



# Assistant Human Resources Director - Employee Relations

CITY OF SAN ANTONIO, TX





## About San Antonio

The City of San Antonio is the Nation's 7th largest city and is home to more than 1.6 million residents. Located in South Central Texas, approximately 140 miles from the Gulf of Mexico, San Antonio offers its residents one of the most attractive and affordable lifestyles in the country. Residents enjoy one of the lowest tax rates in the State as well as a plentiful supply of high-quality housing and low utility rates. The economy of San Antonio is an excellent mix of business services, manufacturing, health care, communications, corporate and regional offices, government, and the convention and tourism industry. San Antonio is also home to one of the largest concentrations of military bases in the United States. One of the nation's fastest growing cities, San Antonio is rich in recreational and cultural opportunities and is home to the San Antonio Spurs.

## City Government

San Antonio has a Council-Manager form of government with an eleven-member City Council. Councilmembers are elected by District, while the Mayor is elected at-large. The term of office for the Mayor and all members of the City are two-year terms, for not more than four (4) full terms of office. The City Council appoints the City Manager, who appoints all officials in executive positions with the exception of the City Clerk, City Internal Auditor, Presiding Judge, and Municipal Judges.

The City of San Antonio has been recognized for its high level of professional management and model practices by the International City/County Management Association (ICMA), and National Civic League, amongst others. For ten consecutive years, the City has maintained a AAA bond rating. The Fiscal Year 2022 adopted operating budget is \$3.1 billion with close to 13,000 employees across approximately 40 departments. The City has made a commitment to advancing diversity, equity and inclusion, primarily through the formation of a citywide Office of Equity in 2017.

# The Human Resources Department

The Human Resources Department provides the City organization with effective human resource management services that focus on our customers' needs. The Department is comprised of five (5) divisions that include Communications & Customer Service, Benefits & Wellness, Employee Relations & HR Policy & Testing, Training & Employee Engagement, and Recruitment, Classification & Compensation.

Human Resources (HR) seeks to align the efforts of the City's most valuable asset, its employees, with organizational strategy to serve the residents of San Antonio. Human Resources partners with departments to provide strategic workforce planning, management strategies, and core human resource services. Workforce planning and management strategies include, but are not limited to: compensation and job content analysis and recommendations; review of Citywide and departmental personnel and HR practices; organizational effectiveness assessments; delivery of training programs; and conflict resolution between management and employees.

Human Resources' core functions include: employee benefits and wellness, recruitment and selection; facilitation of employee grievances; Equal Employment Opportunity (EEO) and Municipal Integrity investigations and resolution of internal complaints; coordination of the Municipal Civil Service Commissions and the Affirmative Action Advisory Committee; facilitation of entry and promotional testing and coordination of the grievance and arbitration process for uniformed employees; development and monitoring of the City's voluntary Workforce Diversity Plan; and processing of Human Resources related transactions for departments in the SAP Human Resources Information System (HRIS).

## The Position

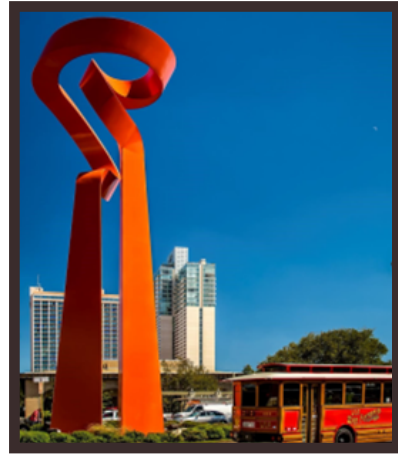
The Assistant Director is responsible for assisting the Director in planning, managing, and overseeing the activities and operations of the Employee Relations Division of the Human Resources Department. They will coordinate assigned activities with other City departments and outside agencies and provide highly responsible and complex administrative support to the Director. They will Exercise direct supervision over assigned staff.





# Essential Job Functions

- Assists in assuming full management responsibility for all Employee Relations services and activities and ensuring coordination with all Human Resources Divisions; and recommends and administers policies and procedures.
- Assists in managing the development and implementation of department goals, objectives, policies, and priorities for Employee Relations; establishes, within City policy, appropriate service and staffing levels; and allocates resources accordingly.
- Assists in monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; and identifies opportunities for improvement and assists in directing the implementation of changes.
- Assists in acting as official departmental representative to other City departments, City Manager's Office, elected officials and outside agencies; explains, justifies, and defends department programs, policies, and activities; and negotiates and resolves sensitive, significant, and controversial issues.
- Assists in selecting, motivating, and evaluating Employee Relations staff; assumes responsibility for evaluation, management, and leadership of these employees; and assists in implementing and administering disciplinary and termination procedures.
- Assists in planning, directing, and coordinating, through subordinate-level staff, the department work plan; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; and reviews and evaluates work methods and procedures.
- Assists in managing and participating in the development and administration of the department budget; estimates funds needed for staffing, equipment, materials, and supplies; and assists in directing the monitoring and approval of expenditures; and directing the preparation and implementation of budgetary adjustments as necessary.
- Assists in coordinating departmental activities with those of other departments and outside agencies and organizations; provides staff assistance to the City Manager, Assistant City Managers, and City Council; and assists in preparing and presenting staff reports and other necessary communications.
- Assists in providing staff support to a variety of boards and commissions; attends and participates in professional group meetings; and stays abreast of new trends and innovations in the Human Resources fields.





# Essential Job Functions Cont.

- Establishes employee relations programs designed to provide counseling, guidance, and information to employees with job grievances.
- Develops and coordinates the Extended Sick Leave Program.
- Coordinates the creation and revision of personnel-related Administrative Directives; provides interpretation of directives to Departments.
- Provide staff support to the Municipal Civil Service Commission and the Firefighter' & Police Officers' Civil Service Commission.
- Assists in responding to and resolving sensitive inquiries and complaints from both internal and external sources.
- Assists in reviewing and signing all higher-level department communication, including ordinances and contracts.
- Attends City Council meetings and takes necessary action regarding Council agenda items.
- Assists in working with department heads and other officials on various personnel problems interpreting the Civil Service laws, rules, and general personnel policies.
- Directs and coordinates various personnel activities as required.
- Prepares periodic and special workforce analysis reports.
- Various methods of communication are used to assist the Director with providing or receiving information, actively listening and responding to sensitive matters or policies impacting employees and collaborating with other City departments.
- Performs related duties and fulfills responsibilities as required.





# Education & Experience

Qualified candidates will have a Bachelor's Degree from an accredited college with major coursework in Public or Business Administration or a related field. A Master's Degree in a related field is preferred. They will also have eight (8) years of increasingly responsible professional experience in administrative services and personnel administration, including three (3) years of direct supervisory responsibility. The most highly qualified candidates for consideration will be selected based on a combination of education, career experience, and accomplishments that best fits the needs of the City of San Antonio.



## Ideal Candidate

The ideal candidate should have extensive experience in employee relations to include federal and state labor laws and regulations, investigating complaints, violence in the workplace, Equal Employment Opportunity, harassment and sexual harassment, Family and Medical Leave Act (FMLA), Extended Sick Leave Program (short and long-term disability), and return-to-work issues; experience can be drawn from the public or private sector.

The ideal candidate will enjoy working in a fast-paced, complex public sector environment with a high-energy human resources team that has a genuine interest in helping employees understand their rights and responsibilities and giving guidance in the consistent application of human resources laws and City policies.

The ideal candidate should be creative leader with the ability to solve problems, think strategically, identify courses of action and provide recommendations. Advanced oral, written, presentation and listening skills will be essential, as well as strong collaboration and team building skills.



# Salary

The City of San Antonio is offering a competitive salary commensurate with experience. The salary range for this position is \$113,858.68 – \$182,173.94. The City also offers generous benefits and retirement including annual and personal leave, deferred compensation plan, and participation in the Texas Municipal Retirement System (TMRS).

## How To Apply

Interested applicants should forward a cover letter and resume to:

**resumes@affionpublic.com**  
**Reference: SAHRAD**

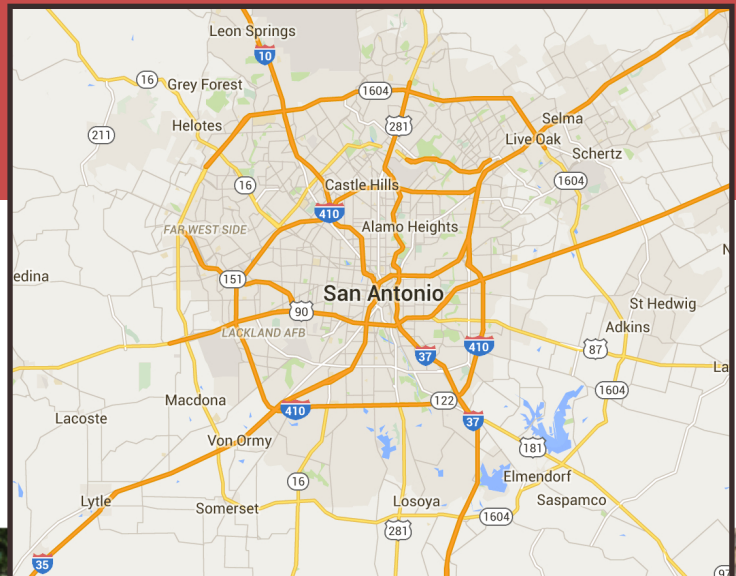
**Affion Public**  
**PO Box 794**  
**Hershey, PA 17033**  
**888.321.4922**  
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*The City of San Antonio is an Equal Employment Opportunity Employer.*