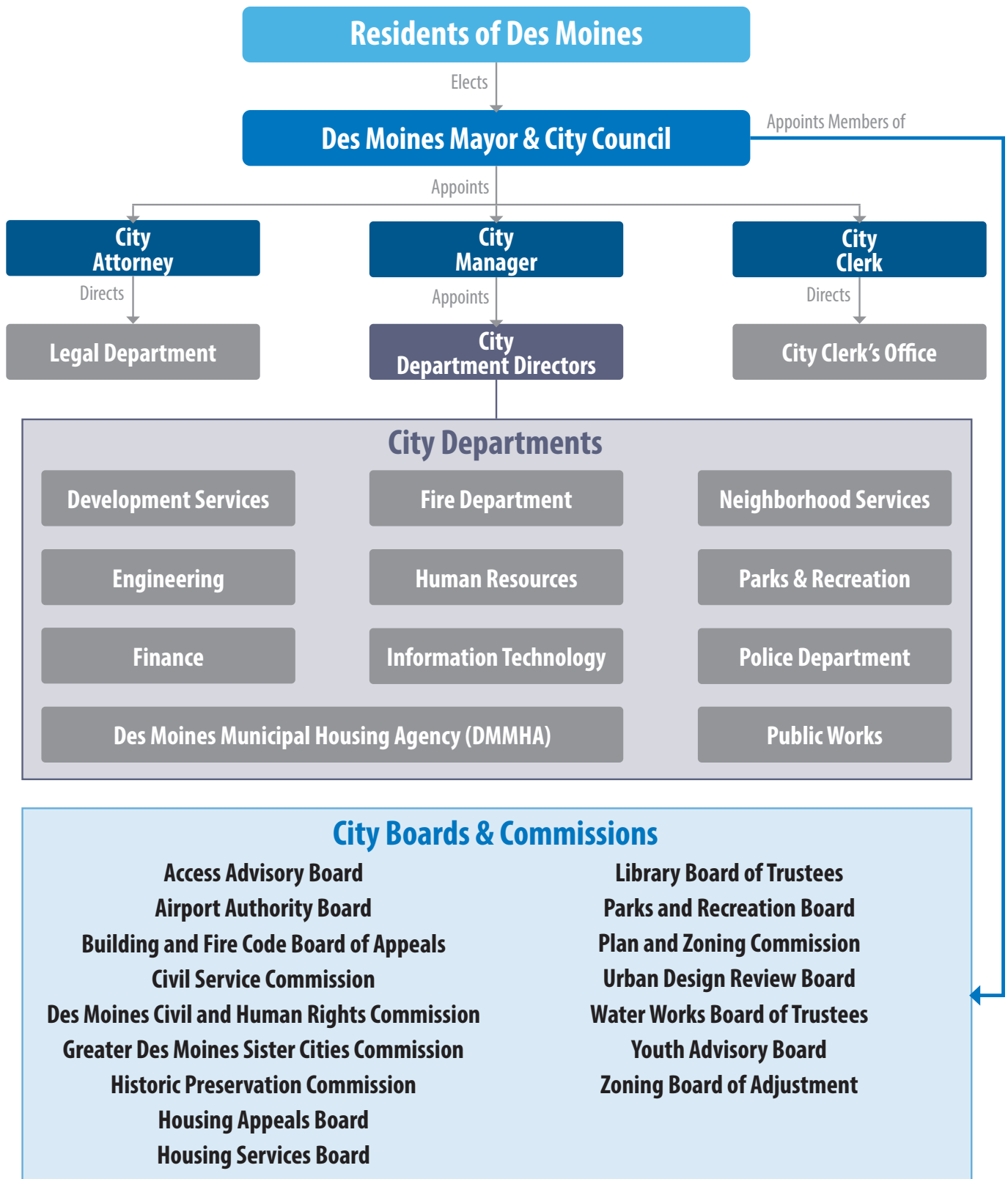
The City of Des Moines, Iowa serves as the state's vibrant capital, embodying a community-oriented approach with a focus on dynamic leadership and governance. In 1945, voters embraced a Council-Manager form of government to navigate the city's administrative landscape. Seven Council members lead the government: the mayor, who is elected by the entire city; two at-large members, also elected citywide; and four ward representatives. These officials, serving four-year terms with no term limits, play crucial roles in setting policies, adopting the city's annual budget, and representing the diverse interests of Des Moines' areas.

Executing these policies and managing the budget, the City Manager heads an administrative network, overseeing approximately 1,750 full-time employees and an additional two hundred seasonal workers employed from April to November. There are eight collective bargaining units. The City Manager ensures the effective delivery of essential municipal services, supported by an overall budget of \$819 million, which includes \$257 million for general funding operations with \$2.4 million earmarked for Human Resources.

The organization of Des Moines' government includes fourteen distinct Departments and the insights from sixteen separate boards and commissions further reinforce service delivery and community governance. These Departments focus on various municipal operations, ranging from public safety to infrastructure and environmental sustainability – all in service of the city's aim for sustainable growth, equitable services, and a high quality of life.

The city also consults with forty-nine recognized neighborhood associations across four wards, with a focus on community resources and addressing localized concerns, thus ensuring a vibrant civic community.

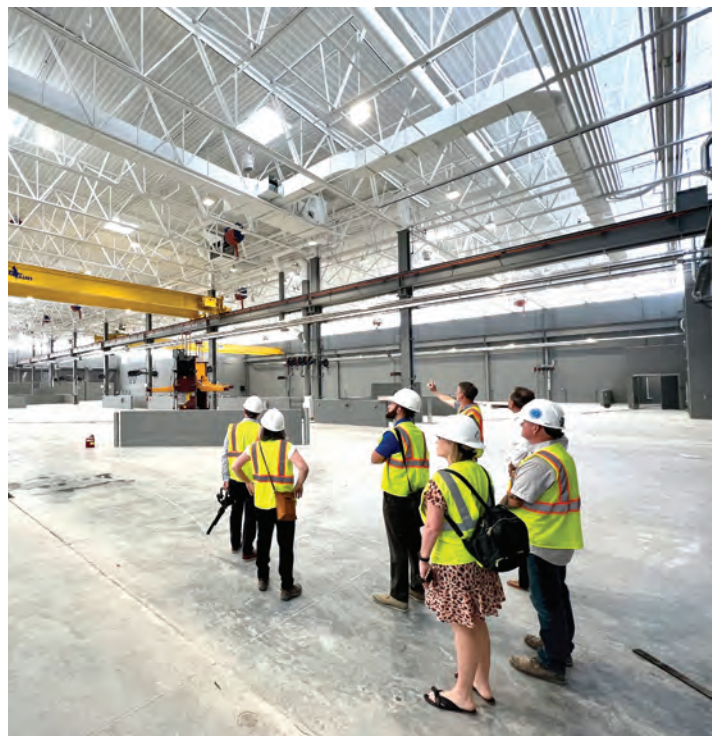
A crucial component of Des Moines' success is the Human Resources Director, responsible for the city's workforce strategy. This role includes developing policies to attract, retain, and nurture talent, reinforcing a city staff capable of serving the community with distinction and fostering an inclusive workforce that mirrors the city's values and demographics.



POSITION SUMMARY:

Reporting to the Assistant City Manager, the Human Resources Director leads and coordinates a comprehensive Human Resources program with a team of thirteen to support the needs of 1750 employees and eight collective bargaining units. This role involves significant independent judgment and initiative in overseeing all Human Resources activities, ensuring they comply with municipal, state, and federal laws. The Director's responsibilities include advising the Civil Service Commission on Human Resources matters, policy development, offering Commission support, and maintaining high-level communication. The Director serves as an ex-officio member on the Commission.

Furthermore, the Director supervises Human Resources staff, guides disciplinary processes, and oversees recruitment, retention programs, and the administration of civil service exams. The department also manages resources for organizational studies and provides advice on civil service rules. The goal is to enhance the efficiency and effectiveness of the city's Human Resources system, ensuring it meets the needs of its employees and aligns with the city's objectives.



OPPORTUNITIES AND EXPECTATIONS



The Human Resources Director role encompasses a wide range of responsibilities aimed at administering and enhancing the City's human resources system. This includes advising on Human Resources issues, revising policies, assisting the Civil Service Commission, overseeing staff, and ensuring compliance with local, state, and federal regulations. The position entails leading recruitment, retention, and training programs while also managing civil service exams and studies on employment practices. Additionally, the Director supports labor negotiations, maintains adherence to Equal Opportunity and Affirmative Action Programs, investigates workplace complaints, preserves records, and develops recognition programs to boost employee morale and performance.

The role involves ensuring strict adherence to and compliance with all provisions of executed collective bargaining agreements and related documents, alongside supervising the City's Equal Opportunity and Affirmative Action Program to guarantee its goals and objectives are met. Furthermore, this position is responsible for receiving and investigating specific complaints regarding violations of employee rules within the workplace. Additionally, the role includes performing any related tasks as required to maintain the integrity and efficacy of the Human Resources department's operations. Some of the opportunities are, but not limited to are:

- Employee Development and Growth
- Onboarding Process Standardization
- Diversity and Succession Planning
- Clarification and Specialization in Civil Service Operations
- Evaluations and Supervisor Training program enhancements
- Consolidation and maximize the utilization of existing software solutions.





CANDIDATE REQUIREMENTS:

- Graduation from an accredited four-year college or university with major course work in public or business administration or human resources management; and
- Five years of (5) increasingly responsible administrative or managerial experience in human resources administration or employee relations.
- An advanced degree in the above fields may be substituted for no more than one year of the required experience.
- Candidates for positions in this class must pass a post-employment offer physical examination and drug screen.
- The City of Des Moines' Residency Requirement is in effect for this position. Be a resident of the City of Des Moines within seven (7) months of the appointment date and maintain residency within the City of Des Moines while employed in this position.

THE IDEAL CANDIDATE WILL POSSESS:

- A strategic mindset and be adept at working in demanding environments with well-developed leadership skills.
- Knowledge of modern principles and practices of public human resources administration.
- In-depth knowledge and experience working with a Civil Service Commission
- Knowledge of federal, state, and local legislation as it affects municipal government personnel operations.
- Knowledge of local government organizations, principles, and practices.
- Knowledge of statistics and statistical theory as they apply to personnel testing and evaluation.
- Knowledge of labor relations practices and terminology.
- Ability to plan and implement research in the field of human resources administration, gather and analyze data and prepare clear and meaningful reports and recommendations.
- Ability to administer and maintain the classification and compensation plan.
- Ability to establish and maintain effective working relationships with management, employees, and the public.
- Ability to communicate clearly and effectively orally and in writing.
- Certification as a SHRM-CP or equivalent.

COMPENSATION AND BENEFITS:

The expected hiring range for the position is \$170,000 - \$197,000 DOQ. The City of Des Moines offers a competitive salary and comprehensive benefits package including Health Insurance, Dental Insurance, Life Insurance (two times annual salary provided by the City), Supplemental Life Insurance is available, Flexible Spending Accounts available, Defined Benefit and Defined Employer Contribution Retirement Programs, Tuition Reimbursement, Paid sick leave, vacation and holidays, Volunteer Time Off, Vehicle allowance, Cell phone allowance, and City Residency Incentive. A \$15,000 housing incentive is offered for those that do not live within the City Limits.

HOW TO APPLY:

Interested candidates should apply online by November 15, 2024 with resume, cover letter and contact information for five work-related references at www.GovHRJobs.com to the attention of Charlene Stevens, Vice President, Tel: 320-262-0303 or Mike Brethorst, Senior Consultant, GovHR USA, TeL 218-329-0700 The City of Des Moines is an EOE.



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