

## CITY OF MINNEAPOLIS

# Director of Labor Relations

## Position profile

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An executive search is underway to attract an exceptionally qualified candidate to serve as Director of Labor Relations for the City of Minneapolis. This is a rare and incredible opportunity to lead our labor relations efforts in a fast-paced, exciting environment.



### THE COMMUNITY

Minneapolis is the largest city in Minnesota and the heart of cultural and economic activity for the Upper Midwest. Minneapolis is recognized as an economically vibrant, safe, green and livable city and is frequently ranked among the top cities in the country for finding a job, making a home, getting an education and enjoying an active lifestyle. Its breathtaking natural beauty, including its 22 lakes, 170 parks, 210 miles of bike paths, and the Mississippi River, helps rank Minneapolis among the best cities in which to live..

Learn about what makes Minneapolis great.

[www.minneapolis.org/visitor](http://www.minneapolis.org/visitor)



### OUR CITY

The City of Minneapolis is 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. The Mayor and 13 City Council members from individual wards typically are elected for concurrent two-year terms. The annual budget is \$1.66 billion, and the City has 4,100 employees.



### THE DEPARTMENT

The Human Resources Department consists of nearly 60 employees who are organized into the following divisions to serve the workforce needs of the City:

- **Administration:** Ensures HR strategic direction aligns with City values and goals, integration of equity process into HR programs, policies and practices, Civil Service Administration, discrimination, harassment, and retaliation investigations.
- **Business Partner Solutions:** Focuses on attracting, retaining, leading, and managing the City's workforce.
- **Total Compensation:** Provides leadership and management in the areas of compensation, classifications, benefits, and wellness.
- **Learning & Development Solutions:** Helps transform the City into an enterprise that values and prioritizes ongoing development where employees engage in continuous learning to optimize performance.
- **Labor Relations:** Provides strategic and operational leadership and implementation for the City's collective bargaining processes and labor contract administration.

## MISSION STATEMENT AND VALUES

The Human Resources Department provides leadership and guidance that fosters a work environment designed to meet the needs and challenges of a vibrant world-class city.

Department team members demonstrate the following professional qualities, competencies, and behaviors:

- **Strategic:** Providing people strategies in alignment with the City's vision and goals.
- **Talent-driven:** Recruiting and retaining great people to the City and helping employees do their best work.
- **Partners:** Working hand in hand with leaders by providing innovative, value-added Human Resource solutions.
- **Ethical and respectful:** Creating policies, practices and processes designed to promote equity and fairness in employee decisions.



## OUR WORKFORCE

The City of Minneapolis workforce is comprised of approximately 4,100 employees of which 92% are covered by labor contracts in 22 separate bargaining units. The units are comprised of a variety of occupations including public safety (police and fire), public works, professional, supervisory, administrative and the trades.



## THE POSITION

The Director of Labor Relations is responsible for directing the development of a comprehensive approach to labor relations that fosters a mutually respectful and responsible relationship with bargaining units.

In addition, the Director reports to the Chief Human Resources Officer and serves as a member of the Human Resources Senior Leadership Team which provides strategic direction and oversight of the City's human resources function. The Director supervises two labor relations staff. Major responsibilities include:

- Developing long-term labor strategies to achieve City goals over multiple contract periods
- Serving as the City's lead labor negotiator, ensuring that all labor contracts follow the City's financial, legal, and policy constraints and align with City goals and values.
- Providing direction, leadership, and support to labor relations team members.
- Developing strong partnerships with City departments to develop credibility and expertise of the labor relations function.
- Coordinating the development of contract provisions with input from Human Resources staff and department heads.
- Developing professional relationships with the leadership and agents of bargaining units based on trust and mutual respect.
- Maintaining a professional network to keep current on regional and national labor relations trends.



## MAJOR AREAS OF FOCUS



- Serves as primary agent for the administration and interpretation of 22 labor agreements.
- Participates in the processing of grievances and works to facilitate resolution by understanding the views of all sides.
- Represents the City in mediation and arbitration hearings and manages the use of internal or outside legal counsel.
- Recommends strategies to executive leadership regarding labor relations matters, including responses to demands presented by the bargaining units.
- Recognizes the value of labor as a strong partner in the City's work.
- Utilizes interest-based approaches to collective bargaining.
- Collaborates with appointed, elected, and labor leaders on issues of enterprise-wide importance.
- Engages employees at all levels of the organization.
- Works with department heads to develop and invest in people.
- Works with the Mayor, City Council, and City staff to establish annual budgets for contracts.
- Maintains a strategic focus on compensation relative to internal equity and operational requirements.
- Provides guidance to department heads relating to labor contract impacts on operating matters such as working conditions, work assignments and budget implications.
- Communicates with City leaders about matters related to labor and workforce trends.
- Educates City leaders on labor relations requirements, obligations, and goals.

## DESIRED CAPABILITIES

The ideal candidate has extensive experience with interest-based bargaining in a public sector labor environment and familiarity with public sector labor relations and human resources practices, including an understanding of Minnesota labor relations statute and rules. This leader has excellent interpersonal and managerial skills and adeptly directs or addresses concurrent priorities. The Director readily develops trusted relationships at all levels of the organization and interacts comfortably with elected and appointed officials and with diverse teams and individuals who have differing levels of education, language, and cultural backgrounds. The Director consistently exhibits exemplary customer service skills and a strong commitment to the citizens of Minneapolis. An effective team builder, the Director demonstrates strong and effective communication skills to make a point, listen to feedback, and incorporate other points of view. With a vision of labor relations as a pathway for innovation and process improvement, the Director identifies opportunities to integrate labor contracts into the operations and budgets of City departments.

## 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.
- **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.

## QUALIFICATIONS AND COMPENSATION

**EDUCATION AND EXPERIENCE:** Bachelor's Degree in Public or Business Administration, Industrial Relations or related field, and ten years of progressively responsible experience including at least three years in a government-related position with administrative or management experience. An advanced or law degree with a labor relations focus is preferred, and can reduce the experience requirement by two years.

The City of Minneapolis offers a market competitive salary, depending on qualifications, and a comprehensive benefits package that includes medical, dental, life, and disability insurance. Additionally, the city offers Health Reimbursement Account (HRA)/Voluntary Employees' Beneficiary Association Plan (VEBA) spending accounts, a telephone allowance, paid vacation, holidays, sick leave, 12 weeks of paid parental leave, and the opportunity to participate in the Public Employee Retirement Association (PERA). Qualified employees may also participate in the Minnesota State Retirement System (MSRS). The salary range for this position is \$151,828 - \$179, 979.

## HOW TO APPLY

The position will remain open until filled. Applicants are encouraged to submit a cover letter and resume online at [www.minneapolismn.gov/government/jobs](http://www.minneapolismn.gov/government/jobs) by December 30, 2022. For more information contact Bill Champa at [bill.champa@minneapolismn.gov](mailto:bill.champa@minneapolismn.gov).

The City of Minneapolis is an Equal Opportunity Employer.