



Catherine E. Pugh, Mayor



Mary H. Talley, Director & Chief Human Capital Officer

CHIEF POLICY ADVISOR CITY OF BALTIMORE DEPARTMENT OF HUMAN RESOURCES

Position Summary

Challenging and meaningful work, immediate impact, enterprise wide contributions, change partnering, leadership delivery...if this is what you are seeking in a new career opportunity, your search ends with us - the City of Baltimore, Department of Human Resources. Reporting to the Director & Chief Human Capital Officer and serving as a vital member of the senior team, the Chief Policy Advisor has overall responsibility for steering the City's Human Resources Policy and Compliance Division.

Key Deliverables

Provides expert counsel to the Department of Human Resources, the Mayor's Office, other Elected Officials, and City Agencies to ensure understanding, consistent interpretation, application and compliance with City, State and Federal human resources policies, employment laws and regulations. Performs an extensive range of complex and sensitive work assignments through the creation and development of human resources' policies, compliance monitoring, interpretation, application of and training on policies surrounding a broad range of workplace Human Resources' related matters. Proposes and reviews legislation, and proposes and revises current City (personnel) administrative and personnel manual policies. Represents Director & Chief Human Capital Officer at collective bargaining negotiations; and providing oversight for compliance functions and initiatives including EEO, FMLA, and ADA. Serves as Steering Committee Member 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. Ten (10) years progressively responsible experience in employment law, human resources policy development, policy or legal composition or human resources policy compliance including five (5) years in key HR leadership role, and five (5) managerial/supervisory experience. Leads and manages team of HR professionals. Experience in a unionized, public sector organization. Strong knowledge of principles associated with a large, diverse, complex, and matrixed organization. JD (Juris Doctor) degree from an accredited school of law, highly desirable. PHR/SPHR and/or SHRM-PC/SHRM-SPC certification(s) required (or must be obtained within 12 months of employment).

Acumen in Federal and State employment laws relating to FMLA, EEO, ADA, workplace violence, substance abuse, compensation administration, employee/labor relations, and employee job actions including selection, discipline, and termination. Systematic and decisive with solid judgement, influencing, and negotiating skills, required. Highly skilled in devising and implementing compliance programs/initiatives, resolves complex and confidential matters with required discretion, sensitivity, and immediacy, and analyzes and interprets data from multiple sources and applies legal principles. Proven

skill in creating, developing, analyzing, interpreting, applying and monitoring compliance with human resources policies, procedures and rules. Skilled and effective trainer with ability to create, develop, implement and deliver HR policy and compliance training to large, diverse stakeholder groups. Excellent verbal and written communication skills required, including delivery of presentations to large and diverse stakeholder groups involving elected officials, executives, professionals, and constituents. 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 employee stakeholders are represented by one of nine labor unions; with a large body of appointed positions.

For immediate consideration, qualified and interested applicants should submit a letter of interest, resume and salary history & requirement via the City's online recruitment system at <http://agency.governmentjobs.com/baltimorecity/default.cfm>

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