

City of Minneapolis
Director, Diversity and Workforce Strategies

Position Summary

This position is responsible for leading the development and implementation of the organizations philosophy of diversity and inclusion; assuring fair and equitable treatment of applicants and employees to ensure the workforce represents the communities we serve. *This includes* incorporating the philosophy of honoring and respecting the value diversity brings to all human resource functions including internal consulting, recruiting, staffing testing, selection, employment and affirmative action services.

Position Responsibilities

Develop and implement city-wide human resource policies and procedures that support equal employment, diversity and inclusion of applicants and employees, while providing quality human resource services in a timely manner.

Direct the development of annual Affirmative Action plans, including goals and timetables for all city departments. Establish procedures/protocols that ensure accountability to the goals and timetables for department heads, managers and supervisors.

Implement a city-wide five-year Diversity Plan by partnering with City leaders, department heads and the community.

Advise department heads and policy makers on Equal Employment Opportunity issues, and report to the Executive Committee on critical issues.

Encourage and assist department heads, managers and supervisors to recognize individual employee differences and to maximize each employee's individual contribution to the organization.

Direct the community outreach activities for the department and the organization as they relate to recruiting, internships, community-based partnerships and feeder programs, etc.

Assist with the development and implementation of city-wide educational opportunities that support the organizations philosophy of diversity and inclusion.

Administer the Division of Employment Services within the parameters established by federal and state law, City policy and ordinances and Civil Service rules.

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Direct all human resource consulting to City departments and boards through the HR Generalist model, while ensuring that the organizations philosophy of diversity and inclusion is integrated into the consulting function.

Oversee the recruitment, testing, staffing and selection process to assure freedom from adverse impact; with the authority to intervene in hiring decisions if they are inconsistent with Affirmative Action goals and policies.

Perform other duties as assigned by the Human Resource Director.

Knowledge, Skills and Abilities

Apply EEO and AA laws and/or regulations to the City's hiring function to produce a qualified diverse workforce

Develop and oversee policies, procedures and programs to ensure a diverse workforce on all levels

Evaluate and modify programs to increase effectiveness

Develop and educate employees about the values of diversity to create a hospitable work environment

Effectively influence and persuade employees about the values of diversity using oral and written communications

Exercise initiative and appropriate judgment in decision making

Ensure the application of the latest decisions relating to diversity

Position Qualifications

Bachelor's Degree with a focus on human resource management, public or business administration

At least five years senior management experience in all functional areas of human resources, with an emphasis in diversity management

An equivalent combination of education and experience is respected and valued as meeting the qualifications for this position.

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Salary and Benefits

Starting salary \$85,149 (Entire salary range \$85,149 - \$94,113) and City of Minneapolis Appointed Employee benefits package.

Selection Process

Send resume and cover letter to Sarah Kriewall, 250 South 4th Street, Suite 100 Public Service Center, Minneapolis MN, 55415 or email sarah.kriewall@ci.minneapolis.mn.us. Resumes will be accepted through September 10, 2004.

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