

GREELEY, COLORADO

Human Resources Deputy Director



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CITY OF GREELEY, COLORADO

Human Resources Deputy Director of Employee Relations, Risk and Safety, and Operations and Compliance

The City of Greeley, Colorado has partnered with GovHR USA to recruit and select its next Human Resources Deputy Director.

THE POSITION IN BRIEF

The City of Greeley, Colorado (pop. 109,323) is seeking a skilled, experienced, confident, and approachable human resources and risk management professional to serve as its first Human Resources Deputy Director of Employee Relations, Risk and Safety, and Operations and Compliance. They will supervise and manage a staff of eight that supports over 1,150 employees across the organization. This position will be crucial in modeling leadership and strategic planning in implementing a culture of safety and compliance within department programs, functions, and activities, ensuring they are in line with the City's goals and objectives. With the support of the Deputy Director, the Department expects to continue its transformation into one that serves as a strategic partner to the City Manager and departments in meeting City and Council objectives as they relate to employees, culture, productivity and being an employer of choice.



ABOUT GREELEY, COLORADO

The City of Greeley is the county seat of Weld County and lies 30 miles east of the front range of the majestic Rocky Mountains near the confluence of the Cache la Poudre and South Platte Rivers, just 52 miles northeast of Denver. Residents enjoy a four-season climate, living in a safe community, and being part of a robust economy. Founded in 1886, Greeley became a Home Rule City in 1958 incorporating the Council-Manager form of government.

Greeley is a thriving educational epicenter, a bustling hub of commerce, and a melting pot of culture in the Weld County region. Greeley proudly stands as one of the nation's top ten bastions of prosperity, renowned for its agricultural prowess, and home to Colorado's most prodigious oil and gas operations. With a vibrant population approaching an estimated 111,000, Greeley sprawls across 46.4 square miles at an elevation of 4,658 feet.

Educational opportunities abound in Greeley with high quality public, private and charter elementary, middle, and high schools. In addition, the City is home to the prestigious University of Northern Colorado (UNC) with more than 12,000 students, as well as the esteemed Aims Community College. Beyond the realm of academia, Greeley makes an unwavering commitment to excellence on all fronts – from fostering economic opportunities to enhancing the area's quality of life.

Greeley is a haven for arts and culture enthusiasts. The City pulses with the rhythm of diverse artistic expressions, from the mesmerizing performances at UNC's College of Performing and Visual Arts to the harmonious notes of the Greeley Chorale and the grandeur of the Greeley Philharmonic Orchestra. The Union Colony Civic Center takes center stage, hosting Broadway extravaganzas, art exhibitions, movie screenings, and awe-inspiring performances. Greeley also hosts other legendary community events, including the Greeley Stampede, the colorful Arts Picnic, the lively Friday Fest, and a variety of other events.

For those seeking adventure, Greeley opens the door to an abundance of recreational opportunities for people and families of all ages and backgrounds through its own parks and recreation network, complete with golf courses, swimming pools, and sports fields. The nearby state and federal wilderness areas offer another type of playground for outdoor enthusiasts with its vast hiking trails, ski resorts, and the iconic Rocky Mountain National Park.





HUMAN RESOURCES DEPARTMENT

The Human Resources Department has 23 employees and a budget of \$31 million. Through strategic partnerships and continuous collaboration, the Department attracts, develops, and retains a high-performing, inclusive, and diverse workforce. The work of the Human Resources team is completed through a centralized structure and is foundational to fostering a healthy, safe, well-equipped, and productive work environment. Department efforts maximize individual employee potential and positions the City of Greeley as an employer of choice. The Department manages the City's programs for employment, recruitment and selection, compensation, employee relations, benefits, health and safety, wellness, policy development, training and development, employee recognition, collective bargaining, and labor relations.



2024 FOCUS

The Department's focus for the coming year will be on supporting and modeling the desired culture and growth, including growth of its Human Resources professionals. The Department will grow its practices and breadth of services with an eye to becoming more efficient. By continuing to lead with solutions and innovation, Human Resources expects to expand its service delivery to meet the City's growing needs.

PRIMARY FUNCTIONS OF THE HUMAN RESOURCES DEPUTY DIRECTOR

- Oversee the policies, procedures and programs of the City's Employee Relations, Risk and Safety, and Operations and Compliance divisions within Human Resources.
- Develop and improve programs related to employee morale and satisfaction.
- Conduct complex, confidential internal investigations and make recommendations resulting from policy violations. Provide advice to City leadership regarding disciplinary actions.
- Supervise operations and programmatic changes of their respective functional areas and ensures consistent interpretation and implementation of policies for the three divisions assigned.

INITIAL PRIORITIES OF THE HUMAN RESOURCES DEPUTY DIRECTOR

Priorities for the next Human Resources Deputy Director include:

- **Culture of Safety** – Develop a proactive approach on training from a risk and safety perspective to instill a culture of safety within the organization.
- **Employee Relations** – Become the primary person within the organization to lead employee relations initiatives and programs, including employee engagement, workplace training and investigations.
- **Transformation** – Be an integral part of the Human Resources leadership team that partners with the City's leadership team in transforming Greeley into an organization that excels in all functions. Be comfortable with resistance, and approach those situations with confidence, skill and innovation.



IDEAL CANDIDATE

Successful candidates should be able to demonstrate:

- An ability to assess the larger picture and develop thoughtful and creative solutions.
- The confidence to manage independently and the savvy to manage up, knowing when to inform/ask direction from the Director.
- A can-do attitude with a history of successful outcomes in a collaborative environment.
- The relationship savvy to build trusting relationships that are collaborative and above reproach.
- A history of transformational leadership within an organization that emphasizes a culture of safety.
- Strong aptitude and experience in the assigned practice areas and the willingness to independently explore innovative approaches while ensuring the policies and procedures of the organization are maintained.

COMPENSATION AND BENEFITS

The salary range for this position is \$119,000 – \$167,600 with the starting salary dependent on the qualifications and experience of the successful candidate. The City offers a comprehensive benefits package that includes:

- Time-Off: 10 holidays annually and tiered paid time off accrual.
- Health Coverage: Medical insurance (choice of two plans including a HDHP plan with an employer HSA contribution), dental insurance (employer covered for employee and very affordable for family) and vision insurance (employer covered for family), and a flexible spending account. [Click here](#) to learn more about Greeley's employee benefits.
- Retirement and Income Protection: Two 401(k) employee savings plans with a total 6% employer match: an automatic enrollment 401(k) plan with a City contribution of 4% of base pay with a vesting schedule of 4 years, and a voluntary 401(k) (Roth or pre-tax) with a 50% employer match of employee contributions up to 2% employer match. Also, a deferred compensation plan 457 plan, long and short-term disability insurance, and paid life insurance equivalent to 1.5 times annual salary.
- Greeley supports a hybrid work schedule along with other flexible schedule options such as a 9/80 schedule. This position will be eligible for 2-3 days remote work, depending on the needs of the organization. Flexibility is key.
- Other: Employee Assistance Program, Employee Wellness Center and Program, and relocation assistance.

APPLICATION

Interested candidates should apply online at www.GovHRjobs.com with a resume, cover letter and contact information for five professional references by November 6, 2023. For further information, contact Mary Jacobs, Executive Vice President for Consulting Services, GovHR USA. Tel: 847-380-3240 ext. 177, or John Prejzner, Senior Vice President, GovHR USA, Tel: 224-326-1360. The City of Greeley is an Equal Opportunity Employer.

