



Baltimore Police Department DIRECTOR OF HUMAN RESOURCES

The Baltimore City Police Department is seeking a dynamic, proactive and experienced Human Resources professional to direct and oversee the programs and activities of the Department's Human Resources Section. The Human Resources Director is responsible for the overall administration, coordination and evaluation of the human resources function, including: labor and employee relations; compensation and benefits; employee health and wellness; policy development and implementation; HR legal compliance; employee training; recruitment; and performance management.

RESPONSIBILITIES

The Human Resources Director provides leadership and supervision for the Police Department's Human Resources Section and serves as a trusted partner and advisor to the Department's leadership team and staff across the organization. The HR Director is responsible for driving the successful integration of the Department's various operational units into one streamlined Human Resources function. The Director's responsibilities include, but are not limited to:

- Managing the daily operations of the Department's Human Resources Section, providing expert HR support to an agency comprised of approximately 3,000 law enforcement and civilian personnel.
- Strategic HR planning and program implementation in all functional areas, including: labor relations; employee relations; compensation; benefits; employee health and wellness; policy and procedure administration; HR legal compliance; training; recruitment; and performance management.
- Partnering with Departmental leaders, management, as well as other City agencies, to develop organizational human resources strategies that are aligned with the goals and values of the Police Department.
- Developing, drafting and recommending new/revised HR policies, programs and procedures to ensure operational efficiency and compliance with legal standards.
- Providing leadership and guidance to ensure consistent interpretation, application and compliance with HR-related policies, laws and regulations.
- Actively guiding managers and supervisors in the handling of complex personnel matters, including performance management, employee work issues and leave administration.
- Developing and maintaining effective and efficient leave management programs and practices, including FMLA, workers' compensation and military leaves.
- Monitoring industry trends and legal developments and initiating appropriate operational responses to ensure compliance and efficiency.
- Developing and delivering high-quality HR-related training and guidance to Department managers and employees.
- Maintaining effective and secure employee data and recordkeeping systems.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Expert knowledge of management and human resources principles and practices, including a sound working knowledge of all HR functional areas.
- Expert knowledge of local, state and federal employment laws.
- Able to deploy effective conflict resolution strategies and techniques.

- Ability to formulate and implement effective HR-related policies, procedures and programs to achieve organizational objectives.
- Ability to communicate effectively both orally and in writing.
- Excellent presentation skills and the ability to deliver effective presentations/training to diverse audiences.
- Ability to influence, gain trust and maintain effective working relationships with staff at all levels and across City government.
- Ability to multitask and work autonomously in a fast-paced, flexible environment.
- Demonstrated ability to lead and develop staff members.
- Personal integrity, discretion and sound judgment.
- Ability to operate with a high level of awareness and maintain confidentiality in sensitive situations.

REQUIRED EDUCATION AND EXPERIENCE

- Juris Doctor degree from an accredited school of law or Master's degree from an accredited college or university with major coursework in human resources management, labor/employment law, business administration, public administration or a closely related field; and
- Five (5) years of experience in human resources administration and/or labor/employment law. Experience with human resources administration in a law enforcement environment is highly desirable.

OR

- Bachelor's degree from an accredited college or university with major coursework in human resources management, labor/employment law, business administration, public administration or a closely related field; and
- Ten (10) years of experience in human resources administration and/or in labor/employment law. PHR or SPHR Certification preferred. Experience with human resources administration in a law enforcement environment is highly desirable.

COMPENSATION

This career opportunity offers a comprehensive benefits package with a salary range of **\$77,600 - \$124,100**. Individuals under final consideration for appointment will be required to successfully complete the Baltimore Police Department background process.

Qualified candidates should submit a letter of interest and resume to bpdresumes@baltimorepolice.org.

In compliance with Article 16-10 (d) of the Public Local Laws for Baltimore City, appointments to exempt positions with the Baltimore Police Department serve at the pleasure of the Police Commissioner.

The Baltimore Police Department is an Equal Employment Opportunity Employer

www.baltimorepolice.org

TTY: 711