

Naperville

City of
Naperville

HUMAN
RESOURCES
DIRECTOR



GovHR USA
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PROFESSIONAL ANNOUNCEMENT

Naperville, IL (pop. 149,540) is widely recognized throughout the country as the premiere location to live, work, and visit -- a recognition made possible in part thanks to the exceptional service provided by the City's almost 1,000 municipal employees. As the world of work evolves in the post-pandemic era and understanding that Naperville's employees are at the heart of what we do as a service organization, the City of Naperville seeks a skilled and transformative Human Resources professional who can use their demonstrated leadership, management, and interpersonal skills to move our employee experience forward.

As part of the City Manager's executive leadership team, Naperville's next Human Resources Director will play a critical role across the entire organization. The Human Resources Department has 10 full-time employees that assist the director, including three Human Resources Generalists, a Benefit and Wellness Supervisor, an HRIS Analyst, a Recruitment Assistant, a Benefits and Compensation Assistant, a Benefits Specialist, and an Administrative Assistant. Together, this department serves 956 full-time and 13 part-time employees with an annual department budget of \$1.8 million.

The Human Resources Director is appointed by the City Manager, reports to the Deputy City Manager, and serves as the Chief EEO Officer, HIPAA Compliance Officer, and IMRF Authorized Agent. Additional partners to the Human Resources Director include an in-house labor relations attorney and the Diversity, Equity, and Inclusion Manager.

In Naperville, teamwork, transparency, and communication make our organization run, and strong Human Resources Director candidates will display outstanding leadership and communication skills that align with these values. Candidates must have previously managed a complex human resources department in an organization with a substantial number of employees and demonstrate expertise in authoring and administering municipal human resources programs, policies, and procedures. Collective bargaining experience is valued but optional. Candidates are expected to not only have but also appropriately articulate a vision for human resources in a changing workforce environment as well as develop and maintain collaborative working relationships with other members of the executive leadership team and all human resources stakeholders. Candidates must also demonstrate the ability to publicly facilitate discussions of complex human resource matters with various stakeholders, including employees and elected officials.

COMMUNITY BACKGROUND

The City of Naperville, founded along the banks of the DuPage River in 1831 and incorporated in 1857 by Joseph Naper, is located approximately 30 miles west of Chicago in DuPage and Will counties. Home to 149,540 residents, Naperville is the fourth largest city in Illinois and is nationally and internationally recognized as one of the top communities in which to live, raise a family and retire. This award-winning community combines the values and charm of small-town life with the vibrancy and boldness of a modern, thriving economic powerhouse in the Chicago area. In 2022, Naperville was ranked No. 16 on Money's Best Places to Live to list and was named for the second year in a row as No. 1 in two community rankings compiled by Niche: Best Cities to Raise a Family in America and Cities with the Best Public Schools in America. Naperville was also ranked the third Best City to Live in America by Niche and fourth on Livability's 2022 list of the Top 100 Best Places to Live in the US. In 2023, Naperville was also named the safest city in America by MoneyGeek. Featuring a vibrant city center, Naperville is an economic development powerhouse that is home to successful top-ranked technology firms, retailers, and factories, as well as small and home-based businesses.

Cultural amenities abound throughout the city, including the living history museum Naper Settlement, early childhood favorite DuPage Children's Museum, award-winning parks and recreation facilities, and fun-for-all-seasons forest preserves. Naperville is also home to North Central College, among several other satellite campuses of regional higher education institutions.

Some of the premiere organizations that contribute to Naperville's quality of life include the National Gold Medal Award-winning Naperville Park District, a separate government entity that provides a wide range of recreational activities, and the Naperville Public Library, a Library Journal Five-Star Library with three branches providing an extensive and diverse collection of materials, resources, and programming for all ages.

Naperville is also supported by two award-winning public-school districts that routinely rank among the highest-performing districts in the state and regularly receive local, regional, and national awards. [Indian Prairie School District #204](#) and [Community Unit School District #203](#) appear on [Niche's 2023 list of Best School Districts in the country](#).

Naperville at a Glance

Population: **149,540**

Land Area: **39.76** square miles

County: **DuPage and Will**

Median Home Value: **\$424,800**

Median Family Income: **\$127,648**

Median Age: **39.1**

Total Households: **53,208**

Public Transportation: **Metra
Burlington Northern, Pace**

Demographics

(as of the 2020 Census):

White - **69.8%**

Asian - **20.5%**

Hispanic or Latino - **6.7%**

Black - **4.2%**



THE MUNICIPAL ORGANIZATION

Naperville's core values of People, Trust, Respect, and Pride are the cornerstones by which all employees – from the front line to the City Manager's Office – provide highly professional and exemplary service to residents, businesses, visitors, and stakeholders. Department directors value collaborative relationships and work well together, understanding that collaboration brings efficiency and innovation. The City Manager expects directors to think strategically, be accessible and responsive, embrace change with the ability to develop transformative annual goals, and exhibit a highly professional demeanor and presence. As a result, many employees stay and retire from the city after long careers, and others go on to share their talents and skills through career advancement in local government.

Naperville is a home-rule municipality that operates under the Council/Manager form of government. The Mayor and eight Council members are elected at large for four-year staggered terms and appoint a City Manager to administer the policy set by the City Council. The city provides a full range of municipal services, including police and fire protection; community and economic development; and construction and maintenance of the city's streets and infrastructure, including water, wastewater, and electric systems. Naperville is one of a few municipalities in Illinois that also operates its electric utility.

The current City Manager, appointed in 2008, supervises 12 department directors, including Police, Fire, Public Works, Water/Wastewater, Electric, Transportation/Engineering/Development (known in the organization as TED), Finance, Legal, Human Resources, Information Technology, Communications, and Community Services. The city has 956 full-time and 13 part-time employees and a \$603.5 million total budget.



THE HUMAN RESOURCES DEPARTMENT



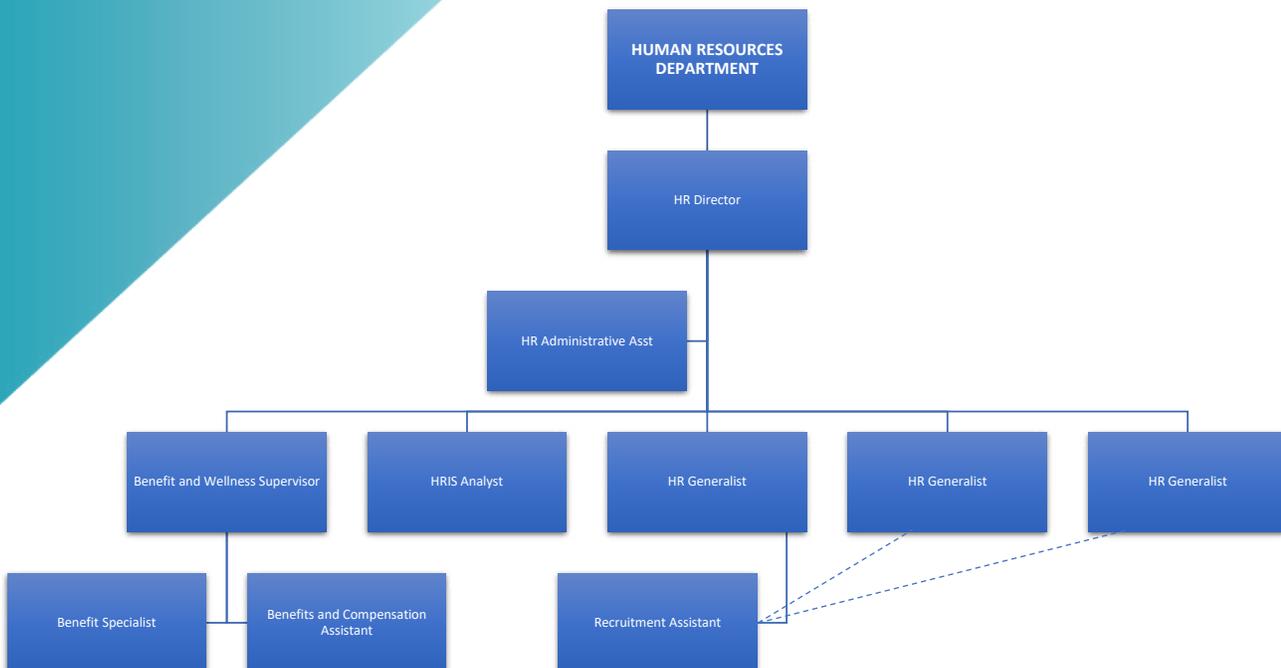
Naperville's Human Resources Department consists of 10 full-time employees who provide exceptional service to a workforce of 956 full-time and 13 part-time employees. These employees include three Human Resources Generalists, a Benefit and Wellness Supervisor, an HRIS Analyst, a Recruitment Assistant, a Benefits and Compensation Assistant, a Benefits Specialist, and an Administrative Assistant. The Human Resources Director is appointed by the City Manager, reports to the Deputy City Manager, and serves on the City Manager's executive leadership team.

Department services include:

- Supporting staff from recruitment to onboarding to retirement;
- Administration of all employee policies, organizational design, compensation and benefits, and succession planning;
- Supporting the Board of Fire and Police Commissioners; and
- Serving as the Chief EEO Officer, HIPAA Compliance Officer, and IMRF Authorized Agent

Understanding Naperville's reputation as a destination organization for public servants, Naperville's Human Resources Department provides leadership in internal development, employee growth, and employee retention to help maintain institutional knowledge. The department partners in the administration of the Emerging Leaders Program, which provides leadership and real-life training opportunities for internal staff development. Key partners to the Director of Human Resources include the Diversity, Equity, and Inclusion Manager and the in-house Labor Attorney, who is primarily charged with union negotiation. Human Resources has a department budget of \$1.8 million.

THE HUMAN RESOURCES DEPARTMENT ORGANIZATIONAL CHART





HUMAN RESOURCE PROJECTS/INITIATIVES FOR FY 2023

1. **Compensation:** Perform a compensation and job classification study to ensure the City of Naperville's compensation structure remains competitive with the current labor market and is aligned with the approved compensation policy.
2. **Recruitment and Retention:** Evaluate and identify opportunities to improve recruitment and retention to ensure a strong talent pool to support the city's operations in the current job market, with anticipated retirements and overall employee turnover.
3. **Department Structure/Staffing Review:** Review staffing levels within the department and ensure these are aligned with the City's aspirations around appropriately supporting its core value of People. The new Director will evaluate the department's needs and potential opportunities.
4. **Succession Planning and Change Management:** With several members of the Leadership Team currently eligible to retire and more to come within the next five years, prepare and execute an organizational development plan that proactively addresses these challenges.
5. **Diversity, Equity, and Inclusion:** Partner with the DEI Manager to actively implement new employee recruitment, retention, and training efforts.
6. **Improved Process Improvement:** Improve employee engagement and employee services by leveraging technology and streamlining processes.
7. **Learning and Training Opportunities:** As part of the City's efforts to support employee development, promote internal growth opportunities, improve employees' skill sets, and retain its excellent team by working with the department to expand opportunities for staff learning and training.



QUALIFICATIONS

To continue and enhance Naperville's commitment to leadership and teamwork among its executive team, the following education, experience, management style, and personality traits have been identified as the ones Naperville's next Human Resources Director will possess.

- Bachelor's Degree in Human Resource Management, Business Administration, Organizational Development, Public Administration, or related field. A Master's Degree or equivalent experience is preferred. Ability to interpret and enforce applicable Federal, State, and local policies, rules, laws, and regulations and make data-driven human resources service delivery decisions.
- Seven years of progressively responsible experience in human resources, including leadership experience in a complex organization. Specific experience is necessary in several of the following: employee relations; HRIS/HCM; labor; compensation; benefit administration; recruitment, training; and diversity, equity, and inclusion initiatives. Certification by SHRM or IPMA-HR is highly preferred.
- Experience directing activities involving policy development and interpretation, collective bargaining and labor relations, personnel selection and testing, position classification and compensation plan administration, records management, employee benefits, health and safety, and employee training and development. A technologically savvy manager who embraces the latest tools and trends to create efficiencies and improve the organization's effectiveness in human resources is preferred.
- Extensive experience in delivering written and oral presentations to officials at all levels of the organization. Ability to facilitate groups and clarify issues to gain consensus within the group and maximize the role of the HR department as a strategic partner within the organization.
- Superior skills in developing trust and effective partnerships with the City Manager, Deputy City Manager, department heads, City Council, employees, and other stakeholders.
- Proven track record of delegating to staff and fostering teamwork and creativity in problem-solving while ultimately being accountable for the quality and effectiveness of overall departmental performance.
- Sufficient experience to assist in evaluating the city's organizational structure, staffing, and operations to maintain a highly responsive, efficient, productive, effective, diverse, and highly engaged workforce. Ability to advocate for employees when appropriate and within the context of balancing the needs of the organization with the needs of the individual. Recognize and respond to trends in employee recruitment, retention, and onboarding.
- Ability to evaluate the performance of staff reporting to the Human Resources Director to improve and enhance productivity and performance, assign work based on individual employee strengths, and link employee performance goals to department and city goals. Ability to act as a coach and mentor to staff members when appropriate.
- Ensure that attractive and effective employee development initiatives are offered or facilitated by the organization, including leadership development, education, employee coaching, and compliance training.



COMPENSATION

Starting salary range: \$160,000 – 180,000+/- DOQ. The City offers a competitive benefits package including membership in the Illinois Municipal Retirement Fund and optional deferred compensation plans. Residency is not required.

HOW TO APPLY

Candidates should apply online at www.GovHRjobs.com by March 10, 2023, with résumé, cover letter, and contact information for five professional references to Maureen Barry, Senior Vice President, or Kathleen Rush, Vice President. Tel: 224-282-8312. Equal Opportunity Employer.

