

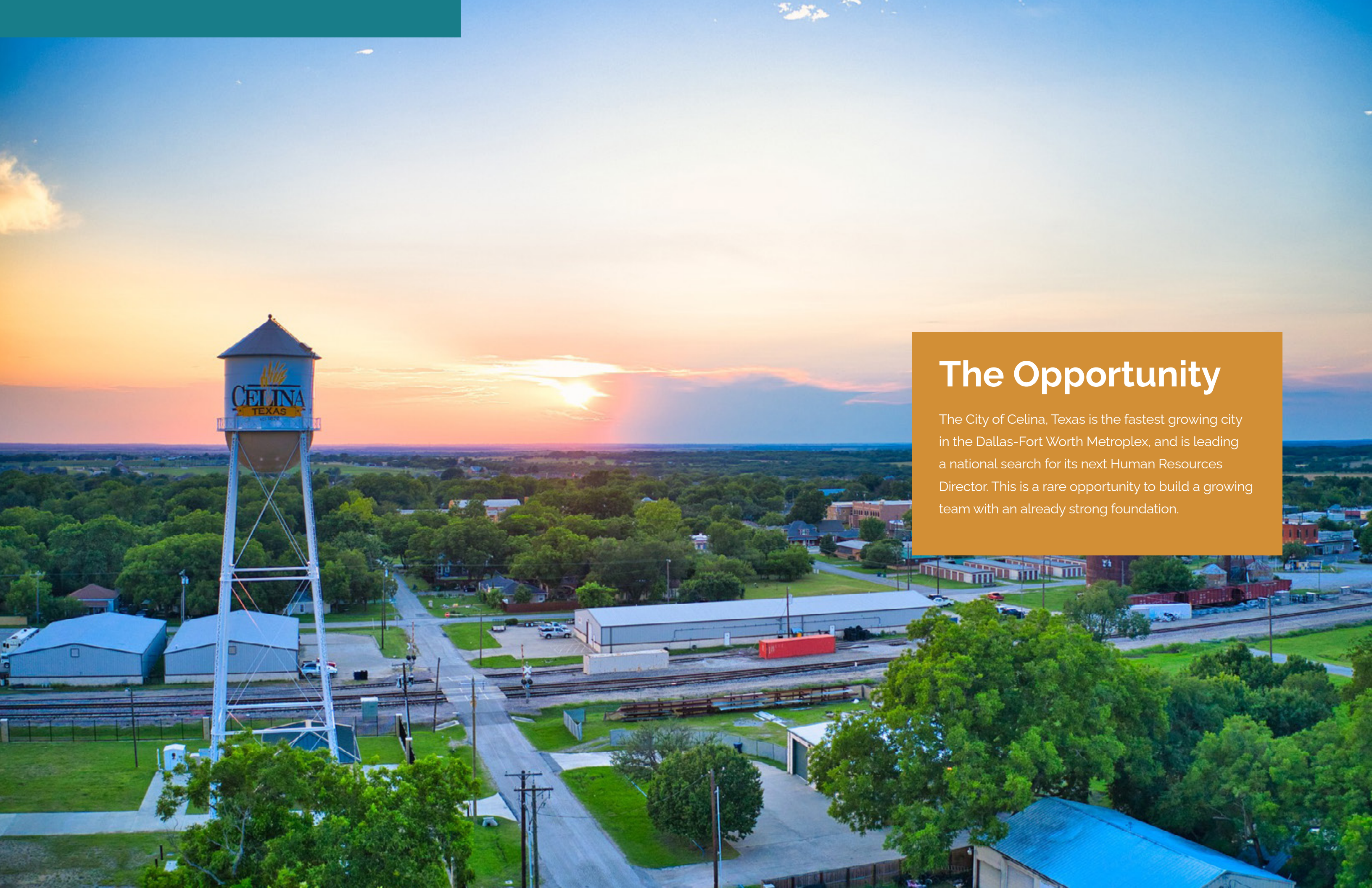


HUMAN RESOURCES DIRECTOR

City of Celina, Texas

Recruitment Services Provided By





The Opportunity

The City of Celina, Texas is the fastest growing city in the Dallas-Fort Worth Metroplex, and is leading a national search for its next Human Resources Director. This is a rare opportunity to build a growing team with an already strong foundation.



About Celina

Situated along the northern end of Dallas-Fort Worth's "Golden Corridor", Celina is poised for growth. The city is situated among several regional corridors, including the North Dallas and Sam Rayburn tollways, providing it with geographic, economic, and demographic advantages for growth and opportunity. Its 76 square miles, including 32 miles within the city limits, gives Celina the second-largest geographical footprint in North Texas.

Celina's Downtown lies at the heart of this thriving community. The area is home to many local businesses, restaurants, and boutiques. It also serves as the backdrop for some of the city's most popular community events, including its signature Cajun Fest. Among Celina's 30+ public events are Friday Night Farmer's Market, Beware! Of the Square, Christmas on the Square, and Splash and Blast.

The current population is more than 40,000, with an estimated 340,000 population anticipated at build-out. The City of Celina's population has nearly tripled since 2010. This quick rate of growth makes Celina the fastest-growing city in North Texas. The median income in Celina is \$98,000, and the average home value is \$512,151.

City Government

Celina is operated by a Council-Manager form of government, with six council members and a mayor, elected at-large to three-year terms. The council appoints a City Manager to act as the chief administrative and executive officer of the City. The City provides its services with an annual budget of \$193 million and a staff size of 330 employees.

Celina is not only a destination point to live and play, but it is also a great place to work! Employees of the City are truly valued. The City hires the best and is always evaluating its programs, tools, and training to help employees grow and manage their careers. The City of Celina believes diversity drives innovation and its core values embody a workplace culture where everyone is invited to bring their authentic selves.





The Department

The Human Resources Department has grown and continues to grow as the City expands. The department implements and manages the recruitment and selection of employees, maintenance of personnel records, employee performance evaluations, as well as manages and administers the employee benefits programs, provides policy guidance, and coordinates employee recognition programs. In addition, Human Resources facilitates the City's workers' compensation and coordinates required training programs for City employees.

The Human Resources Department is currently staffed with five positions. Reporting to the Director are two HR Managers. The department is also staffed with a Human Resource Analyst and an Employee Engagement & Wellness Coordinator.

The Position

Reporting to the Assistant City Manager, the Director of Human Resources oversees all aspects of the Human Resources Department, including, but not limited to the following areas: compensation and benefits, policy and procedures development and legal compliance, employee experience and retention, benefit plan design and negotiation of contracts, disputes and disciplinary matters, leave, recruitment, recognition, occupational health, wellness, safety programs, employee relations, employee training and development, and performance and talent management. Primary responsibilities include:

- Manages and oversees Human Resources related operations by developing and facilitating the development of organizational policies and procedures, interpreting and explaining policies, and providing training to staff regarding City policies and procedures. Reviews policies and procedures for conformance to current federal, state, and local legislation and regulations and judicial decisions and recommends updates as required.
- Administers employee relations and staffing issues within the City by assisting, advising and coordinating with Department Directors regarding employment, disciplinary and termination issues, coordinating the appeals process, facilitating matters with the City Attorney regarding legal issues, assisting departments with recruitment and overseeing and implementing appropriate recruiting and screening of qualified applicants for City positions. Researches, negotiates, and resolves sensitive, significant, and controversial issues, inquiries, and complaints from both internal and external sources.
- Guides compensation and benefits systems by conducting, coordinating, and completing compensation and classification studies, salary and benefit surveys, developing compensation and benefit proposals for the City, overseeing the accurate administration of benefits and retirement programs through brokers and agents including group health and dental, deferred compensation, workers compensation, and supplemental benefits in accordance with federal and state statutes, regulations, and plan documents.



The Position

- Provides training, development, and guidance by planning programming ideas, working with departments to address identified organizational training needs in addition to oversight of wellness programs and activities, safety programs, conducting, and/or arranging for appropriate training and development programs to meet organizational needs.
- Oversees the employment process including job postings, employment application processes, the hiring process, new hire procedures, new employee orientations, the onboarding process, ongoing coaching evaluations, in addition to explaining compensation, benefits, and policies and procedures to new employees. The employment process will also include the offboarding of employees.
- Manages the development and execution of comprehensive learning and development programs to enhance employee skills, knowledge, and competencies.
- Oversees the City's insurance programs, including liability, property, and workers' compensation insurance.
- Handles claims and litigation related to risk management and works closely with legal counsel as needed.
- Maintains personnel, employment, medical, and confidential records in compliance with city, state, and federal laws and regulations.
- Leads the development and administration of the department budget.





Challenges & Opportunities

The next Human Resources Director will have the chance to address some career-defining challenges and opportunities such as the following:

- Clearly, the biggest opportunity for the next Human Resources Director in Celina will be to lead through Celina's current and upcoming growth. The new Director will have the opportunity to build and develop people, processes and technology with an innovative and forward-thinking mindset.
- The Human Resources Department's foundation is strong, with excellent employees, modern technologies, and solid policies in place. The next Director will have the opportunity to be future-focused.
- Similarly, recruitment and retention are largely doing well across the City which will allow planning for future positions across the City's growing service lines.
- There is much work to be done in Celina, but it is building upon a strong foundation.

Ideal Candidate

The most successful candidates for the Human Resources Director will have the following attributes:

- Considering Celina's future growth, the strongest candidates will have experience working in larger cities that have navigated the complex environments that Celina will soon face.
- Experience as a Director or Assistant/Deputy Director is valued, as the City is looking for an executive that has been exposed to City Council interactions and the strategic collaboration that occurs in executive teams.
- Celina invests heavily in technology and the strongest candidates will be fluent in modern human resources software and systems.
- The ideal candidate will be an effective communicator at all levels – warm and approachable, yet able to convey executive presence and have a firm focus on the City's overall goals and objectives. This balance of being an advocate for employees and an effective member of management is a key ingredient for success.
- A prior track record of success in maintaining and building a healthy and diverse organizational culture is valuable.





Qualifications

Any combination of education and experience that would likely provide the necessary knowledge, skills, and abilities is qualifying. The following is a typical way to qualify:

Education: A Bachelor's degree in Human Resources or related field.

Experience: Six years of Human Resources generalist experience, including three years as a Human Resources Manager, Assistant/Deputy Human Resources Director, or Human Resources Director in a similar sized municipality.

Salary & Benefits

The City of Celina is offering a salary range **of \$117,059 to \$171,906** for this position, commensurate with experience and qualifications. In addition, the City provides an excellent benefits plan that includes:

Retirement: Texas Municipal Retirement System with a 2 to 1 match, 5-year vesting, and retirement with 20 years of service.

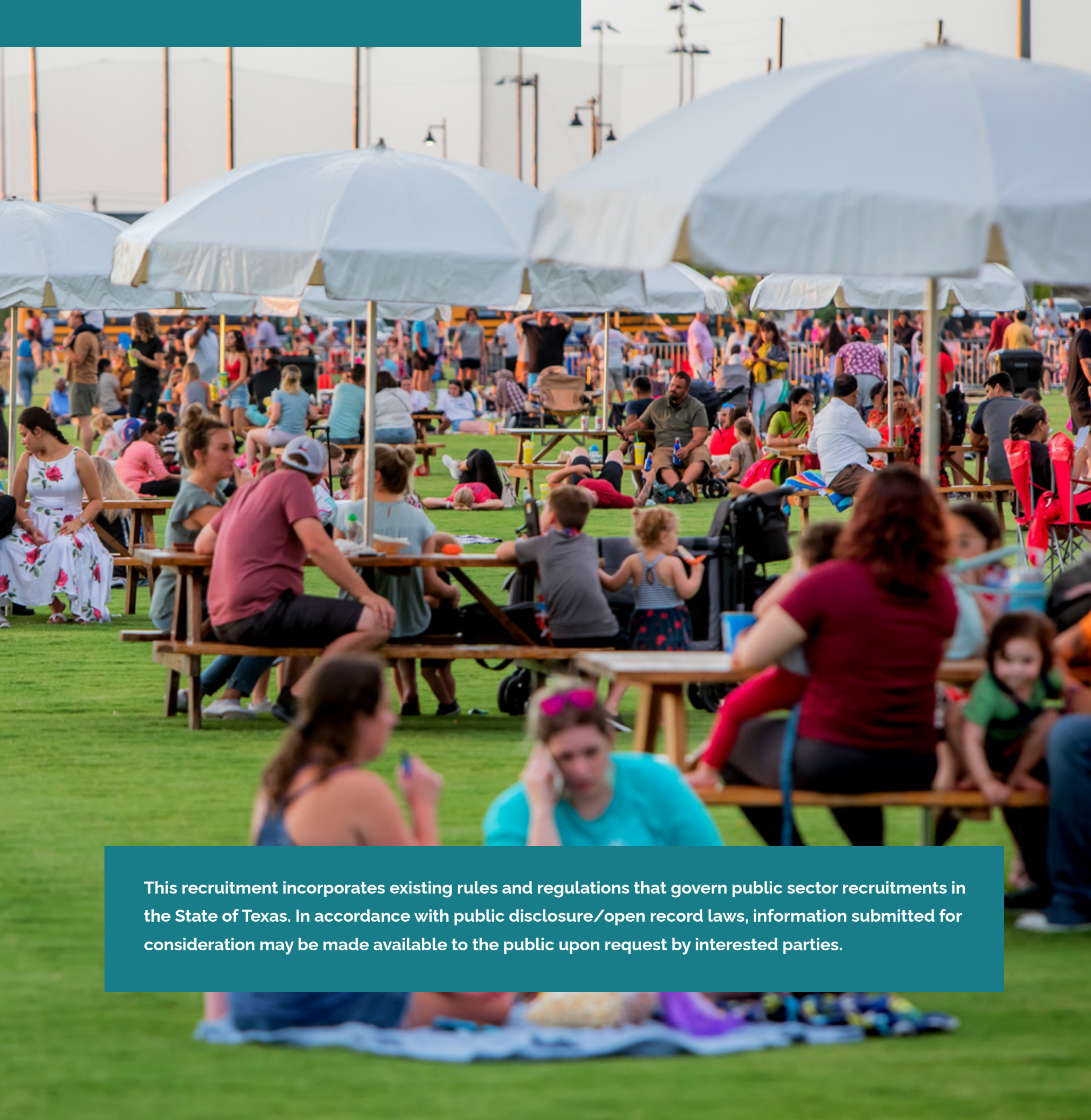
Schedule: Four-day, 10-hour workweek.

Holidays: Nine regular holidays, two floating holidays, and a birthday holiday are provided.

Deferred Compensation: A 457 deferred compensation plan is available.

Insurance: Medical, dental, and vision insurance is provided through Blue Cross/Blue Shield. The City also provides paid life and long-term disability insurance coverage.





Application & Selection Process

For first consideration, interested candidates are encouraged to submit a cover letter and résumé online as this recruitment will close once a sufficiently strong candidate pool has been established. Apply immediately at:

www.mosaicpublic.com/careers

CONFIDENTIAL INQUIRIES ARE WELCOMED TO:

Greg Nelson | greg@mosaicpublic.com | (916) 550-4100
Bryan Noblett | bryan@mosaicpublic.com | (916) 550-4100

The City of Celina is an Equal Opportunity Employer.

This recruitment incorporates existing rules and regulations that govern public sector recruitments in the State of Texas. In accordance with public disclosure/open record laws, information submitted for consideration may be made available to the public upon request by interested parties.

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