



seeks an energetic, creative and decisive, proactive leader who is an excellent communicator, negotiator, team builder, and problem resolutionist with the highest integrity to be the next

DIRECTOR OF HUMAN RESOURCES

The ideal candidate will be a focused driven, self motivated, customer service oriented professional.



THE CITY OF CINCINNATI & COMMUNITY

Recognized as a **TOP 100 Place to Live in America for 2010**, Cincinnati has been described as a friendly, yet sophisticated, city of contrasts whose diversity makes it a unique place for residents, visitors and businesses. Cincinnati has recently hosted and soon will play host to some major conferences:

- Prince Hall Shriners (2011)
- League of United Latin American citizens (LULAC), - the largest Hispanic Organization in the country (2011)
- World Choir Games, the largest choir competition in the world (2012)
- State of Ohio IAFF (2012)
- Midwest Home School Convention (2012)
- Fraternal Order of Police (2013)
- National Rural Electric Cooperative (2014)
- National IAFF (2014)

Where can you find both artistry and industry, from a Tony recipient theatre to eleven Fortune 500 headquarters? Where can you find big-league sports, world class dining, cutting edge entertainment and small town charm?

As the State of Ohio's third largest city, Cincinnati is an All-American metropolis. Situated along the Ohio River, Cincinnati takes up about 80 square miles and is home to approximately 300,000 residents. The University of Cincinnati is the city's largest higher-education institution.

The Proctor and Gamble Company, Fifth Third Bank, Kroger, Chiquita Brands International, Cintas, The Sunny Delight Beverage Company and the Smucker's Company are all headquartered in or near Cincinnati.

The National Underground Railroad Freedom Center in Cincinnati recreates exciting escapes northward, while educating visitors on slavery. Munich, Germany may be where the celebrated Oktoberfest originated, but Cincinnati, or should we say, "Zinzinnati," now boasts the largest annual Oktoberfest celebration outside of Bavaria! Ja, 'tis true! And entry is frei (free)!

Visitors to Cincinnati will also take delight in visiting the Park's Krohn Conservatory; the Cincinnati Museum Center, which houses a science museum, natural history museum, children's museum and a general history museum; the Roebling suspension bridge, the Cincinnati Art Museum, the Cincinnati Zoo and Botanical Gardens, just to name a few.

Local professional sport teams include the Cincinnati Bengals football team, the Cincinnati Reds baseball team (the oldest baseball team in the nation), and the Cincinnati Cyclones (East Coast Hockey League).

Famous Cincinnatians include the 27th President of the United States William Howard Taft, General Electric CEO Jeffrey Immelt, astronaut Karl Gordon Heinze, actor Thom Barry of CBS's Cold Case, George Clooney, Carmen Electra, Nick Lachey, Woody Harrelson, Sarah Jessica Parker and Peter Frampton, among others.

Cincinnati USA is proud of its national rankings:

- No. 1 College Basketball City by *Sporting News*
- No. 5 U.S. Arts destination ranking by *American Style*
- No. 12 and No. 16 ranking for Best Metro for European Investment and Business Expansion respectively by *Expansion Management*
- *Esquire Magazine's* rating in the Top 10 Cities that Rock
- *Top USA attractions* for the Cincinnati Zoo and Botanical Gardens, Newport Aquarium, Newport on the Levee.

The extensive Cincinnati metropolitan area comprises Hamilton, Butler, Clermont, Warren and Brown counties in Ohio; Kenton, Campbell, Boone, Grant, Pendleton and Gallatin counties in Kentucky; and Dearborn and Ohio counties in Indiana. In addition to Cincinnati, the principle cities in the metropolitan area are Covington and Newport, in Kentucky and Norwood and Springdale, in Ohio. In addition to a major interstate, railroad and other transportation, the region is supported by the Cincinnati-Northern Kentucky International Airport and the Ohio River which transports millions of tons of cargo and many passenger boats.



Downtown Cincinnati has undergone an extensive renaissance with new office buildings, new housing, an expanded convention center, new museums, riverfront sport stadiums and several commercial structures. The Banks development on the Ohio River is in the middle of spiral of growth with condos, apartments, shops, restaurants and parks. In 2013, Cincinnati's Horseshoe Casino will open.

Cincinnati features numerous cultural attractions as well as excellent primary, secondary and advanced educational institutions available to the residents of Cincinnati and the surrounding region. Cincinnati USA offers diverse educational opportunities with area colleges and universities conferring degrees ranging from associate to doctorate in a broad range of subjects. Major Universities calling Cincinnati home, include the University of Cincinnati (33,000 students), Miami University of Ohio (21,000 students), Northern Kentucky University (13,700 students), Cincinnati State Technical and Community College (10,000 students) and Xavier University (6,600 students).

Cincinnati is an attractive, culturally and ethnically diverse community that provides an excellent working and living environment for its residents and their families.

GOVERNANCE & MANAGEMENT

The City of Cincinnati was founded in 1788, chartered as a Village in 1802, and incorporated as a City in 1819. Major revisions to the City Charter were approved by voters in 1926 to provide for home rule and the council-manager form of government. Commencing in December of 2001, the City's form of government was modified based upon a charter amendment approved by the voters in 1999. A strong Mayor form of government was adopted in 2001.

The Mayor is chosen through a direct election and the nine members of City Council are chosen in a separate at-large election. The Mayor is elected to a four-year term and the City Council members are elected to two-year terms. Term limits enacted in November of 1993 limit members of City council to four consecutive two-year terms. The Mayor is

limited to two consecutive four-year terms. The City Manager is appointed by the Mayor subject to prior approval of the City Council. The City provides the full range of municipal services including police and fire protection, parks, recreation, public services (highways, streets and waste collection), health clinics and human services, culture, public improvements, planning and zoning, general administrative, water and sewer services.

The Mayor presides over City Council Meetings, but is not a voting member of the City Council. The Mayor and the City Council determine policy and set direction for the City through legislative matters. The current Mayor is Mark Mallory until January of 2013.

The Mayor appoints the City Manager subject to the approval of City Council. The day-to-day business of operating the City is the responsibility of the City Manager, who functions as the Chief Administrator for the City and, through various departments, is responsible for providing and maintaining the essential services of the City including the preparation of the City's annual budget. The paramount responsibilities of the City Manager are executing the policy set by the Mayor and City Council, delivering services to the citizens and customers of the City of Cincinnati, controlling government finances, and providing continuity and support to the Mayor and members of City Council. Milton Dohoney Jr. became City Manager in August of 2006. The City has an all funds operating budget of approximately \$926.4 million and an employee work force of over 6,000 full-time employees in 17 departments.

HUMAN RESOURCES DEPARTMENT

The City of Cincinnati is the fifth largest employer in the area. The Human Resources Department serves a population base of over 300,000 citizens and provides a variety of equal employment opportunities. The mission statement of the Human Resources Department is simple and to the point: **"To continuously earn the trust and respect of Cincinnati citizens and employees through the excellent delivery of personnel services."**



The Human Resources Department processes annually more than 10,500 employment applications, exams, job reviews, as well as compensation studies.

DUTIES & RESPONSIBILITIES

The Human Resources Director plans, directs, manages, and oversees the activities and operations of the Human Resources Department which includes personnel management, budget development/administration, labor relations, employee relations, examinations and assessment panels, compensation and classifications, EEO, FMLA, ADA Compliance, HR Information System and training. Also serves as the Civil Service Secretary, EEO Officer and ADA Coordinator. Coordinates assigned activities with other departments and outside agencies and provides highly responsible and complex administrative support to the City Council and the City Manager.

REQUIRED/PREFERRED QUALIFICATIONS

- Must have a Bachelor's Degree from an accredited college or university with major coursework in human resources, labor and industrial relations, public or business administration, or a related field.
- Must have eight years of progressively responsible experience in human resources with at least two of those years in HR management.
- Must have experience in management/labor contract negotiations and design/delivery of staff development/training programs.
- A Master's Degree in related field or Juris Doctorate is preferred.
- Human resource experience in both the private and public sectors is preferred.
- A professional certification in human resources is preferred.
- Chief Negotiator in management/labor contract negotiations is preferred.

INTANGIBLE QUALITIES DESIRED

The Human Resources Director must be an excellent communicator and team builder. The Director must plan, develop and administer goals, objectives and procedures for a comprehensive, municipal human resources program. Candidates for the position must have implemented and maintained positive employee relations and have a positive track record for accomplishing goals and objectives.

SALARY

\$102,000 to \$137,000, and a competitive major benefits package.

HOW TO APPLY

For consideration, please submit a cover letter, detailed resume, salary history and the names of three professional references (as a single word document) by **December 9, 2011** to:

John Plahovinsak at:
john.plahovinsak@cincinnati-oh.gov

Telephone: 513 352 2400

Additional information about this position may be found by visiting our web site at <http://www.cincinnati-oh.gov/cityhr/pages/-37243/>

**All applications are a matter of public record.
** The City of Cincinnati is an Equal Opportunity Employer that values Diversity at all levels of its workplace.