

**POSITION DESCRIPTION  
CITY OF VALPARAISO, INDIANA**

**POSITION:** Deputy Chief Human Resources Officer (DCHRO)  
**DEPARTMENT:** Mayor/Administration/Human Resources  
**WORK SCHEDULE:** M-F (Minimum of 40 hours/week)  
**JOB CATEGORY:** EXE (Executive) C

**DATE WRITTEN:** September 2023  
**DATE REVISED:** N/A

**STATUS:** Full-time  
**FLSA STATUS:** Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Valparaiso provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless those accommodations would present an undue hardship.

The Deputy Chief Human Resources Officer (DCHRO) for the City of Valparaiso plays a pivotal role in all facets of Human Resource (HR) management, development, planning, and support ranging from strategic goals (e.g., workforce planning) to transactional functions (e.g., ensuring data integrity of all information maintained in the HRMS systems). The position is highly visible working under the direction of the CHRO to ensure HR services are aligned with the City's vision and mission.

**ESSENTIAL JOB FUNCTIONS:**

- Strategic HR Leadership & Trusted Business Partner: Collaborate with the CHRO to develop and execute HR strategies that support the City's vision, mission, and long-term objectives while also improving employee engagement and enhancing the organization. Develop initiatives to increase staff morale and productivity, strengthen organizational culture, and attract and retain staff.
- Policy Development: Assist in the development, review, revision, and implementation of policies, procedures, and guidelines that ensure the City's compliance with relative legal regulations and that promote a positive work environment. This includes all local, state, and federal regulations such as Equal Employment Opportunity/ Affirmative Action (EEO/AA), Americans with Disabilities Act (ADA), Fair Labor Standards Act (FLSA), Pregnancy Disability Act (PDA), and Family Medical Leave Act (FMLA). Provide formal and informal training for management and staff, interpret policies and regulations, confirm completion of required forms, and respond to inquiries. Consult legal counsel as needed.
- Talent Acquisition: Assists with oversight of the recruitment process, including workforce planning, candidate sourcing, interviewing, background and reference checks, and onboarding, to attract top talent. Consistently promote the City as an Employer of Choice, as well as the robust compensation/benefit package and career development opportunities it has to offer.
- Supervisory Development: Works with CHRO to coach and mentor managers in functions such as recruitment, talent development, succession planning, employee relations, engagement, diversity and inclusion, and compensation.
- Employee Development: Collaborate with the CHRO and City Leadership to identify and implement training and development programs and opportunities (including creation if necessary) that enhance employee knowledge, skills, and career growth, as well as promote understanding of compliance matters (e.g., Workplace Harassment Prevention, Ethics, Prevention of Workplace Violence).

### **ESSENTIAL JOB FUNCTIONS (CONTINUED):**

- Employee Relations: Along with CHRO, provide consultation and guidance to City leadership and management staff on employee relations matters including development, discipline, performance improvement plans, and retraining needs. Address employee concerns, conflicts, and complaints, ensuring fair and consistent resolution processes. Conduct investigations into alleged policy violations (e.g., Workplace Harassment Prevention) as directed by CHRO. Respond to Unemployment claims and requests for information (e.g., from the Department of Workforce Development (DWD)). Ensure compliance with the Department of Transportation (DOT) drug and alcohol testing requirements and the City's drug and alcohol testing policies, including but not limited to, planning, and implementing the testing program, ensuring compliance, and maintaining accurate and updated records.
- HR Metrics and Analytics: Assist the CHRO and City leadership in identifying key performance indicators (KPIs) in order to measure progress toward desired and intended results/goals. Utilize data, metrics, and analytics to tell the story and provide focus on strategic and operational improvement/enhancement, create an analytical basis for decision making, and maintain focus on defined targets.
- Employee Data: Ensures the data integrity of all information entered and maintained for the entire employee life cycle in all appropriate forums (e.g., HRMS system, spreadsheets, files). This includes hiring, leaves (e.g., FML, Disability, Workers Compensation), job movement, disciplinary action, etc., Keep all HR employee and other files up-to-date and work with CHRO to move toward a paperless system (electronic files). Maintain confidentiality of all protected/discretionary information.
- Benefits and Compensation: Contribute to the design and management of competitive compensation and benefits programs that attract and retain employees. Consult with CHRO and City leadership on organizational design and staffing and recommend solutions to best address their needs. Provide guidance to management and staff on available programs (e.g., employee benefits, FMLA, Disability, Workers' Compensation, PERF, etc.). Review related paperwork for completion and eligibility (FML only) and ensures all cases are properly documented, coordinated, and communicated with the appropriate parties (e.g., IPEP for Workers' Compensation). Ensure that all employee benefits-related information (e.g., enrollments, qualifying events, pension) is up-to-date and reported accordingly. Work with providers/vendors to resolve issues or problems. Serve as a Wellness Liaison to City staff. Organize and schedule wellness events (e.g., wellness testing).
- Legal Compliance: Stay updated on labor laws and regulations, ensuring the City's HR policies and practices remain compliant (e.g., coordinate the interactive process as it correlates to accommodations under the ADA).
- Change Management: Lead/assists in leading HR initiatives related to organizational change, implementation of new policies and processes, restructuring, and any other area as directed by CHRO.
- Performance Management: Support the implementation of performance management principles and systems and provide guidance on performance improvement plans.
- Legal and Administrative Proceedings: May testify as a witness in administrative and legal proceedings, collaborate with the City Attorney on legal matters pertaining to HR (e.g., EEOC complaints), and/or represent the City in Unemployment hearings.
- Perform related duties as assigned.

## **QUALIFICATIONS:**

- Bachelor's degree in Human Resources or a related field. An Associate's degree or equivalent may only be considered if the candidate possesses an HR certification listed below and/or exceeds the required years of professional HR experience.
- Certification as SPHR, PHR, SHRM-SCP, and/or SHRM SP or meets eligibility requirements to take the examination. Must take examination for one or more certifications within one (1) year of employment.
- Three (3) to five (5) years of demonstrated relevant professional/managerial HR experience. Governmental HR experience strongly preferred.

## **I. JOB REQUIREMENTS**

- Thorough knowledge of City HR policies, procedures, and practices and the ability to proficiently apply these to specific situations some of which may be unprecedented.
- Strong understanding of HR best practices, policies, procedures, theories, and precedents.
- Specialized knowledge of and ability to make practical application of current employment laws and regulations such as Health Insurance Portability and Accountability Act (HIPAA), Consolidated Omnibus Budget Reconciliation Act (COBRA), Family and Medical Leave Act (FMLA), and Americans With Disabilities Act (ADA).
- Specialized knowledge in organizational design and compensation strategies (e.g., providing consultation and guidance to City leadership on organizational structures, career paths, and development or revision of job descriptions, etc.).
- Specialized knowledge of the various HR functional areas including but not limited to: Strategic Leadership, Talent Acquisition, Policy Development, Employee Relations, Learning and Development, Coaching, Benefits & Compensation, Employee Data, HR Metrics & Data Analytics, Compliance, Performance & Change Management, and Legal/Administrative Processes/Proceedings.
- Excellent leadership, communication, and interpersonal skills.
- Proficiency with HR software, data analytics tools, and Microsoft Office functionality.
- Strategic thinker with the ability to translate HR strategies into actionable plans.
- Ability to effectively apply appropriate investigative techniques when conducting inquiries/investigations, develop sound conclusions and recommendations, and draft concise yet comprehensive reports.
- Ability to effectively influence and negotiate, as well as demonstrate competency in utilizing conflict resolution techniques as necessary.
- Ability to maintain confidentiality and serve as the gatekeeper of all HR information including PHI (Protected Health Information) and PII (Personally Identifiable Information).
- Ability to effectively engage in appropriate communications with City leadership and team members, staff of other City departments/governmental entities, vendors, providers, sales representatives, job candidates, and the public including remaining cognizant of professional ethics, diversity, and inclusion.
- Ability to interpret policies, procedures, laws, and regulations for others.
- Ability to coach, demonstrate, and train as necessary adapting techniques to meet the needs of the audience.
- Ability to perform mathematical arithmetic equations and calculations in order to perform job responsibilities (e.g., to determine compensation, calculate progress toward KPIs, and reconcile statements and process claims).

### **I. JOB REQUIREMENTS (CONTINUED):**

- Ability to efficiently prioritize, plan, manage, and complete assigned work projects both independently and in a team environment with minimal supervision.
- Ability to work on multiple projects/tasks at the same time and complete assignments in a timely and proficient manner amidst frequent distractions and interruptions.
- Ability to effectively testify in legal proceedings and court, represent the City in administrative proceedings (e.g., Unemployment hearings), and to serve as an expert witness as required.
- Ability to work extended hours (including after hours on workdays and weekends) and to travel for meetings, conferences, and training including overnight.

### **II. DIFFICULTY OF WORK:**

The Deputy Chief Human Resource Officer performs duties and responsibilities which are broad in scope, involving many variables and considerations. Must operate within the parameters of ever-changing HR related laws, regulations, and policies, as well as others that are well-established. Must exercise independent judgment in interpreting and relating guidelines to specific situations some of which may be unprecedented.

### **III. RESPONSIBILITY:**

The DCHRO reports to the Chief Human Resource Officer and will act on their behalf in their absence. Responsible for reviewing, recommending revision, and interpreting personnel policies and procedures, ensuring compliance with local, state, and federal employment laws/regulations, administering human resource functions, and assisting/coaching employees and managers. Must apply City policies and procedures to individual cases, identify gaps, and make recommendations for resolutions to complex and/or unusual situations. Receives minimal supervision and work is reviewed only periodically for compliance with policy, precedent, and legal requirements.

### **IV. PERSONAL WORK RELATIONSHIPS:**

Frequently interacts with City leadership and team members, staff of other City Departments/governmental entities, vendors, providers, sales representatives, job candidates, and the public for the purposes of exchanging and explaining information, conflict resolution, providing consultation, interpretation, and/or guidance, and to ensure compliance.

### **V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Performs duties in a standard office environment involving sitting for prolonged periods, sitting, and walking at will, handling/lifting/carrying objects weighing less than 25 pounds, bending/reaching, pushing/pulling objects, crouching/kneeling, visual acuity, manual dexterity, hearing sounds/communication and speaking clearly.