



Catherine E. Pugh, Mayor

## Chief, HR Shared Services City of Baltimore



Mary H. Talley, Director & Chief Human Capital

### Department of Human Resources

#### Position Summary

Leverage your HR body of knowledge to assist the City of Baltimore's Department of Human Resources (DHR) advance its strategic initiatives. Are you a savvy, highly-skilled, experienced senior human resources generalist professional, seeking a career challenge that will provide continuous opportunity to use and expand your knowledge, skills, and abilities? If this describes you, we are anxious to talk to you about the highly visible, dynamic Chief, HR Shared Services role in our evolving, fast-paced Human Resources Department.

#### Key Deliverables

Reporting to Deputy Directors, HR Operations and Administration, and serving as a vital member of the Director & Chief Human Capital Officer's senior team, the Chief HR Shared Services will lead, manage, and develop the DHR's Shared Services Division the mission of which is to create, provide, and ensure application of best practices for strategic, operational, and transactional HR functions, affairs, and activities across partnering City agencies. Provide and ensure effective and efficient delivery of full-spectrum generalist HR functions across partnering City agencies. Lead, manage, and supervise DHR Business Partners and other HR practitioners in executing full spectrum generalist HR functions for partnering City Agencies. Devise strategies for to attract, acquire, and retain partnering City Agencies within the Shared Services model. Leverage Centers of Excellence expertise to provide optimal services to partnering City agencies. Serves as Steering Committee for WorkBaltimore: Empowerment to Employment.

#### Competencies & Qualifications

Bachelor's/Master's degree in Human Resources Management, Organizational Development, Business or Public Administration or related field from an accredited college or university. PHR/SPHR and/or SHRM-PC/SHRM-SCP certification(s) required (or must obtain within 12 months of employment commencement). Ten (10) years significant and progressive experience in HR generalist capacity, five (5) in key HR leadership role, within a large, diverse, matrixed organization with responsibility for multiple business units. Five (5) years managerial/supervisory experience, required.

Significant experience devising, developing, implementing, directing, and managing HR programs within a complex, matrixed organization. Experience in a Shared Service model, preferred. Demonstrated experience developing and implementing large-scale change. Strong leadership and thought-leadership skills required. Excellent written and verbal communications skills; including preparation and delivery of presentations to large and diverse stakeholder groups including elected officials, executives, professionals, and constituents. Effective decision-making skills, and strong judgement. Effective management and resolution of complex matters with required discretion, sensitivity, and immediacy. Solid influencing and negotiating skills, essential. Requires consistent and solid application of professional rules of engagement.

#### About Our Workforce

With a 15,000+ employee stakeholder workforce, the City of Baltimore's occupations span from executive and managerial to laboring, including public health and safety, clerical, technical, administrative, and support capacities throughout the metropolitan area. Operating under a Civil Service System, the majority of stakeholders are represented by one of nine labor unions; with a large body of appointed positions.

This career opportunity offers a comprehensive benefits package and competitive salary, commensurate with education and experience. Individuals under final consideration for appointment to this position will be required to submit to drug and alcohol testing and criminal background check. This position will remain posted until filled.

For additional information and/or immediate consideration, qualified and interested applicants must submit an employment application via the City's online recruitment system at:

<http://agency.governmentjobs.com/baltimorecity/default.htm>

Your application must include a letter of interest, resume and salary history and requirements.

**The City of Baltimore is An Equal Opportunity Employer TTY: 711**