



LIVE.

WORK.

PLAY.

DIRECTOR OF HUMAN RESOURCES & DEPUTY DIRECTOR OF HUMAN RESOURCES



City of Birmingham, AL

www.birminghamal.gov



ABOUT

Birmingham, Alabama

Located in the foothills of the Appalachian Mountains in Central Alabama, Birmingham is a beautiful and wonderfully diverse city that offers something for everyone. The largest city in Alabama, Birmingham has a population of 212,000 and is the heart of a metro area of over 1.1 million.

At the height of the nation's manufacturing age, Birmingham grew so fast in population, it was labeled the "Magic City." Today, Birmingham has retained that magic and is a vibrant and growing city and a center of civic innovation. Today's Birmingham is a city of economic prosperity and central hub for finance and banking, world class higher education, medical research, and healthcare.

Birmingham is consistently listed among the nation's most livable cities, showcasing a lively downtown, a burgeoning loft community, and more green space per capita than any other city in the nation. Birmingham also boasts a distinguished culinary scene and was recently ranked number one on the list of America's Next Hot Food Cities.

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It's Nice to Have You in Birmingham



Home to nationally-recognized dining, world-class historic attractions, parks, and incredible events, Birmingham has something for everyone. Take in the history of the city by visiting the Birmingham Civil Rights District, dine in the new Uptown entertainment district or one of our unique and vibrant neighborhoods, have a night on the town in our revitalized downtown, or play outdoors at Ruffner Mountain, the second largest urban nature preserve in the country. See why Birmingham was recently named as one of the 11 Great Travel Destinations in the United States.

Birmingham's role in the Civil Right's Movement has facilitated a community that embraces, values, and celebrates diversity. Our residents have an appreciation for social progress and a love for the diversity of our citizens. Birmingham's low cost of living, high quality of life, and culture of diversity have created a great place to work, play, and raise a family regardless of your race, religion, gender, age, or orientation.

Birmingham is a city that continues to progress and grow, all while keeping its classic Southern charm and hospitality. That hospitality is exemplified in our city slogan, "It's Nice to Have You in Birmingham."

MAYOR

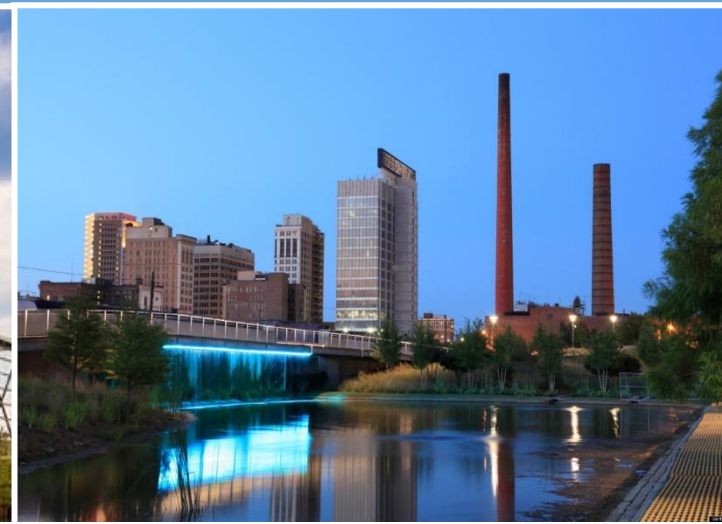


Randall Woodfin

A New Dynamic Leader

"I am honored and humbled to have been recently elected as mayor of the great city of Birmingham. I have tremendous pride in our city and I am also keenly aware of how much more progress we can make. As I work diligently and transparently to move the city to even greater heights, I am seeking leaders to join my management team who share my same commitment, passion, and energy as we work to progressively move Birmingham forward.

The Director of Human Resources and Deputy Director of Human Resources will serve as critical roles in my management team and help to redefine and shape Birmingham city government. I encourage you to explore these opportunities as I work to organize a highly competent and motivated team to help achieve my vision for the city of Birmingham."



Director of Human Resources

Position Summary

The Director of Human Resources manages the planning, organizing, directing and coordination of the program activities of the City of Birmingham Human Resource Department, including Employee Services, Recruitment & Selection, Organizational Development, Compensation & Benefits, and Employee Relations. The Director sets overall policy and long-range and short-range strategic goals and objectives within the City, and assigns, supervises and evaluates the work of professional and administrative staff members. The Director develops operating policies and procedures, ensures resources are available to achieve work plans, resolves complex business issues, and establishes management practices and processes that ensure the accomplishment of performance standards. The Director of Human Resources leads a value-add department that partners with all City departments to provide strategic human resources support and guidance to help ensure the departments and organization achieve their goals and mission.

Compensation

Birmingham offers a competitive benefits and compensation package. The annual salary range for the position is \$120,000 to \$170,000. Starting salary within this range is commensurate with experience. Information on additional benefits is presented on the last page of this brochure.

Qualifications

The City of Birmingham seeks a highly competent and motivated human resource leader for its Director of Human Resources. Successful candidates will possess the education and experience necessary to ensure strategic and effective leadership of the department. Qualifications include:

- Progressive exposure and experience managing human resources to include major HR program areas (e.g., Employee Services, Employee Relations, Recruitment & Selection, Training & Development, Organizational Development)
- Experience with, and knowledge of, federal, state, and local labor laws, statutes, ordinances, and reporting requirements (e.g., EEO, FLSA, ADA, HIPAA, USERRA, and FMLA)
- Experience working in environments that require adherence to high professional and ethical standards
- Experience interacting with key internal and external stakeholders
- A Master's degree in a relevant field
- Possession of advanced certification related to human resources management (e.g., SHRM-CP/SHRM-SCP, PHR, SPHR, GPHR) preferred



Deputy Director of Human Resources

Position Summary

The Deputy Director of Human Resources provides principal assistance to the Director of Human Resources in planning, organizing, directing, managing, coordinating and evaluating all program activities of the City of Birmingham Human Resources Department, including Organizational Development, Employee Services, Recruitment & Selection, Compensation & Benefits, and Employee Relations. Responsibilities include making organizational policy recommendations, developing long-range and short-range strategic goals, and providing strategic human resources advice to City officials. The Deputy Director executes human resources practices that will provide a balanced program throughout all divisions and coordinates the implementation of these practices and objectives through Human Resources staff. The Deputy Director develops operating policies and procedures, resolves complex business issues, ensures resources are available to achieve work plans, and establishes management practices and processes that ensure the accomplishment of performance standards.



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Compensation

Birmingham offers a very competitive benefits and compensation package. The annual salary range for the position is \$85,000 to 135,000. Starting salary within this range is commensurate with experience. Information on additional benefits is presented on the last page of this brochure.



Qualifications

The City of Birmingham seeks a highly competent and motivated human resource leader for its Deputy Director of Human Resources. Successful candidates will possess the education and experience necessary to ensure effective leadership of the department. Qualifications include:

- Experience within a managerial role in human resources for one or more major HR program areas (e.g., Employee Services, Employee Relations, Recruitment & Selection, Training & Development, Organizational Development)
- Experience with, and knowledge of, federal, state, and local labor laws, statutes, ordinances, and reporting requirements (e.g., EEO, FLSA, ADA, HIPAA, USERRA, and FMLA)
- Experience working in environments that require adherence to high professional and ethical standards
- Experience interacting with key internal and external stakeholders
- Experience supporting the implementation and monitoring of work unit strategy
- Experience managing a work unit
- A Bachelor's degree in a relevant field
- Possession of advanced certification related to HR management (e.g., SHRM-CP/SHRM-SCP, PHR, SPHR, GPHR) preferred

EXCELLENT & HIGHLY COMPETITIVE BENEFITS

- General Retirement System (Pension) enrollment
- Comprehensive medical benefits with low copays, low deductibles, and high levels of coverage after 30 days of employment
- Employee+1 health care option
- Dental and Vision insurance plans after 30 days of employment
- Term Life Insurance and Voluntary Accidental Death & Dismemberment Insurance for self and dependents
- Paid vacation, paid sick leave, and paid holidays
- Deferred Compensation

OTHER PERKS

- Free use of 3 fitness centers with personal trainers
- Tuition Reimbursement
- Employee Assistance Program

SALARY & COMPENSATION

Starting salary within salary range is commensurate with experience.

Director of HR salary range:
\$120,000 to \$170,000.

Deputy Director of HR salary range:
\$85,000 to \$135,000.

APPLICATION AND SELECTION PROCESS

Interested individuals should learn more about Birmingham and its city government at www.birminghamal.gov. Qualified applicants should submit applications and resumes online:

Director of Human Resources – <http://www.pbjcaljobs.org/postings/69626>

Deputy Director of Human Resources – <http://www.pbjcaljobs.org/postings/69625>

It is requested that interested individuals submit applications by January 22, 2018.

The City of Birmingham has tentatively scheduled a full-day Assessment Center on February 2, 2018 for those named as finalists.

For more information, contact:

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The City of Birmingham is an Equal Opportunity Employer