

**CITY OF STAMFORD, CT  
INVITES CANDIDATES TO APPLY FOR  
DIRECTOR OF HUMAN RESOURCES POSITION**







## **Community Highlights about the City of Stamford (innovating since 1641)**

Stamford is Connecticut's third largest city, with a population of over 129,000, and is expected to become the second largest city in the state by 2019. Stamford has an impressive number of corporate headquarters -- three are 2018 Fortune 500 companies and eight are Fortune 1000 companies. The concentration of corporate headquarters is unrivaled in the state and represents an uncommon achievement for a city of its size. Stamford is a city rich in cultural diversity that features a rapidly growing tech startup community, a strong healthcare system, a top-tier school system, an unemployment rate well below the federal and state level, and a residential community with options for all ages and income levels.

Stamford is often called the "Gateway to Connecticut" given its proximity and easy access to New York City with Metro North express trains to Grand Central in 48 minutes. Amtrak Acela Express trains, stopping in Stamford, run to Boston, Philadelphia, Baltimore, Washington, DC, Newark International Airport, and Providence. The Stamford Transportation Center also includes Greyhound, Peter Pan, and CT transit buses as well as taxi and corporate shuttle services. This connectivity has allowed Stamford to break the "commuter city" stigma and allows people to commute both to and from Manhattan, New Haven, Greenwich, and Westchester, NY. Stamford is the second busiest Metro North station on any line and on any day of the week, second only to Grand Central Station.

The vibrant nightlife, variety of events, and quality of housing allow Stamford to attract young people who desire a good quality of life. The great schools, unique neighborhoods, and extensive employment opportunities enable Stamford to keep its young residents once they start families and businesses. For the past several years, Stamford has consistently appeared in [Livability's "Top 100 Best Places to Live."](#) One reason for this is that Stamford is made up of distinct residential neighborhoods that define the City's character and offer a diverse mix of housing choices. From single family homes on large wooded lots in North Stamford, to multifamily developments on the West Side, to beautiful apartments overlooking the Long Island Sound in Harbor Point, no matter what neighborhood is right for you, Stamford will provide an abundance of living options and fun things for you and the whole family!



## **Demographics and Highlights of the City of Stamford**



- ◆ Population 2016 — 129,113
- ◆ Projected population 2025 — 133,000
- ◆ Median Household Income 2016 — \$81,634
- ◆ Median age 2016 — 36
- ◆ Population with a college degree 2016 — 52.7%
- ◆ About 1,700 City employees & 3,000 Board of Ed employees
- ◆ Racial Diversity — White 49.7%; Hispanic 26.6%; African American 14%; Asian 8.29%; Other 1.6%
  
- ◆ Community Diversity -- Stamford is home to a diverse population and is a prime example of the American Melting Pot. The mixing of cultures has made Stamford a thriving center for innovation and creativity as well as home to some of the best cuisines in the area. Stamford's diverse workforce has different skills and mindsets which in turn positively correlate with business, technological and cultural innovation. Cultural diversity joined with high technological capability contribute to the vibrancy of regional business networks and entrepreneurship.
  
- ◆ Education — The Stamford Public School system includes nearly 16,000 students, more than 1,500 professionals, and 21 schools, including 7 magnet and 3 international baccalaureate schools (13 elementary, 5 middle , and 3 high schools).
  
- ◆ Higher Education — Stamford has three university branches located in the City including: University of Connecticut—Stamford Campus; Sacred Heart University Graduate Center – Stamford Campus; Bridgeport University – Stamford Campus; Cornell University Veterinary Specialists & future Veterinary Program.
  
- ◆ Parks & Recreation — The City of Stamford has more than 40 public recreational opportunities including parks, beaches, golf courses, sports field complexes, and more. Stamford has abundant space and resources for relaxation, entertainment, and recreation. In terms of parks and recreation, Stamford has the best and most varied options relative to its size in the area.
  
- ◆ Stamford Museum & Nature Center -- The Museum and Nature Center, located in the woods of Northern Stamford, is filled with art, histories of the New England Area, and a scenic 10-acre working farm which is home to a variety of animals, ranging from cows, pigs, and chickens to otters and llamas. The Center offers seasonal family exhibits, weekend festivals, and year-round educational programs.
  
- ◆ Airports — Three airports are within fifty miles of Stamford: LaGuardia is 30 miles away, JFK is 41.5 miles away, and Westchester County Airport is only 12 miles away. With its proximity to multiple transportation hubs, Stamford is the perfect place for the frequent traveler.
  
- ◆ Healthcare Facilities — The new upgrades to Stamford Hospital have created one of the most sophisticated health care facilities in the county. Stamford Hospital is an affiliate of the NY Presbyterian Health Care System and a teaching affiliate of Columbia University College of Physicians & Surgeons as well as a partner with the Hospital for Special Surgery which is ranked #1 orthopedic hospital. The upgrades completed in 2016 include a state-of-the-art emergency department, pediatric and intensive cares units and new Heart & Vascular Institute. Other healthcare facilities in the City include: Stamford Health Group, Tully Health Center, Stamford Heath-Immediate Care Center, and Orthopedic & Spine Institute of Chelsea Piers.
  
- ◆ Examples of Innovation — The City of Stamford installed 1GB WiFi hotspots within some of the City's most popular public spaces in the Downtown District and Harbor Point. This allows people to work and play near their favorite cafe and park with access to blazing fast internet. Another innovation is the Stamford Energy Improvement District which works to create small power grids that help alleviate the high costs of electricity and gas through the installation of solar panels and biofuel converters.





## **Form of Government**

The City of Stamford has a Mayor as its Chief Elected and Chief Executive Officer with a legislative body called the Board of Representatives. Two members are elected from each of the 20 districts in the City to create a 40-person Board of Representatives. The Board of Representatives has a Personnel Committee that reviews and approves labor contracts and employee contracts before they are presented to the full Board of Representatives. There is an elected six member Board of Finance that provides fiscal oversight and guidance.

The Mayor's Cabinet includes the Chief of Staff, the Director of Administration, the Director of Legal Affairs & Corporation Counsel, the Director of Operations and the Director of Public Safety, Health & Welfare. All Department Heads report to one of these cabinet level positions. The Director of Human Resources reports to the Director of Legal Affairs.

In addition, the Charter created a Personnel Commission that serves as the watchdog for personnel issues in the City of Stamford. Some of their duties include approving documents presented by the Director of Human Resources such as job descriptions, starting pay above the midpoint, revised civil service regulations, revised employee guide and policies.

The Budget process for the City of Stamford includes Department Head requests to the Mayor who produces a proposed budget for review by the Board of Finance and then the Board of Representatives. The Boards can only decrease the budget requests. Due to forward thinking financial planning and management, the City of Stamford is a Triple A Bond Rated Community –AAA





## **Human Resources Department/Division**

Mission—The mission of the Human Resources Department is to provide professional human resources administration to accomplish the following: recruit excellent employees and retain the most qualified employees of the City of Stamford; develop and implement systems to ensure compliance with State and Federal laws and regulations; provide Human Resources planning and support for employee development and accountability; and provide the labor relations function for the City.

In addition, the Human Resources Department administers the Civil Service policies and procedures for the City of Stamford and the Stamford Board of Education to insure compliance with the Civil Service rules for the selection, retention, classification, discipline and employment records of all applicable staff.

**The Director of Human Resources** shall develop, manage, administer, supervise and direct the programs and activities of the Human Resource Department under the general direction of the Director of Legal Affairs and Mayor in the functional areas of: recruitment and termination practices, labor relations, workers compensation, retirement, employee benefits, performance improvement strategies, compensation and classification systems, human resources policies and procedures, etc.

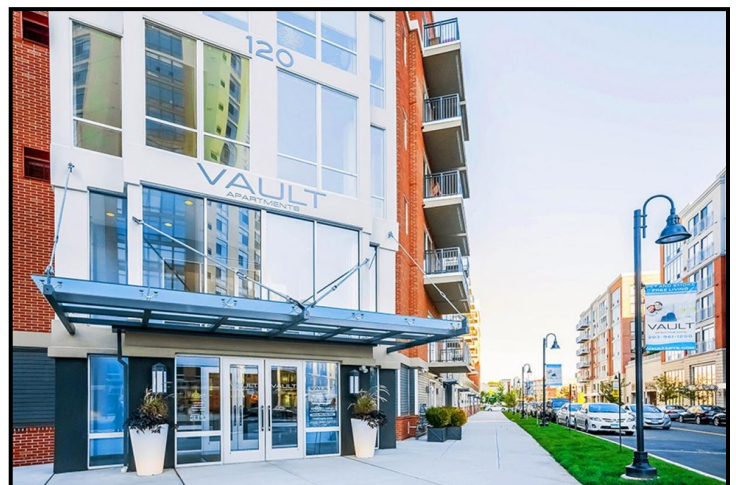
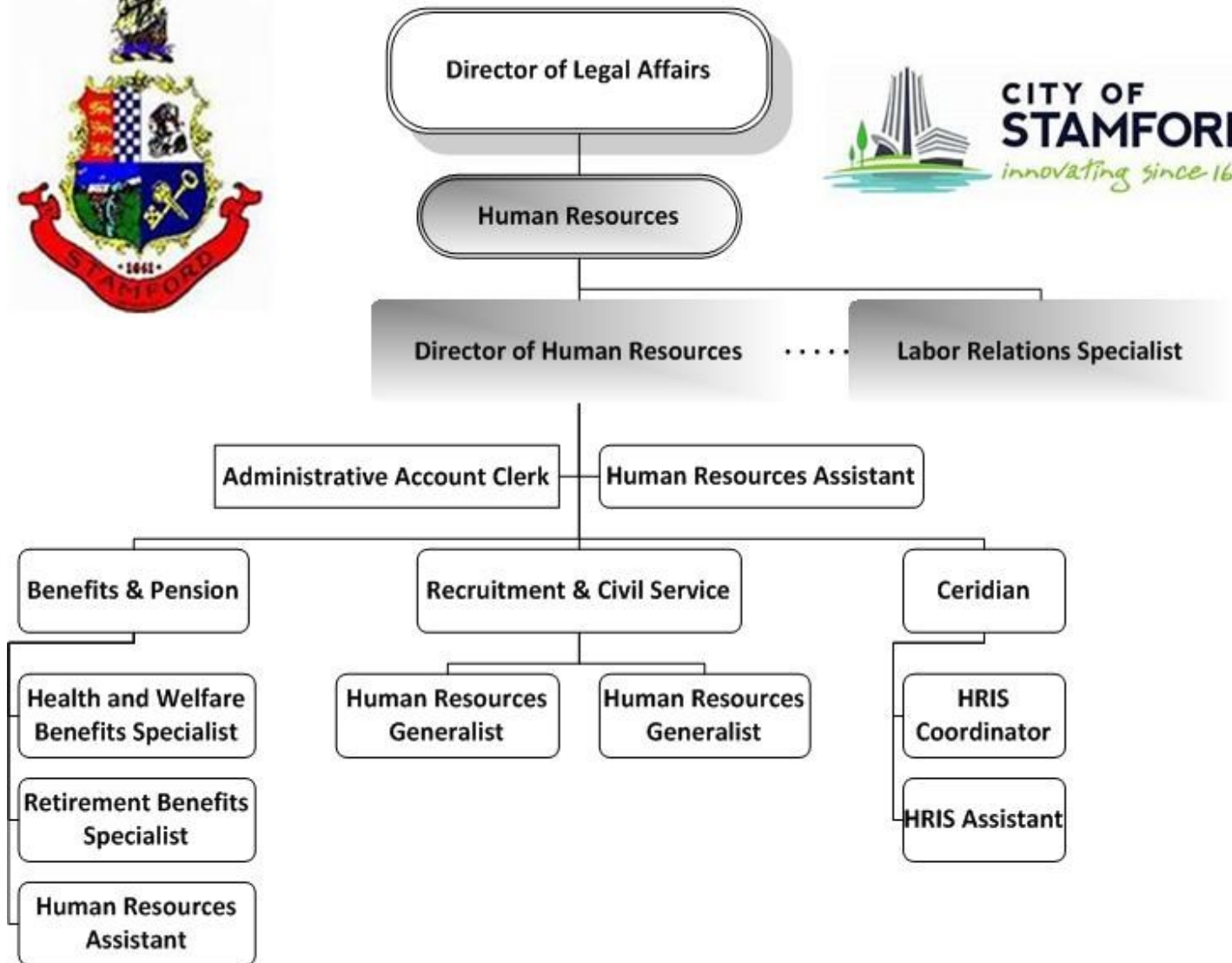
Directs, develops, evaluates and administers:

- Human Resource policies and procedures and recruiting services for all departments
- Employee orientation sessions and enroll employees for various employee benefits and retirement plans
- Classification and compensation systems; training and talent development programs; and performance improvement strategies
- Proper maintenance of personnel records, time and attendance and HRIS systems
- All aspects of labor relations including: contract negotiations; research in preparation for negotiations; consulting with appropriate stakeholders to review policies, benefits and procedures that need updating; grievance administration; representing the City at various labor boards as necessary
- Assisting departments with resolving personnel/employee issues or questions related to Personnel Policy or Union Contract Administration

Job Description available upon request



**City of Stamford**  
**Office of Legal Affairs**  
**Human Resources Department**





## **Characteristics of the Ideal Candidate:**

- ⇒ Ability to conduct an assessment of the HR office, process, procedures and talent strengths and needs and to create a strategic plan for the Department
- ⇒ A strong, confident leader who can provide day-to-day management and short and long-term goals
- ⇒ Comprehensive and current knowledge of Human Resources Management Technology especially as it applies to personnel records, time and attendance reporting, compensation, employee benefits, etc.
- ⇒ Ability to promote a culture of exceptional customer service to all departments, employees and applicants
- ⇒ In depth knowledge of employee benefits such as health insurance, retirement plans, paid time off, etc.
- ⇒ Skilled in talent acquisition, talent leadership, talent development and talent retention
- ⇒ Proven success as a leader and manager of people
- ⇒ Knowledge of state and federal regulations related to human resources such as FMLA, ADA, Workers Compensation, labor laws, etc.
- ⇒ A trustworthy leader who manages in a fair and equitable manner
- ⇒ A progressive thinker who looks outside the box for the most effective services delivery systems whether directly by City staff or outsourced
- ⇒ Ability to delegate responsibilities to appropriate staff and hold them accountable for positive results
- ⇒ Experienced with union contract negotiations, grievance procedures and overall labor relations
- ⇒ Excellent communication and presentation skills with employees, HR staff, boards and commissions
- ⇒ Ability to ensure that policies are administered equitably and consistently
- ⇒ Skillful in analyzing employee benefits, compensation, and retirement plans to balance the needs of the budget and retention for great talent
- ⇒ Knowledge of municipal and public school operations and the appropriate methods to recruit the best candidates
- ⇒ Ability to take a thirty thousand foot view of the department and organization to plan for changes and improved services
- ⇒ Motivational team leader who teaches and mentors the staff and provides constructive change to management



## **Qualifications:**

The qualifications required would generally be met with a Masters' Degree in Human Resources, Public Administration or related field, or a J.D. and more than ten years increasingly responsible Human Resource work experience including three years in a manager/leader capacity; or an equivalent combination of experience, education and training. Preference will be given to those candidates with experience in labor relations, union negotiations, employee benefit and retirement administration. Certification by SHRM or IPMA-HR or NPELRA are a plus. Alternative candidates are welcome to apply if they can demonstrate quality management, leadership and organizational skills to take the HR Division to the next level.

## Issues & Opportunities

- ◇ Need to improve technology—currently upgrading Ceridian (HRIS), implementing application tracking system (NEOGOV), using KRONOS for time and attendance, need to implement automated systems for administration of health and retirement benefits, some processes are still mostly paper
- ◇ Opportunities to improve recruiting systems within the boundaries of the civil service system and for non-classified positions
- ◇ Improve morale and reputation of HR by promoting customer services to internal and external customers
- ◇ Promote diversity through recruitment process
- ◇ Instill a sense of high performance for all employees by holding them accountable, promoting performance improvement strategies and providing training
- ◇ Retiree health benefits and retirement plans frequently depend upon the union contract in place at time of retirement which complicates calculations. Need to assess and set up systems to simplify
- ◇ Opportunity to develop plans for consistent employee benefits for all employees through strategic evaluation of needs and costs through union contract negotiations
- ◇ Need to improve the access to personnel data to respond quickly to changing parameters
- ◇ Strategic planning of human resources operations, assignments of staff, coordination of staff and resources to improve processes and procedures
- ◇ Provide strong management and leadership skills to Human Resources Department by developing and encouraging team approaches to problem solving and assignment of resources to improve services



## Compensation and Application Process

Open and competitive beginning salary DOQ's supplemented by an excellent benefit package.

- ⇒ Benefits as provided to Pay Plan employees
- ⇒ Employment Contract (4-5years) (Salary Range \$130,437—\$156,526)

*Stamford is an AA/EOE employer*

If you are interested in this position and want to be considered for this great opportunity, please mail or email your resume and cover letter by Oct. 19, 2018 to Ms. Frank. Top candidates will be asked to complete a questionnaire so early applicants will have more time to prepare responses.

More information is available on websites:

[www.choosestamford.com](http://www.choosestamford.com)

[www.stamfordct.gov](http://www.stamfordct.gov)

[www.stamfordct.gov/human-resources](http://www.stamfordct.gov/human-resources)

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