



City of Phoenix

Employment Opportunity
Assistant Human Resources Director –
Labor Relations

ABOUT THIS POSITION

The Assistant HR Director will assist the Director with operational oversight of the HR Department which includes over 100 employees with an operating budget of \$19.8 million. The position will serve as a key member of the department leadership team and will be responsible for citywide Labor Relations and projects while advancing the strategic direction of the department and the City. The Assistant HR Director will have a key role in advising City management and departments; evaluating and recommending citywide HR policies and services; and formulating general plans and procedures relating to Labor Relations. In the absence of the Director, the incumbent may serve as head of the department. This position requires an individual with the experience and leadership abilities to contribute to the overall success of the organization. The Human Resources Department provides centralized support for 36 departments and major functions. The department provides a full range of human resource services for the City including benefits and wellness, labor relations, talent acquisition, safety, organizational development, classification and compensation, and HR support services and supports a workforce of more than 14,000 full and part-time employees, approximately 9,000 of whom are represented by five unions under a local meet and confer ordinance with another 3,300 (supervisory and professional) represented by two associations under a meet and discuss ordinance.

IDEAL CANDIDATE

The ideal candidate should be able to effectively communicate with all levels of the organization; excellent oral, written, presentation and listening skills will be essential. This person needs to be an innovative leader with the ability to solve problems, think strategically, identify alternative courses of action and provide recommendations. The ideal candidate should be efficient, effective, and responsive with a genuine interest in strategic Labor Relations management. Analytical skills and the ability to effectively use data to make decisions and relay information are essential.

The ideal candidate should have excellent interpersonal skills and be able to build strong relationships across the organization. This person should be able to create a positive atmosphere for employees in the organization and within the department. This individual must be able to adhere to the highest ethical and moral standards and be able to display transparency as well as exemplify the standards outlined in PHXRespect and HR Core Values. The ideal candidate should be knowledgeable about and proficient with current leading-edge industry trends, standards and technology.



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SALARY

Up to \$149,386 annually. Salary commensurate with experience and qualifications. The City contributes 8.5% of salary into 457/401(a) plans with no matching required. \$5,400/annual car allowance and \$1,440/annual cell phone allowance.

BENEFITS

A comprehensive Executive benefits package is offered which includes:

Traditional pension with employer and employee contributions; choice of medical HMO, PPO, HSA/HDHP plan; wellness incentive of up to \$720 annually; dental; vision; life insurance; long-term disability; medical enrollment includes a monthly \$150 City contribution to a Post-Employment Health Plan; bus/light rail pass; tuition reimbursement; paid time off includes 12.5 paid holidays, 12 vacation days, 15 sick days. For more details, visit: [Executive Benefits](#)

[Pension Information](#)

MINIMUM QUALIFICATIONS

- Five years of management experience
- Two years directing supervisors of professional human resources staff
- Bachelor's degree in human resources, public or business administration, or a related field
- The City job description can be found [here](#).
- All finalists for positions are subject to a criminal background check applicable to the department or position.
- In general, City of Phoenix residency is required within 24 months after the date of hire for newly hired executives, however exceptions apply for current employees. For more details, visit: <https://www.phoenix.gov/hr/who-apply/residency>.
- For information regarding pre-screening and driving positions, [click here](#).

The City of Phoenix has paused plans to implement a federal mandate requiring all city employees be vaccinated against COVID-19. This decision comes after a series of legal challenges and a ruling from a federal judge which temporarily halts the COVID-19 vaccine mandate for federal contractors nationwide. If the requirement is reinstated, the City of Phoenix may require new hires to provide proof of full COVID-19 vaccination status as a condition of employment. After a conditional offer has been extended, candidates may request a reasonable accommodation based on a medical disability or for sincerely held religious beliefs.

AA/EEO/D/V Employer – 251 West Washington, Phoenix, AZ 85003

This publication can be provided in an alternative format upon request.

Call: (602) 495-5700 TTY: (602) 261-8687



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PREFERRED QUALIFICATION

The minimum qualifications listed above, plus:

- Five years experience working with labor groups;
- Experience negotiating labor contracts;
- Participating in and leading mediations;
- Experience working with both employees and leadership management in responding to grievances

Only the highest qualified applicants will be forwarded to a selection committee for consideration for interview.

RECRUITMENT DATES

Recruitment closes Monday, February 21, 2022. All materials must be received by 11:59 p.m. on this date.

HOW TO APPLY

Apply online at <https://www.phoenix.gov/hr/current-jobs/> by completing the required information and attaching, **as one document**, your cover letter and resume. Please include your experience as it relates to the qualifications stated above. Only the highest qualified may be posted to the eligible to hire list. The results of the resume screening process will be sent to your primary email address.

During the online application process, please be advised that you will need to provide responses to the following open-ended questions (the system allows copying/pasting into the answer fields):

- Describe your experience negotiating labor contracts.
- Describe your experience with providing expedite effective and accurate communications and disseminating the information appropriately.

WE ARE HERE TO HELP

- During the current health crisis, job interviews may be held by video or audio conference.
- Please be aware that you may be required to wear a face covering or use other personal protective equipment (PPE) related to the COVID-19 pandemic.
- If you are in need of computer resources, [click here](#) for free options.
- Explore other [Employment Opportunities](#) with the City of Phoenix.
- Subscribe to receive [e-mail notifications](#) about new employment opportunities.

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- If you need assistance applying for this job, please contact our HR Connection Center at [\(602\) 495-5700](tel:6024955700).

REFERENCE

Asst Human Resources Director: Job Code 05180, ID 44145

City of Phoenix employees commit to Work Smart, Spend Wisely, Be Kind.

City of Phoenix is an equal opportunity employer. AmeriCorps, Peace Corps, and other national service alumni who meet the required qualifications are encouraged to apply.