

# HUMAN RESOURCES & LABOR RELATIONS DIRECTOR ANN ARBOR, MICHIGAN





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### THE POSITION IN BRIEF

The City of Ann Arbor, Michigan (pop. 123,851) seeks a seasoned human resources professional to serve as its next Human Resources & Labor Relations Director. The Director will be a member of the senior leadership team reporting to the City Administrator and will serve as the chief labor negotiator with the City's nine collective bargaining units. The successful candidate will be committed to the principles of diversity, equity, and inclusion and comfortable leading a hybrid and remote workforce.

### THE CITY

Ann Arbor, or "A2" as it is locally known, is the county seat of Washtenaw County and is situated 40 miles southwest of Detroit and 25 miles from the Detroit Metro Airport (DTW). The community has received numerous recognitions and awards for its quality of life, including Most Educated City, Walk Friendly Community, Top 100 Best Places to Live, Best Digital City in the U.S., and Tree City USA.

Ann Arbor is most well-known as the home of the University of Michigan, which influences many aspects of the city's economy and culture. The university's 45,000 students and thousands of alumni who call Ann Arbor home make the city an attractive hub for research and technology. Attractions such as the Museum of Natural History, the Hands-On Museum, and the Kelsey Museum of Archeology make science and technology accessible and engaging for residents and visitors of all ages.

The city's proximity to the Huron River offers an assortment of outdoor recreation activities, including canoeing, kayaking, fishing, boating, and a 104-mile inland paddling trail. Wintertime recreation opportunities include snowshoeing, cross-country skiing, and ice skating. The city earns the nickname "Tree Town" with 159 parks, miles of hiking trails, and the Matthei Botanical Gardens. Nearby communities like Ypsilanti, Chelsea, and Dexter offer even more arts, culture, and recreational attractions to Ann Arbor residents.

## THE CITY ORGANIZATION

### Mission

To deliver exceptional services that sustain and enhance a vibrant, safe, and diverse community.

### Vision

A unified team, creating and sustaining excellence.

## CORE VALUES

- We are accountable to the public we serve
- We are committed to the pursuit of excellence in all of our endeavors
- We value our integrity and are completely trustworthy
- We are proper stewards of the public trust and environment
- We work as a team on behalf of our community
- We ensure that we perform all of operations safely

The City of Ann Arbor operates under the Council-Manager form of government, with 10 city council members elected from five wards. City council races are partisan, and members serve staggered four-year terms. The Mayor is the presiding officer and a voting member of City Council and is elected every four years in a partisan race concurrent with the state gubernatorial election. City Council meets at 7 p.m. on the first and third Mondays of the month. The City Administrator, who is appointed by and serves at the pleasure of the Mayor and Council, is the head of municipal government operations and is responsible to City Council and residents for the efficient and effective administration of Ann Arbor.

The City has a FY2024 (July 1, 2023 – June 30, 2024) budget of \$565M and 800 full-time equivalent positions across all funds. City Council may only adopt one fiscal year at a time, even though the city plans for multi-year budgets. Departments are organized into five different service areas: City Administration, Community Services, Financial & Administrative Services, Public Services, and Safety Services. They are overseen by Service Area Administrators who are generally equivalent to Assistant City Administrators. The City has nine collective bargaining units.

## DEMOGRAPHICS & RELATED DATA

(Source: U.S. Census Bureau)

Median Age **27.5** years

Median Household Income **\$69,456**

Median Home Value **\$346,800**

### Race/Ethnicity

**69.5%** White only; **17%** Asian only;  
**7.0%** Black/African American only;  
**4.6%** Hispanic/Latino; **4.7%** Two or more races

### Educational Attainment

High school diploma or higher **97.6%**

Bachelor's degree or higher **77.3%**

Poverty Rate **23.4%**



# HUMAN RESOURCES & LABOR RELATIONS DIRECTOR

The Human Resources Department has a budget of \$2M and 18 full-time equivalent (FTE) positions, and the majority of the department works remotely. The Director of Organizational Equity is embedded in the department, and the Director will be expected to partner with them to ensure that personnel policies, practices, and systems are created and administered through an equity lens. The Director will also work closely with an attorney assigned to the department.

The successful candidate will have the opportunity to fill the newly created Deputy Human Resources Director position along with a vacant generalist position. Other priorities include establishing a citywide performance evaluation process; conducting a classification and compensation study; and modernizing key personnel processes and systems, including open enrollment and the learning management system.

Interim HR Director		HR Office/Project Manager	
VACANT Deputy Director		VACANT HR Fellow/HR Intern	
Human Resources Service Partners	Benefits	Compensation/HRIS	Recruiting
<b>Human Resources Services Manager</b> <i>City Attorney, Deflection, Organizational Equity, Communications, CTN, Clerk, IT, HR, City Administrator, Fleet &amp; Facilities, Sustainability/Innovation, Safety, Police</i>	<b>Employee Benefits Supervisor</b>	<b>Compensation &amp; HRIS Supervisor</b>	<b>Recruiting Supervisor</b>
<b>Human Resources Service Partner</b> <i>Public Services, Fire/Emergency Management, Police</i>	<b>Employee Benefits Coordinator</b>	<b>HR Technology Specialist</b>	<b>Recruiter</b>
<b>Human Resources Service Partner</b> <i>Community Services, Pension, DDA, AAHC, 15<sup>th</sup> District Court, Finance</i>	<b>Employee Benefits Coordinator</b>	<b>VACANT Temp Compensation/HRIS Coordinator</b>	<b>Recruiter</b>
<b>VACANT Human Resources Service Partner</b>	<b>Temp Employee Benefits Coordinator</b>		





## IDEAL CANDIDATE

The ideal candidate is a strategic leader with strong management competencies. They should possess broad knowledge of human resources and collective bargaining experience. Prior local government experience and experience working with public sector labor unions is highly desired. The Director will be called upon to advise and assist the City Administrator and other departments on strategic personnel matters and collaborate with their Deputy Director to maintain the day-to-day effectiveness and responsiveness of the Human Resources Department.

## QUALIFICATIONS & REQUIREMENTS

- Bachelor's degree in human resources management, organizational behavior, public administration or relevant discipline is required
- At least five (5) years of progressively responsible experience in human resources or generalist executive leadership within a complex organization is required
- Demonstrated knowledge and understanding of personnel management principles, practices, policies, and trends is required
- Demonstrated organizational management and leadership skills, along with direct supervisory experience, is required
- Master's degree and/or relevant certification is strongly preferred
- Specialized training in employment law, labor relations, employee relations, compensation, organizational planning, and/or organizational development is preferred

The city will consider alternative combinations of education and experience as appropriate.

## Compensation & Benefits

The salary range for this position is \$121,000-\$157,000. In addition to traditional benefits, this position is eligible for Ann Arbor's Executive 401(a) Plan, which offers a 15% fixed contribution and full vesting after two years of service. More information can be found on the Ann Arbor Human Resources page.

## How to Apply

Apply by March 27, 2024, at [www.GovHRjobs.com](http://www.GovHRjobs.com) to the attention of Dele Lowman, Senior Vice President, 630 Dundee Road, #225, Northbrook, IL 60062. Tel: 847-380-3240 x141.

## EEO Statement

The City of Ann Arbor is proud of its diverse workforce and its commitment to equal opportunity. We do not discriminate on the basis of a person's actual or perceived race, color, religion, national origin, gender, age, condition of pregnancy, marital status, physical or mental limitation, height, weight, source of income, family responsibility, educational association, sexual orientation, gender identity, or HIV status in any aspect of our hiring or employment process.