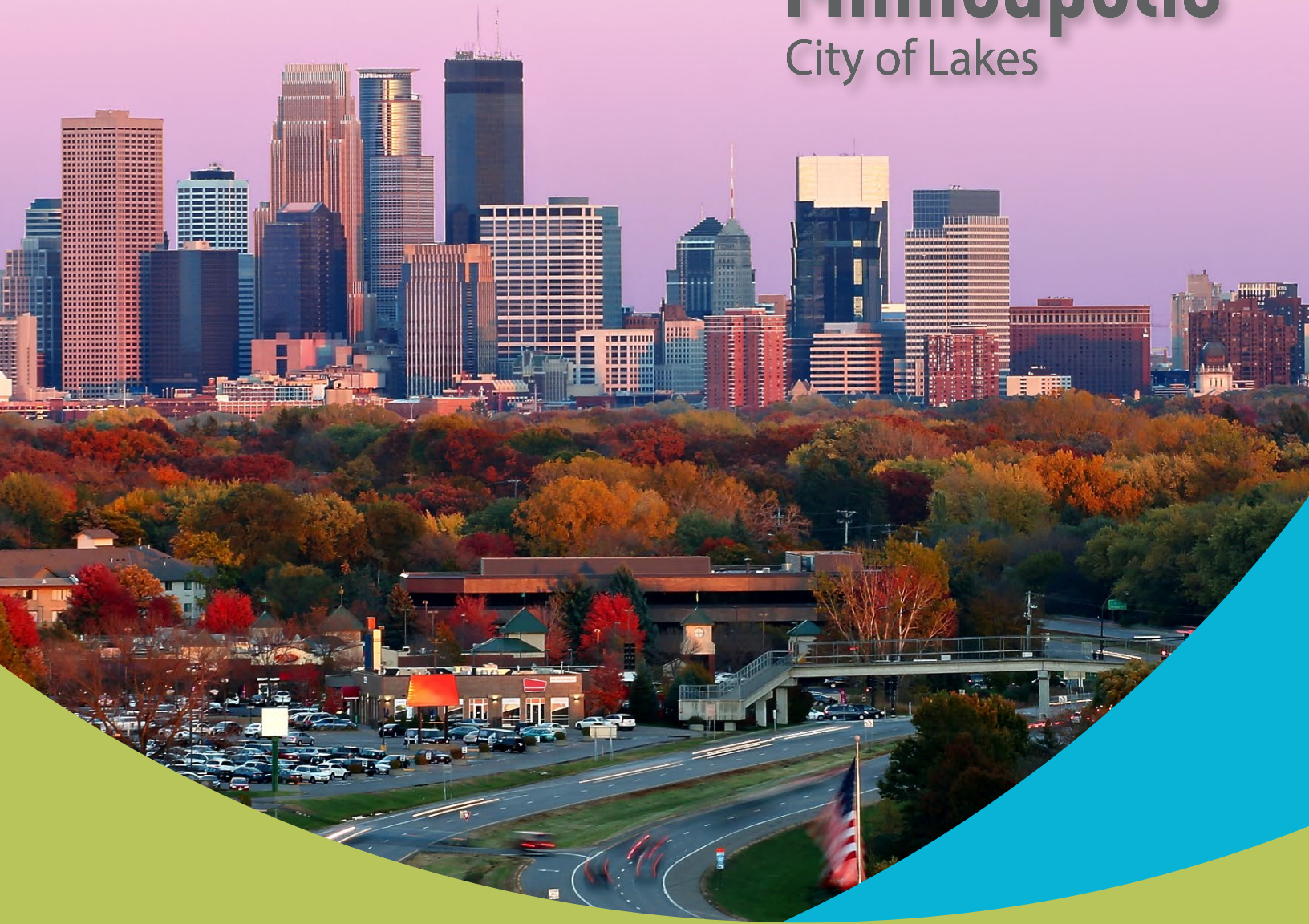




Minneapolis

City of Lakes



CITY OF MINNEAPOLIS, MINNESOTA

CHIEF HUMAN RESOURCES OFFICER (CHRO)



GovHR USA
GovTEMPS USA

EXECUTIVE RECRUITMENT

CHIEF HUMAN RESOURCES OFFICER (CHRO)

ABOUT THE CITY

The City of Minneapolis is the largest city in Minnesota and nationally recognized as a progressive city with a strong economy and a highly engaged and diverse populace. Minneapolis is an intentionally compassionate city where each of us can reach our full potential while caring for one another, eliminating racial disparities, improving our environment and promoting social well-being. We lead in innovative and creative ways, focused not only on our present needs, but also the success of future generations, and are well positioned for continued growth and prominence.

The Mayor and 13 City Council members from individual wards typically are elected for concurrent four-year terms. The annual budget is \$1.66 billion, and the City has 4,159 employees.

WHAT'S NEW?

Minneapolis voters approved a charter amendment authorizing a change to their structure of government. Effective December 3, 2021, the City operates with a new government structure – Executive Mayor-Legislative Council. The mayor is elected by Minneapolis voters to serve as its chief executive officer in whom the City's general executive and administrative authority resides. There is also a separately elected body, the City Council, which is the City's legislative and primary policy-making body. Click here to [learn more](#).

Mayor Frey's reorganization proposal is currently under discussion with the City Council. The Council is expected to act on the proposed ordinances by the end of 2022. Click here to learn more about the [Mayor's Proposed Executive Reorganization Plan](#).

NEXT STEPS

The new role of City Operating Officer is in the process of being identified and filled. After this has been accomplished, the rest of the plan will be implemented over the next 6 months to 2 years.

Learn about what makes
Minneapolis great! Go to:
www.minneapolis.org/visitor

We are searching for the best staff –
willing to embrace change and who
have a team orientation!



OUR WORKFORCE

All employees faithfully serve the residents, businesses, and visitors of the City every single day. Some jobs are more visible in the community while others are behind the scenes, but each employee at the City plays a vital role in keeping Minneapolis a vibrant place that offers beautiful neighborhoods and exciting entertainment, festivals, and outdoor activities. Check out [Meet Minneapolis](#) for more information.

Our employees look for ways to keep Minneapolis at the leading edge, offering services and policies that are more comprehensive and progressive than most cities. Our employees are a key reason why Minneapolis is a place where all people have an equitable opportunity for success and happiness.

Our purpose, to serve the residents, businesses, and visitors of Minneapolis is at the foundation of everything we do. It shapes our priorities, our work, and our culture. It drives our employees to look for new ways to serve, creating an innovative and engaged culture.



The employees of the City of Minneapolis are aligned for a singular purpose – to serve our community.



REQUIRED COMPETENCIES FOR ALL CITY LEADERS

- **Focus on results:** takes initiative, drives for results, and establishes stretch goals;
- **Personal capability:** demonstrates technical/professional expertise, solves problems and analyzes issues, innovates, and practices self-development;
- **Character:** displays high integrity and honesty;
- **Leading change:** develops strategic perspective, champions change, and connects the group to the outside world;
- **Interpersonal skills:** communicates powerfully and effectively, builds relationships, develops others, inspires and motivates others to high performance, and collaborates and fosters teamwork;
- **Cultural agility:** demonstrates an awareness of, and sensitivity to, the needs and concerns of individuals from different perspectives, cultures, and backgrounds. These differences may include education, job preference, work style, race, gender, country of origin, disability, age, sexual orientation, gender identity, etc. Respects differences and adjusts behavior and communication style to best meet the needs of the group or individual. Accepts one's own cultural identity and sees the value of other points of view; and
- **Strives to create a racially equitable work environment:** develops policies, practices, and makes strategic investments to reverse racial disparity trends, eliminate institutional racism, and ensure that outcomes and opportunities for all people are no longer predictable by race. Through consistent behaviors and actions, fosters an equitable work environment. Creates fair and just opportunities and outcomes for all people.

THE DEPARTMENT

The Chief Human Resources Officer (CHRO) is a member of the city leadership team and currently reports to the City Coordinator. The CHRO oversees all human resources operations with a team of 53 team members and a budget of \$8.9 million with five divisions:

- Administration
- Business Partner Solutions
- Labor Relations - [Summary of Minneapolis Bargaining Units and Contracts](#)
- Learning and Development
- Total Compensation

HUMAN RESOURCES GUIDING PRINCIPLES

All human resources staff members are committed to:

1. being champions of racial equity,
2. promoting employee health and well-being,
3. leveraging technology and data, and
4. positioning Minneapolis as an Employer of Choice.

Why do you want this job?

If you:

- are looking for a challenge and ready to bring your creative power to an organization,
- work hard and ethically build trust, relationships, and partnerships,
- are organized and can achieve competing priorities and challenges,
- want to become an advocate for all City staff,
- are interested in identifying and implementing change as quickly as feasible, and
- excel when the going gets tough!



THE POSITION

The Chief Human Resources Officer (CHRO) strategically leads the team in a transparent, ethical and professional manner and is responsible for developing and executing human resources operations in the areas of talent acquisition and retention, diversity, equity and inclusion, labor relations, change management, training and development, and compensation, benefits, and wellness. This position currently has a dual reporting relationship to (1) The City Coordinator and (2) Civil Service Commission.

Major Responsibilities:

- Leadership and direction of all Human Resources divisions and activities.
- Represents the City to the Civil Service Commission.
- Oversees workplace policies and procedures and recommend changes to advance equity, efficiency, and effectiveness.
- Aligns human resources business plan and objectives with City goals, vision and values.
- Ensures appropriate alignment of policies, priorities, and organizational and operational objectives reflect the changing environment.
- Prepares and manages the human resources annual operating budget.
- Partners with all City department leaders to support and accomplish City goals and initiatives.

MISSION STATEMENT AND VALUES

Our City government takes strategic action to address climate change, dismantle institutional injustice and close disparities in health, housing, public safety and economic opportunities. In partnership with residents, City Leadership help to ensure all communities thrive in a safe and healthy city. The [Strategic and Racial Equity Action Plan](#) is used to prioritize work and guide resources toward strategies and actions that address the root-causes of racial disparities and improve outcomes for Black, Indigenous, and People of Color communities. The plan outlines a set of policy and operational priorities that the City will address in the next three years.

CHALLENGES & OPPORTUNITIES

- Provide visionary fresh approaches and best practice policies and procedures to become part of the team to identify and execute solutions to sweeping change initiatives.

The City has started or plans to implement:

- a new government structure,
- strategies to build trust both internally amongst all team members and externally with the community,
- hiring, promotional and investigations audit recommendations,
- branding, building, and streamlining the Human Resources department and current processes and procedures considering workforce changes and a new government structure
- An empathetic and authentic voice for staff and to be unafraid to champion decisions for upcoming major projects including:
 - Discussion and review of a comprehensive Compensation & Classification Program and Compensation Philosophy.
 - Updating or replacing current technology (ERP and/or other systems) to help streamline manual processes.
 - Leading City's workforce diversity, equity and inclusion strategic plan.
- Partner with leaders to oversee the City's re-branding and build effective relationships with Race, Equity, Inclusion and Belonging (REIB), Civil Rights and other Departments to effectively implement the diversity, equity, and inclusion strategic plan in a positive and collaborative way.

DESIRED CHARACTERISTICS

- A commitment and passion for diversity, equity, and inclusion initiatives with a successful track record of implementing initiatives that support an inclusive and diverse organization.
- A strong, supportive champion for change - the City seeks a transparent, knowledgeable leader to help guide them to become an employer of choice.
- Ability to:
 - evaluate current systems and recommend changes to improve services and increase efficiencies
 - balance the need for strategic thinking and direction with the day-to-day management of the department,
 - cultivate positive morale, and
 - work effectively with elected officials in a political environment.
- A high degree of integrity, work ethic and capacity to build trust.
- Consensus builder who uses collaboration, partnership, and negotiations skills to achieve 'win/win' solutions with City staff and leaders, elected officials, other local government agencies (7 metro counties and St. Paul and Bloomington), and community groups to achieve goals and objectives of the City.
- Professional demeanor, temperament, and a calming presence during times of ongoing change.
- Innovative and experienced in identifying emerging human resources trends and opportunities and effectively implementing best practice solutions.
- An excellent listener who gathers all data and views before determining options for moving forward.
- A willing mentor and role model for the organization.
- Enthusiasm to become the face of the human resources department and ability to work transparently with staff at all levels in the organization.



POSITION REQUIREMENTS

- A Bachelor's degree in Human Resources Management, Organizational Management or Leadership and/or Business or Public Administration, or related program. A master's degree is preferred.
- At least five years executive leadership experience in all human resources disciplines.
- Working knowledge of the public sector operations and experience in working with elected officials.
- Demonstrated experience in management of a large department, preferably in an organization of similar size and/or complexity.
- Experience working in a union environment, multiple collective bargaining units and labor relations.
- Preferred certifications:
 - IPMA-HR or IPMA-SCP
 - SHRM-PHR or SHRM-SCP
 - HRCI SPHR or PHR

COMPENSATION

The hiring range for this position is up to \$183,000 annually depending on qualifications with potential for [relocation reimbursement and temporary housing assistance](#).

This position offers generous executive benefits, including medical and dental insurance, life insurance, deferred compensation and retirement (The City contributes 7.5% of your pay into your pension plan), vacation, and sick leave.

In addition, the City offers:

- an alternative work arrangement policy which allows for a flexible work environment that includes a hybrid work schedule.
- HRA / VEBA contributions (tax free Health Reimbursement Accounts – for before and after retirement) to employees who enroll in the City of Minneapolis medical plan.
- HRA/VEBA monthly contributions vary based on whether single coverage (\$90.00 per month) or family coverage (\$190.00 per month) is selected.
- This amount is separate from a flexible spending account and/or dependent care flexible spending account – you can elect both separately.
- dental insurance at \$0 contribution from the employee.
- A new onsite fitness center in the Public Service Building at no cost to employees.
- 12-week paid parental leave for the birth or adoption of a child.
- For more detailed information, go to the [City of Minneapolis Benefits Summary Page](#).

Does making a difference motivate you?

Would you like to come to work every day and know you are helping to...

- facilitate positive culture change,
- streamline dated process and procedures,
- advocate for city staff in a meaningful way, and
- re-build and re-brand the department and the City?



TO APPLY

Qualified candidates are encouraged to apply online at the [GovHR USA Career Center](#) with a resume, cover letter and contact information for 5 professional references. Applications will be reviewed beginning October 14, 2022.

Questions? Please contact:

Cheryl Orr,
Co-Managing Director, Institute of Excellence in Public Service (i4x)
(757) 621-9607

Or

Joan Walko,
Senior Vice President, GovHR USA
(410) 499-9586

In-person interviews are anticipated for mid-December, 2022.

The City of Minneapolis is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.



EXECUTIVE RECRUITMENT