



The City of Springfield, Oregon

Invites Qualified Candidates to Apply For

Human Resources Director



ABOUT SPRINGFIELD

Located approximately 100 miles south of Portland in the heart of the Southern Willamette Valley, Springfield is a great place to live, work, and play. Springfield is a family-friendly community where a resurgent economy and numerous historical aspects of Oregon’s past have blended into a vibrant home for approximately 60,000 residents within 15.6 square miles. Springfield and its sister-city Eugene combine to create Oregon’s third largest metropolitan area with a population of 351,000.

HISTORY

Springfield was settled when Elias and Mary Briggs and their family arrived in 1848. They were among the first party to travel to the region via the “Southern Route” by Klamath Lake, over the Cascades, into the Rogue Valley, and then north to the Willamette Valley. Elias Briggs chose for his home a place convenient to a spring of water and in due time this land was fenced in. This enclosure became known as the “springfield” — hence the name of the town.

In 1852, Mr. Briggs began building a town. The Briggs family operated a ferry across the Willamette River at roughly the site now occupied by the Union Pacific railroad bridge. He excavated and built the mill race and he and Mr. Driggs of Linn County formed the Briggs and Driggs Company and began to build a flour mill and a saw mill in 1853 and 1854 respectively. Springfield was incorporated as a city on February 25, 1885.

ECONOMY

Adjacent to I-5 and nestled between the Willamette and McKenzie Rivers, Springfield has capitalized on its traditional wood products, emerging high technology industries, and diversifying economy. Springfield has the fourth largest industrial area in Oregon with highly respected companies such as Symantec Corporation, Royal Caribbean Cruise Lines, and PeaceHealth having large investments in Springfield. Major forest products companies International Paper (formerly Weyerhaeuser) and Rosboro Lumber and others like Kingsford Charcoal maintain a strong presence and a long-term positive impact on the community. For example, International Paper is currently constructing a \$100M addition/renovation to its paper plant.

Residents of Springfield are attracted by a high quality of life, relatively affordable housing prices, and reasonable cost-of-living. The readily available and well-educated labor force is an asset to businesses seeking to expand and/or relocate to the area.



EDUCATION

With 10,600 students and 1,900 teachers and staff, Springfield Public Schools (SPS) contributes to Oregon's reputation for educational excellence. SPS has 12 elementary schools, 5 middle schools including a leadership focused charter school, and 5 high schools including a small learning community high school, an arts-focused charter high school, and a leadership-focused charter high school. The District encompasses 185 square miles and serves Springfield and east-central Lane County.



Higher education opportunities are offered by the University of Oregon whose main campus is in Eugene, Oregon State University whose main campus is 41 miles away in Corvallis, Lane Community College, and Pioneer Pacific College.

LEISURE AND CULTURE

The Willamalane Park and Recreation District provides abundant indoor and outdoor recreation opportunities including a swim park, sports center, trails for biking and walking, and parks and open space. Also, within a two-hour drive from Springfield residents and visitors will find almost any other outdoor recreational opportunity ranging from the Oregon Coast with world-class golf courses and sand-surfing, skiing at the Cascade and Siskiyou Mountains, and windsurfing in the Columbia River Gorge. Outstanding whitewater rafting, fishing, boating, and other recreation opportunities are all found in close proximity to Springfield.



Culturally residents have access to Performing Arts (symphony opera and musical theater) and major college sports at the University of Oregon and Oregon State University. Springfield's historic downtown highlights the community's current transformation into an arts and antiques haven

including the Emerald Art Center, numerous art galleries, extensive murals and public art, plentiful antique and resale shops, and a monthly art walk. The Richard E. Wildish Community Theater is also downtown. Craft breweries round out the scene downtown and on Fridays there is a bustling farmers' market at Sprout.

The Springfield Museum features rotating art and historical exhibits and permanent exhibit displays that illustrate the history and development of Springfield and the surrounding rural areas of East Lane County. There are several other area museums including the Science Factory Children's Museum & Planetarium exhibiting natural history, local color, air and space, and even hands-on science.

Springfield is believed to be the famous "typical American town" behind the acclaimed Twentieth Century Fox's *The Simpsons*, the longest-running American scripted primetime television series ever and currently in its 27th season. In Springfield you can take a self-guided and unofficial Simpsons tour with photo-taking opportunities of a life-sized Homer, Marge, Bart, Lisa, and Maggie at the Springfield Museum and the new Simpsons mural at 5th and Main Streets.



[Additional information about Springfield is available at www.springfield-or.gov.](http://www.springfield-or.gov)

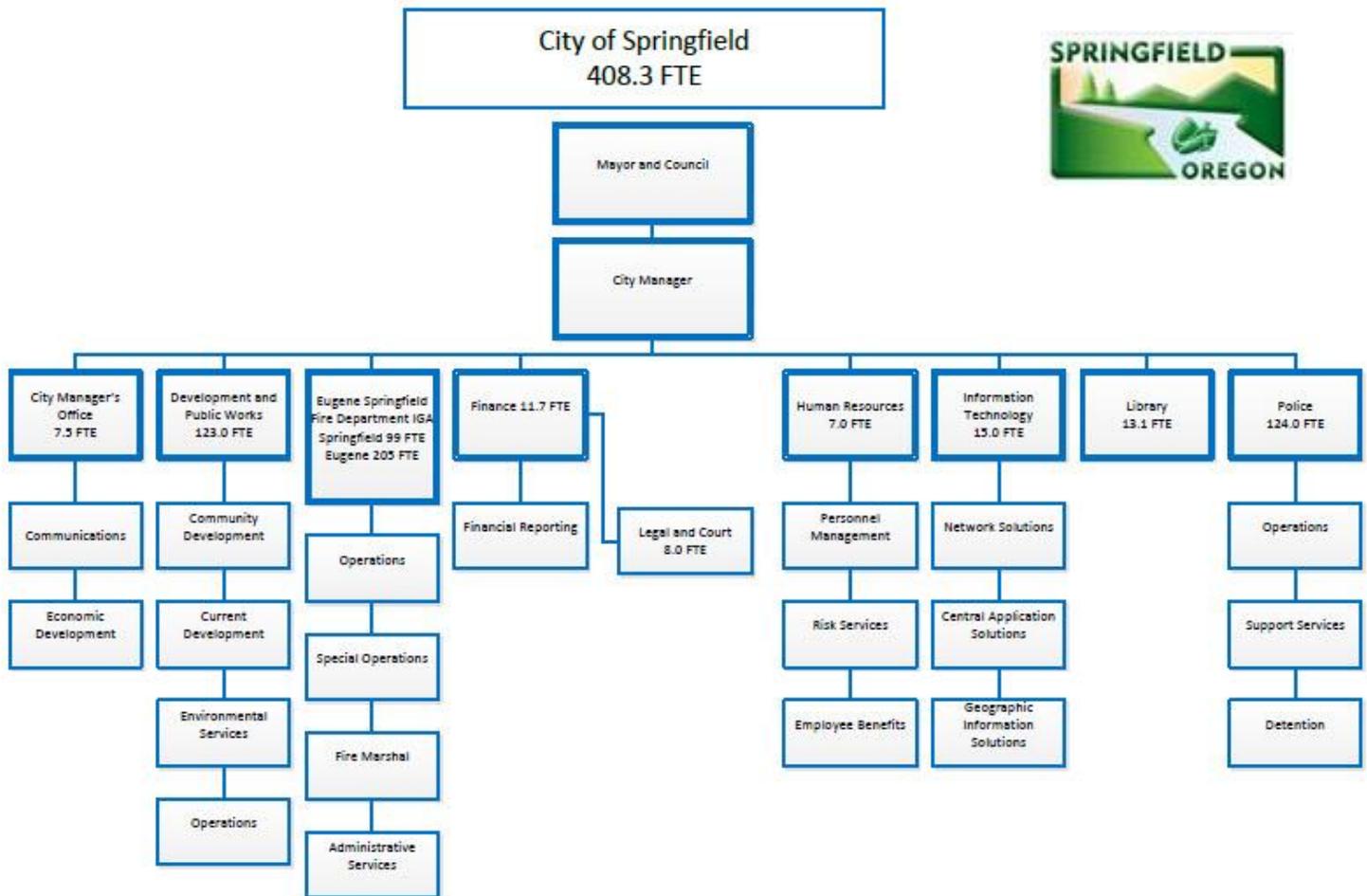
CITY GOVERNMENT

The City Council consists of one person nominated from each of six wards and elected by citywide vote. The Mayor is also elected by citywide vote, and Mayor and Council elections are nonpartisan. The Mayor and City Council members serve without pay for four-year overlapping terms. There are no term limits.

The Mayor presides over City Council meetings and does not vote except in ties. The City Council sets overall City policy and establishes goals for the City. The Mayor and City Council appoint the City Manager, City Attorney, Municipal Court Judges, and many citizens to serve on advisory committees. Springfield is a home-rule charter city which has operated under the council-manager form of government since 1947.

The City is very responsive to its citizens, and public involvement in governance is highly encouraged to ensure services meet community expectations and needs. In response, Springfield citizens consistently support public tax and bond measures.

The City Manager is responsible for overseeing City operations and providing policy guidance to the Council. The City has an annual budget of \$340.6M and 408.3 FTE's. The City is on a July 1-June 30 fiscal year.



The City of Springfield is a “can-do” organization which enjoys a reputation for making good things happen. The City is not bound by tradition and is known for its many innovations some of which are shown below.

EXAMPLES OF SPRINGFIELD INNOVATIONS

- Merged Eugene and Springfield Fire Departments (managed under shared governance model) to improve service delivery and reduce expenses
- Established EMS billing business whereby City provides ambulance billing and collection services to 22 other Oregon agencies in addition to Eugene/Springfield Fire
- Created in-house medical clinic for use by City employees and their dependents which makes health care more accessible and saves money for both City and employees
- Built largest municipal jail in Oregon to house misdemeanor criminals for up to one year resulting in improved community safety
- Took initiative to develop intergovernmental agreement with Federal government whereby City financed construction of facility to house Oregon National Guard, Armed Force Reserve Center, Bureau of Land Management, and U.S. Forest Service in Springfield at no cost to City which allowed these vital federal services to locate in Springfield
- Hired key executives with non-traditional backgrounds to give City broader decision-making perspective

The City has had two City Managers during the last 27 years. The current City Manager, Gino Grimaldi, is held in high regard by City employees, City Council Members, the community, and leaders from regional agencies. He leads the City organization from a philosophy that each individual in the organization is an important member of a team that translates community values into actions to help Springfield move forward. The City of Springfield is a value-oriented organization that emphasizes excellent customer relations and service within the context of an overall philosophy of team management and support of a work/life balance for its employees. City government is also characterized as a high performance/quality organization where continuity of effort and service emerges from employees with a strong public service orientation. The City Council and staff have a mutually trusting relationship.



The City has a cohesive Executive Team of ten members including the Human Resources Director. Traits of the Executive Team include:

- ❖ Consistency in behavior;
- ❖ Self-confident and secure with controlled egos;
- ❖ Honest, open-minded, and flexible;
- ❖ Caring attitude with sense of fairness in dealing with people and issues;
- ❖ Ability to control and keep emotions out of decision-making and interactions with others;
- ❖ Seeks input from employees to build consensus and does not micromanage;
- ❖ Allows others to get credit for positive outcomes;
- ❖ Good sense of humor;
- ❖ Being direct when necessary without being abusive or offensive; and
- ❖ Sincere interest in people and their well-being.



Team Springfield was created by an intergovernmental agreement designed to facilitate collaboration among Springfield’s local government entities. Team Springfield members are the City, Springfield Utility Board, Willamalane Park and Recreation District, and Springfield Public Schools. Team Springfield leadership meets regularly to share ideas about how to keep Springfield moving forward.

The City has the following four collective bargaining units:

- Service Employees International Union (SEIU) which is a white-collar unit representing 105 City employees in various departments;
- American Federation of State, County, and Municipal Employees (AFSCME) which represents 44 Public Works employees;
- Springfield Police Association (SPA) which represents 100 Police employees; and
- International Association of Fire Fighters (IAFF) which represents 228 employees in the Eugene and Springfield Fire Departments.



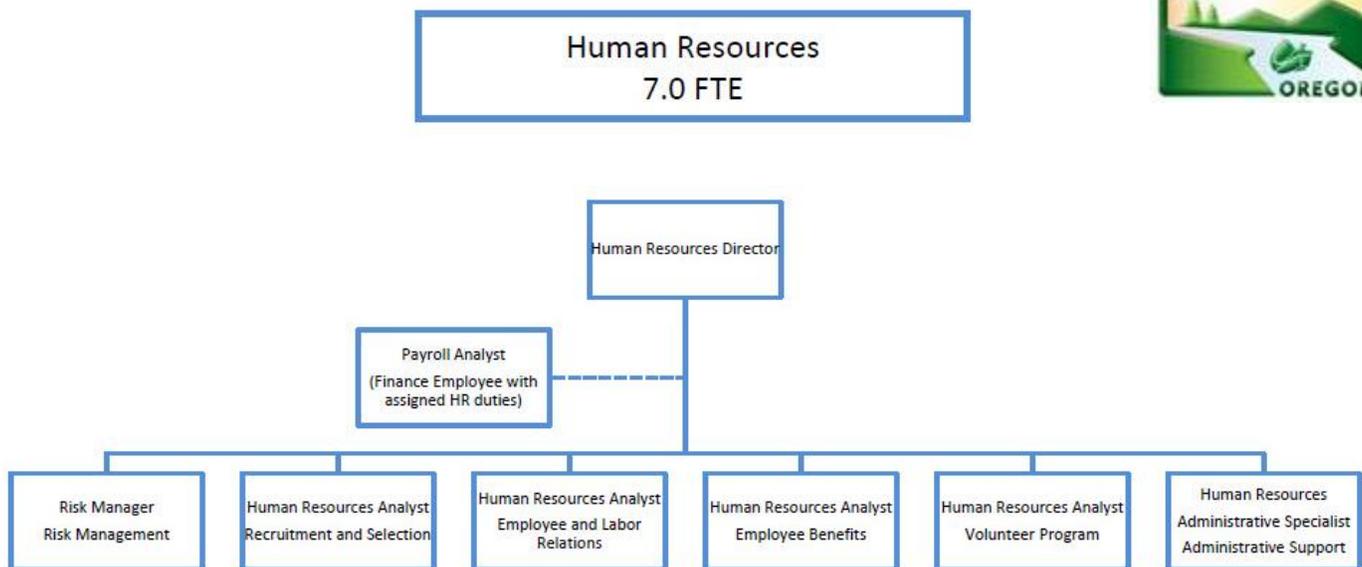
SPA and IAFF have binding arbitration for contracts and grievances, while SEIU and AFSCME have binding arbitration only for grievances. Approximately 18 percent of the City workforce is not represented by a bargaining unit. Oregon is not a right-to-work state.

THE POSITION

The Human Resources Department is a full-service department providing the following services:

- Recruitment and selection including testing;
- Classification and compensation;
- Employee benefits and Affordable Care Act (ACA) compliance;
- Employee and labor relations including collective bargaining;
- Risk management;
- Leave administration including workers compensation; and
- Volunteer coordination of City’s 575 volunteers and interns.

The Human Resources organizational chart shows 7 FTE’s in the Department which is the official count for the current fiscal year. However there are 2 other City employees who currently work in Human Resources on loaned basis from other departments.



As with all City department directors, the Human Resources (HR) Director is a “working” department director meaning that in addition to managing employees the Director also has specific projects to complete. Other notable aspects of the Department are: 1) City uses market-based compensation system whereby ranges are adjusted every three years based on market data collected by Human Resources in lieu of annual cost-of-living adjustments (step pay plan offers potential for annual adjustments); 2) HR Director works closely with Eugene Human Resources and Eugene Fire management due to the merged Fire Department; 3) there are no HR staff in operating departments; and 4) status of the four collective bargaining agreements is:



- SPA contract expires on June 30, 2017;
- AFSCME contract expires on June 30, 2018;
- Negotiations are underway for SEIU contract which expires on June 30, 2016; and
- IAFF contract currently being arbitrated with arbitrator’s decision expected in next 30-60 days (arbitrator will set contract expiration for either June 30, 2017 or June 30, 2018).

The HR Director who reports to the City Manager is retiring after 6.5 years in the position.

ISSUES AND OPPORTUNITIES

The following is a summary of the issues and opportunities to be managed by Springfield’s next HR Director.

Human Resources Staff Development—the HR Director has provided professional development opportunities and cross-training for the Department’s staff which has allowed them to grow and broaden their skillsets. Over the last few years all of the Department’s personnel have obtained various HR certifications. The next HR Director will need to continue providing professional development opportunities and cross-training as the current HR Director is largely solely responsible for several service areas including classification and compensation and the Affordable Care Act. Cross-training of HR staff will help to provide more consistency in service delivery as well as furnishing more bench strength to cover vacations and other leaves.

City/Union Relationships—the City has a history of excellent relationships with the City’s unions. Both union leaders and City staff indicate their relationship is highly collaborative. Recent changes in SPA’s leadership has necessitated more focus on this relationship. With contract bargaining beginning in early calendar year 2017, the City/SPA relationship is important to both parties. The next HR Director will be expected to take the lead in ensuring the City and SPA continue to work together productively.

Workforce Diversity—the City has made strides recently in making its workforce more diverse. Springfield has a growing Latino population currently estimated at 12 percent of the community, yet there are few Latinos in the City’s workforce. Also, there is a desire to provide more executive and management opportunities for women in the City organization.

Police Hiring Process—in recent years HR has become more involved in the hiring process for Police employees. As is the case with many public agencies the graying of the workforce is having an impact on the number of vacant positions the City will need to fill over the next few years. Coupled with the national discussion regarding policing the need to support the Police Department in recruiting and retaining qualified officers is of paramount importance. The next HR Director will work with Police management to continue to coordinate each department’s role in the hiring process.

Human Resources Policies and Procedures—the City’s HR policies and procedures need to be updated to be consistent with recent changes in HR laws, regulations, and practices. The current HR Director expects to complete this update before she leaves City employment. The next HR Director will need to ensure City staff receives sufficient training on the updated policies and procedures.

Recruitment Software Upgrade—the City’s recruitment software has not been upgraded for many years which makes it more burdensome to apply for City jobs and for the City to manage the system. The Information Technology Department will be the lead working in conjunction with HR to upgrade this software.

JOB REQUIREMENTS

The minimum job requirements are: 1) Bachelor's Degree in related field; 2) 7-10 years increasingly responsible HR or generalist experience with 5 or more years of management experience including at least 2 years of executive management experience; or experience equivalent in scope or complexity; 3) background in organizational development desirable; and 4) PHR, SPHR, or IPMA-HR certification desirable. The City is open to considering applicants who do not have direct human resources experience but have significant working knowledge of HR regulations and practices while having leadership style and experience that fit the City's needs as described in this recruitment profile.

Desired Professional and Personal Attributes

The following are the desired professional and personal attributes for Springfield's next Human Resources Director.

- "Can-do" attitude with ability to problem-solve versus just saying "no"
- Creative and innovative;
- Approachable and accessible with open-door policy
- Excellent human relations skills with informal communication style that fits City organization
- Honest and genuine
- Collegial team player who fully participates in Executive Team meetings and other activities
- Track record of successfully mentoring, coaching, and developing staff
- Experience in collective bargaining and working with labor unions
- Committed to ensuring HR Department provides consistent and responsive service to City employees
- Obtains City employee input when developing new programs and practices that impact City workforce
- Demonstrated philosophy and track record of valuing City employees and fostering positive employee relations culture
- Ability to deliver good news and bad news candidly with equal effectiveness
- Proactive problem-solver who does not let problems fester
- Stays current with HR laws and regulations and trends in collective bargaining
- Experience with succession planning programs a plus
- Ability to build more meaningful employee performance appraisal system a plus

COMPENSATION

The salary range for the Human Resources Director position is \$93,309-\$124,405. The starting salary is dependent on the selected individual's qualifications and match with the desired attributes being sought by the City. The City will pay reasonable and customary moving expenses for the next Human Resources Director.

To Apply:

In order to be considered for this position, please send your resume and cover letter with current salary by **May 8, 2016** to pwconsulting@cox.net. For additional information about this job, please contact:

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