

Human Resources & Risk Management Director Profile



Edina City Hall, 4801 W. 50th St.

PROFILE OF THE CITY

The City, incorporated in 1888, is a fully developed first-ring suburb of Minneapolis. The City currently occupies a land area of 16 square miles and serves a population of more than 50,000 residents. Currently, 98 percent of the City is developed. Its first major period of growth occurred in the 1950s as residents and businesses looked to suburban neighborhoods. The late 1960s and early 1970s were another significant period of growth. Today, the City is in a period of “redevelopment” as aging structures (both commercial and residential) are being replaced with newer structures that better suit the needs of 21st century businesses and residents. Approximately 59 percent of Edina’s land area is attributed to low-density residential neighborhoods, 12 percent to commercial/industrial uses, 16 percent parks and open space with the remainder used for local, county and state roadways.

The City operates under the Plan-B Council-Manager form of government. Policy-making and legislative authority are vested in a City Council (Council) consisting of the Mayor and four other members, all elected on a non-partisan basis. The City Manager is the chief executive officer of the City of Edina. The City Manager is responsible for the proper administration of all affairs relating to the City and overseeing the day-to-day operations of City staff. The City Manager has the ultimate authority regarding all employment decisions for the City of Edina.

LOCAL ECONOMY

The City currently enjoys a favorable economic environment and local indicators point to continued stability. The region, while noted for strong retail and professional sectors, has enjoyed considerable redevelopment in recent years. The redevelopment consisted of varied manufacturing, medical and high-tech base that adds to the relative stability of the unemployment rate. Major industries with headquarters or divisions



Southdale Center

within Edina include Fairview Southdale Hospital, Southdale Center and Galleria malls, Nash Finch, Regis, Dow Water & Process Solutions and International Dairy Queen. Edina’s robust business community is based in three primary nodes: 50th & France, Greater Southdale and a professional/industrial district west of Highway 100. Numerous employers in the medical, retail, service, manufacturing and distribution industries are located in Edina. Edina is home to approximately 50,000 jobs that are expected to remain stable over the coming years.

The City has become known for its quality residential housing stock and attractive neighborhoods. Although the emphasis has changed over the years from exclusively single-family housing to a more balanced mix of single- and multi-family housing types, the City’s concern for overall quality in residential development remains a top priority.

The City contains at least 2.5 million square feet of commercial space, plus a higher amount of general commercial and industrial space. These businesses occupy facilities ranging from free-standing wood-frame structures to non-combustible high-rise structures.

The City enjoys AAA and Aaa bond ratings from Standard and Poors and Moody’s, respectively.

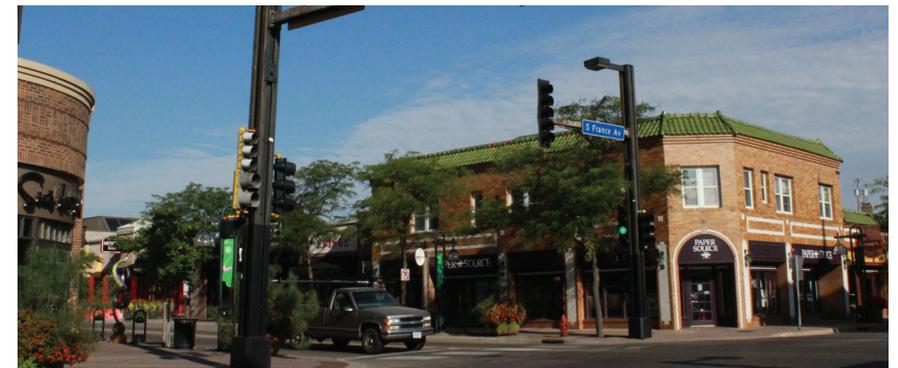
MAJOR INITIATIVES

After more than a year of thoughtful work and community-wide engagement, the City of Edina recently adopted Vision Edina, a long-term strategic framework that helps our community understand and guide important decision making that will impact our community’s future. Edina’s new vision statement:



VISION
EDINA

Edina holds a well-earned reputation as a city of choice. It is the model of a successful, mature, and progressive urban community, that strives to lead in a modern and evolving world. We maintain our heritage and attractiveness, and afford our residents the highest quality of life, while actively embracing the future.



Downtown Edina, 50th & France

The city-wide Work Plan, developed by staff and City Council, identifies key projects the City is hoping to accomplish during the two-year operating budget cycle. The Work Plan is designed to carry out the policy objectives set forth in the city's long-term planning documents. The City-wide Work Plan is then used by Directors to develop their Department Work Plans. The City Council discusses work plan progress during quarterly business meetings with staff.



IQS Team

IQS

In Edina, our work with residents, coworkers and other customers is defined by Integrity, Quality and Service, the “Edina IQS.” What do the Edina IQS look like in action?

Integrity

- We proactively and openly share information.
- We do what we say we are going to do.
- We are honest, ethical and transparent in our actions.
- We work for the common good and put the interests of the City above our own.
- We wisely use all City resources, including money, equipment and time.

Quality

- We do accurate, high-quality work.
- We take smart risks and look for innovative solutions.
- We strive to provide the best long-term value for our residents.
- We show initiative by continuously improving our operations.
- We take pride in our work and in being a leading organization.

Service

- We welcome, listen to and seek to understand others.
- We strive to anticipate the needs of others and to exceed their expectations.
- We look for opportunities to work with others in solving problems.
- We seek out feedback and use it to improve our work.
- We support one another and work cooperatively.



Fire-Rescue & Building Inspections Department

CITY SERVICES AND STAFF

The employees of the City of Edina deliver a wide-range of quality services to the people who live, work and play in Edina. The City's employees are organized into 10 departments.

- Administration
- Communications & Technology Services (CTS)
- Community Development
- Engineering
- Finance
- Fire & Inspections
- Human Resources & Risk (HR) Management
- Police
- Parks & Recreation
- Public Works

The City has 285 full-time employees. Throughout the year, the number of part-time and seasonal staff fluctuates between 200 and 500 employees. Over the course of a typical year, the City employs more than 1,000 people. There are four bargaining units representing 45% of the City's full-time staff, including paramedic/firefighters, police officers, public service workers, and 9-1-1 dispatchers. The remaining employees are non-union.



Edina Aquatic Center



Edina Art Center



Centennial Lakes Park

The City of Edina provides a full range of City services including police and fire protection; construction and maintenance of streets and infrastructure; water and sewer services, and more than forty City parks.

The City also owns and operates several recreation facilities:

- **Braemar Golf Course**
Braemar Golf Course features 18 regulation holes, nine-hole executive course, recently remodeled banquet facility, Tin Fish restaurant and the largest and longest-hitting Golf Dome in the Twin Cities area with 46 tee areas on two levels.
- **Braemar Arena**
Braemar Arena boasts three indoor, regulation-size ice sheets and one outdoor covered ice sheet during the winter season dubbed The Backyard.
- **Braemar Field**
Braemar Field is a 400-foot-long, 250-foot-wide athletic sports field adjacent to Braemar Arena. It's inflated from November through April and open-air artificial turf the rest of the year.



Braemar Golf Course



Braemar Arena

- **Centennial Lakes Park**
With a 24-acre park and pond, Centennial Lakes Park features more than 1.5 miles of paved pathways meandering around a 10-acre lake interspersed with beautifully landscaped grounds, 1,000 person amphitheater and a banquet facility.
- **Edinborough Park**
The completely enclosed, one-acre park features a junior-Olympic size swimming pool, a running track and fitness area, one of the largest indoor playgrounds in the country and a multi-purpose play area, all connected by meandering pathways through a landscaped interior.
- **Edina Aquatic Center**
Open June through August, the Edina Aquatic Center showcases an Olympic-sized pool, a three-meter diving board and lap swimming lanes. A surf simulator – the only outdoor flow-rider in the state – giant water slide and cable ride round out the Aquatic Center amenities along with a children's pool and dry play area.
- **Edina Senior Center**
The Edina Senior Center hosts recreational, educational, health, social service events Monday through Friday with 1,500 members and a variety of activities.
- **Edina Art Center**
For participants of all ages, the Edina Art Center provides a place to enjoy art and a chance to learn how to create it. The facility features a gallery exhibition schedule of solo and group shows as well as a well-stocked gift shop.

Edina is also unique in the wide-range of services it provides to the public including:

- **Edina Liquor**
The City owns and operates three municipal liquor stores. Edina Liquor generates more than \$1 million per year in operating income and is consistently in the top three Minnesota municipal operations in both sales and net profit.
- **Full-time Fire and Advanced Life Support (ALS) Ambulance Services**
The Edina Fire Department provides the ALS ambulance and paramedic services for all of Edina and is the only municipality in Hennepin County to provide this service.



Edina Liquor – Grandview



Braemar Field



Finance Department

• **9-1-1 Police and Fire Dispatch**

The City provides its own police and fire dispatch. It also provides full dispatching services for the neighboring City of Richfield.

• **South Metro Public Safety Training Facility**

The City is responsible for the management and staffing of the South Metro Public Safety Training Facility (SMPSTF). SMPSTF is owned by the cities of Bloomington, Eden Prairie and Edina as well as the Minneapolis/St. Paul International Airport Police Department.

• **Community Health Services**

The City Community Health Division holds a delegation agreement with the Minnesota Department of Health to license and inspect food, beverage and lodging establishments, institutions such as schools and day cares and public swimming pools.

• **Assessing Services**

The City provides assessing services. The Division estimates the market value and determines the classification of each piece of property in Edina for property tax purposes.

THE HUMAN RESOURCES & RISK MANAGEMENT DEPARTMENT

The Human Resources (HR) Department is dedicated to working with other City departments to ensure that all employment and risk management practices are aligned to meet the goals of the City.

The HR & Risk Management Department:

- Develops recruitment and selection systems to hire top talent.
- Designs, implements and negotiates cost-effective compensation and benefits plans that reward and retain the right talent.
- Provides leadership consulting and training.
- Develops employee performance management, training and development systems that align with City goals.
- Develops employment policies based on best management practices and compliance with employment laws.

- Provides effective employee and labor relations to balance the needs of all stakeholders.
- Coordinates the City's risk management, safety and insurance program.

THE POSITION: HUMAN RESOURCES & RISK MANAGEMENT DIRECTOR

The Human Resources & Risk Management Director is responsible for overseeing all aspects of the City's Human Resources and Risk Management functions including HR strategy and planning, labor relations, training, recruitment, compensation, benefits, payroll, performance management, safety and city-wide policies and practices. This position establishes functional policies, makes tactical decisions within overall strategic direction, and provides oversight for the budget and capital improvements. The incumbent participates as an active member of the City's Executive Leadership Team and maintains strong, productive and cooperative relationships with other City departments to maximize use of City resources and talent.

The HR Director will lead a small team, but will have great influence throughout the organization. The Director will need to inspire trust in a large employee group, by using best management practices. The 2015 salary range for this position is \$93,841 - \$117,301.

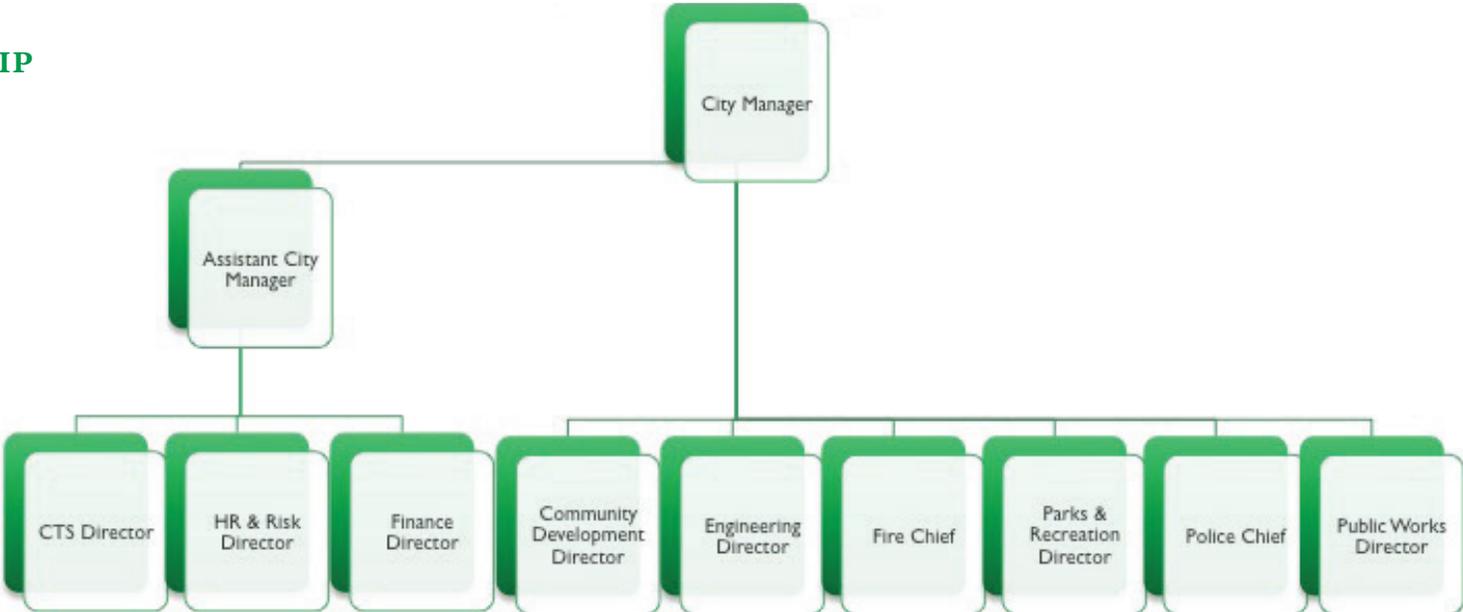
Scope of Impact:

The duties and responsibilities of this job are performed with significant latitude for independent judgment in accordance with department and City policies, Federal, State and Local regulations and are based on detailed knowledge of department operations. The HR Director supervises a staff of four full-time employees and oversees the Department's operational budget, in addition to city-wide compensation and benefits.



Edina Police Department

**EXECUTIVE LEADERSHIP
TEAM (ELT)**



**HUMAN RESOURCES & RISK
MANAGEMENT DEPARTMENT**





Communications & Technology Services Department

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Oversees City Human Resources and Risk Management functions.

- Serves as a member of the City's Executive Leadership team to ensure overall effective integration of Departmental activities with other City functions;
- Designs and implements City-wide HR systems, including compensation, payroll, benefits, employee recruitment and selection, workforce planning, performance management, training and organizational development, safety and risk management;
- Serves as lead negotiator for Labor Relations;
- Oversees compliance with Federal, State and Local laws, regulations and ordinances;
- Conducts research and evaluates HR & Risk Management programs and offerings;
- Evaluates, considers and resolves, as appropriate, elevated employee issues, including claims for Workers' Compensation;
- Attends mediation and court sessions, testifies as necessary, approves settlements;
- Interprets Departmental philosophy and responds to questions, complaints and concerns from other City Departments, and the general public, as necessary, via telephone, email, mail and in person;
- Develops safety standards, strategies and policies;
- Oversees preparation of bids and contracts and negotiates contracts;
- Develops recruitment and selection strategies for positions;

Using independent judgment provides supervision and leadership to Department personnel under the span of control.

- Makes and participates in decisions on matters of hiring, transfer, suspension, recall, promotion, discharge, assignment, reward, adjusting grievances or disciplining employees under the span of control and advises department directors on decisions city-wide;
- Sets goals and objectives for others to work towards and monitors performance;

- Conducts ongoing feedback, coaching, mentoring and timely formal reviews of performance for assigned employees;
- Plans the work schedule to meet Department demands and to limit overtime costs to reasonable and necessary levels;
- Encourages employee growth and development by providing or encouraging learning opportunities;
- Assesses staff development needs and directs the provision of staff training;
- Makes decisions regarding the content of jobs and the requested level of staff within the Departments and makes recommendations regarding the number and structure of staff city-wide.

Directs the preparation of and manages the Human Resources & Risk Management Department's budgets.

- Prepares requests for annual funding and presents requests to decision-makers for approval;
- Reviews year-to-date spending reports and monitors performance against plan, making or recommending adjustments as necessary;
- Approves expenditures for purposes and amounts that are within the budget and within the authorized approval limits of the job;
- Negotiates with vendors and works to ensure the most cost effective alternatives are identified when planning expenditures.

Communicates courteously and professionally and maintains working relationships with others in carrying out job functions.

- Represents the City to the community, with stakeholders and on various committees;
- Communicates with others relating to work assignments and progress of work or to convey information about conditions or work related needs;
- Communications include responsibility for maintaining relationships that are key to the function.



Parks & Recreation Department



Engineering Department



Public Works Department

Maintains professional competence and stays abreast of trends, marketplace comparables and innovations.

- Attends training, conferences and meetings, participates in professional associations and reviews relevant literature.
- Performs other duties and activities as assigned.

Minimum Qualifications:

The job requires Bachelor's degree in Human Resources, Industrial Relations, Organization Development, Public Administration, Business Administration, Psychology or related field, and eight years of experience, including three to five years of leadership development and training and two years of supervisory experience or equivalent experience. A valid driver's license or evidence of equivalent mobility is also required.

Desired Qualifications:

A Master's degree in Human Resources, Organizational Development or Public Administration. Experience in local government and working with unions.



Edinborough Park



Edina Senior Center

Knowledge, Skills and Abilities Required for Successful Job Performance:

- Knowledge of HR strategies, practices and policies;
- Knowledge of employment and labor laws;
- Knowledge of and ability to design and implement training and development programs;
- Knowledge of governmental operations and departments;
- Knowledge of general accounting practices sufficient to create and manage a Department budget;
- Ability to perform work requiring a high degree of concentration and judgment in interpreting practices and procedures to solve problems;
- Ability to provide leadership to and motivate employees;
- Ability to work independently and to prioritize work requests;
- Ability to negotiate contracts with consultants and vendors;
- Knowledge of and ability to operate standard office software sufficient to manipulate data, draft reports and maintain records;
- Verbal and written communication skills sufficient to effectively present information and respond to questions from a wide variety of audiences, persuade stakeholders and to perform public speaking to the City Council, employees and other community groups, and reading comprehension skills sufficient to read, understand and interpret complex and varied work-related materials;
- Demonstrates the desired standard of conduct and work performance including confidentiality and privacy requirements of the department;
- Interpersonal skills sufficient to exchange and/or convey information, receive work direction and maintain effective working relationships with various stakeholders.

Initial Position Priorities:

- Actively model and reinforce the City's core values of Integrity, Quality and Service.
- Implement City-wide initiatives as part of the Executive Leadership Team.
- Build effective relationships with other City departments.
- Ensure the City's continued compliance with Healthcare Reform.
- Restructure the safety committee to provide increased strategic direction to safety initiatives.
- Evaluate and implement part-time employee compensation and benefit strategies to ensure limited resources are used to effectively recruit and retain talent.
- Develop a long-term plan to improve Human Resources and Payroll technology systems.



APPLICATION DETAILS

Posting Date: June 5, 2015

Application deadline: July 1, 2015

To apply: www.EdinaMN.gov/Jobs

