

EMPLOYEE ENGAGEMENT DIVISION LEADER

NATURE OF WORK

This is professional and management work leading the activities of the Employee Engagement Division of the City-County Human Resources Department.

Works collaboratively with leadership, management and employees across the City of Lincoln and Lancaster County to plan and implement programs, policies and procedures to ensure productive work environments and support the DEI mission and deliver an exceptional employee experience to attract and retain great employees. This includes responsibility for employee relations, investigations and grievances, and interpretation of laws, regulations, contracts, and policies. Serves as a member of the Human Resources leadership team, contributing to the advancement of the department's vision and mission. Work is performed with considerable independence and is reviewed by the Human Resources Director through conferences and results achieved. The incumbent will lead the Human Resources Engagement Team.

EXAMPLES OF WORK PERFORMED

Creates and provides Human Resources policy guidance; consults with departments to define human resources needs and strategies.

Provides advice and guidance, tools and resources, as required to manage employee and labor relations matters which impact employee retention and performance.

Drives process and systems to build talent and sustainable labor and employee relations capabilities across the City of Lincoln and Lancaster County.

Ensures prompt and effective resolution of complex employee relations issues; conducts effective, thorough and objective investigations; responds to grievances; advise departments and managers in work performance issues.

Serves as a strategic consultant to solve critical department workforce talent planning, organizational restructuring project management and consultation, employee engagement and experience, performance management and succession planning.

Develops high quality point of view documents, presentations, and data reports for critical meetings including executive leadership presentations; presents and interprets findings to various leaders across the City and County.

Prepares proposals and supports the bargaining team for labor contract negotiations with recognized bargaining units covering conditions of employment, management rights, employee rights, wage increases and benefits.

Leverages human capital data and research to deliver intelligence and insights; monitors and reports on the success of programs using appropriate metrics.

Develops high quality point of view documents, presentations, and data reports for critical meetings including executive leadership presentations; presents and interprets findings to various leaders across the City and County.

Manages, advises and coaches Human Resources Partners on how to appropriately manage and resolve sensitive human resources issues.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of current trends and developments in the field of employee engagement and relations.

Thorough knowledge of the principles and practices of Human Resources as they relate to labor negotiations, Nebraska Commission of Industrial Relations and other appropriate federal, state and local laws and regulations.

Thorough knowledge of principles and practices of human resource management.

Ability to build partnerships and work collaboratively with others to meet shared objectives.

Ability to maneuver through complex policy, process, and people-related organizational dynamics.

Ability to develop and deliver multi-mode communications that convey a clear understanding of needs.

Ability to hold self and other's accountable to meet commitments.

DESIRABLE QUALIFICATIONS

Possession of Human Resources certifications including, but not limited to Society of Human Resource Management Certification and/or Professional in Human Resources.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in Business Administration, Human Resources, Organizational Management or related field, at least five years of experience involving progressively responsible human resources administration plus five years of leadership experience; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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