



DALLAS COUNTY, TX

INVITES YOUR INTEREST IN THE POSITION OF

**DIRECTOR OF
HUMAN RESOURCES/
CIVIL SERVICE**

THE COMMUNITY

Dallas County is located in the heart of the state of Texas and has more than 2.4 million residents. The County encompasses 909 square miles, has 30 municipalities, and is the second-most populous county in the state. The county seat is the City of Dallas, which is the third largest city in Texas. Dallas County is within the Dallas-Fort Worth-Arlington Metropolitan Statistical Area, the largest metropolitan area in the South and the fourth-largest in the United States.

Dallas County was founded in 1846 and began as an agricultural community. The County quickly became the world's largest inland cotton market in the early 1900's and transitioned from a rural community to a thriving manufacturing community with the discovery of oil in East Texas in the 1920's. With each decade, the Dallas County economy has continued to grow and diversify. Today, Dallas County ranks as a national center for telecommunications, transportation, electronic manufacturing, data processing, and conventions and trade shows. The County is also home to a number of nationally-recognized educational and research institutes and an active and innovative small business community which operates alongside a large concentration of major corporations.

Dallas County has one of the lowest property tax rates in the state of Texas. The County's fiscal policies and management practices have allowed it to be regarded as one of the best run counties in the country by Governing magazine, and it is one of only a few counties in the United States that has a "AAA" bond rating from both Moody's and Standard & Poor's.

Dallas County has the fourth-largest concentration of Fortune 500 corporate headquarters among counties in the U.S. and actually has more of these headquarters than 39 other states. The County is home to firms like Texas Instruments, Kimberly-Clark, the Dallas Federal Reserve Bank; operation centers for JP Morgan Chase, Citicorp, and Capital One; major distribution centers for Amazon, Frito-Lay, Whirlpool, and Wal-Mart; many famous restaurants, shops, and boutiques; and an active and innovative small business community.

The County is home to two airports, Dallas Love Field and Dallas/Fort Worth International Airport (DFW) — one of the largest and busiest airports in the world with over 600,000 flights and 58 million passengers per year. Dallas Love Field is located just 6 miles northwest of downtown Dallas and is headquarters to Southwest Airlines.

Dallas County has established one of the largest county open space systems in the state as the system now contains almost 3,400 acres of environmentally unique land, and it is currently helping build a comprehensive trail system so that its citizens will be able to travel from neighborhoods to major employers, retail areas, entertainment areas, universities, light rail stations, and parks without the use of an automobile.

Dallas County has 14 independent school districts with more than 425,000 students. The region is home to more than 35 higher education institutions, either in Dallas County or in close proximity, including Southern Methodist University, University of Dallas, University of North Texas, Texas Woman's University,

University of Texas at Arlington, Dallas County Community College District and other highly rated colleges and universities.

For the sports enthusiast, the region offers a wide variety of sporting events including the Dallas Cowboys (NFL); the Texas Rangers (MLB); the Dallas Mavericks (NBA); the Dallas Stars (NHL); and NASCAR events at the Texas Motor Speedway. In addition, the area offers world-class entertainment, art, shopping, and dining, as well as cultural and recreational opportunities.

Dallas County is highly diverse, where people of all ages, backgrounds, nationalities, and faiths live and work together. One-fourth of the County's population is foreign-born. Demographics of the County are 39% Hispanic; 31.7% White; 23.1% Black; 5.7% Asian; and 0.5% Other. The median income for a household is \$43,324, and the median income for a family is \$49,062. Dallas County is regarded as being one of the most advantageous locations for both retirees and college graduates, as well as a highly sought after locale for families and business people alike.



THE ORGANIZATION

Texas county government is generally an extension of state government, focusing on the judicial system, health and welfare service delivery, law enforcement, and road construction. Dallas County is governed by a five-member Commissioners Court. The County is divided into four districts, and the voters of each district elect a Commissioner to serve a four-year term. Additionally, the County Judge is elected at-large to a four-year term. The County Judge is a senior executive and administrative official who serves as the presiding officer of the Commissioners Court and has no judicial responsibilities. Other elected officials include the County and District Clerks, Tax Assessor, Sheriff, District Attorney, Treasurer, and five Constables. All trial court judges (District Judges, County Court Judges, and Justices of the Peace) are also elected. The State District Judges in each county select the County Auditor, who serves as the chief accountant for the county.

The Commissioners Court of Dallas County serves as both the legislative and executive branch of government, with budget authority over most county departments, including those headed by other elected officials. The high number of elected officials, including many with judicial authority, creates an organizational structure quite unlike the more familiar council-manager hierarchy.

The Commissioners Court is responsible for developing policies

for the County. The Commissioners Court also sets the annual tax rate and develops and adopts the budget for Dallas County government and the courts, including the Dallas County Hospital District which operates Parkland Hospital. The Commissioners Court appoints boards and commissions, approves grants and personnel actions, and oversees the administration of county government. In addition, each of the four Commissioners supervises a Road and Bridge District.

The Commissioners Court has direct control over all county offices and departments not otherwise administered by a county elected or appointed official including the Health and Human Services, Institute of Forensic Sciences, Operational Management, Parks and Open Space Program, Engineering and Public Works, Information Technology Services, Office of Budget and Evaluation, Human Resources/Civil Service and the Purchasing Department, among others. The Commissioners Court oversees the budget for the District Attorney's office, Sheriff, District Clerk, County Clerk, and County Treasurer. The Commissioners Court also sets the budget for each of the District, County, and Justice courts. The acts of the Commissioners Court are known as 'court orders'. These orders include setting county policies and procedures, issuing contracts, authorizing expenditures, and managing county resources and departments.

The Dallas County Commissioners Court employs a Commissioners Court Administrator (County Administrator) who ensures an orderly flow of information to and from the Commissioners Court to all internal departments and the public and ensures the policy decisions of the Court are appropriately communicated and implemented. The County Administrator serves as the Commissioners Court's chief of staff, agenda coordinator, and primary administrator of Court policies. In addition, all departments under the direct control of Commissioners Court report to the Court through the County Administrator, with the assistance of two Assistant Court Administrators.

Dallas County has over 110 different departments, including the Sheriff, the District Attorney, and the various Courts. Dallas County's adopted FY2014 annual budget is \$866 million, including a general fund operating budget of \$445 million. The County employs more than 6,500 full-time employees.

Dallas County Commissioners Court identified five goals as outlined in the County's Strategic Plan which serves as a framework for and to guide the County in its decision-making: to be a model interagency partner; to be a healthy community; to be safe, secure, and prepared; to proactively address critical regional needs; and to become a destination of choice for residents and businesses.

THE POSITION

Dallas County is seeking a Director of Human Resources/Civil Service to support and advise the County Commissioners Court, the County Administrator, Elected Officials, Department Directors, and others as needed. The Director reports to the Commissioners Court, supervises 25 full-time departmental staff, and manages an annual operating budget of approximately \$5.4 million. The mission of the Human Resources Department is to provide effective personnel services by developing and implementing policies, programs, and services that contribute to the achievement of County and employee goals by assisting County departments in their effort to recruit and hire qualified employees; provide a safe, discrimination and harassment free work environment; provide employee/staff development; and retain valued employees. The Director of Human Resources/Civil Service plans, oversees, maintains, and provides the overall administration of the County's Human Resources Department. As a member of the executive management

team, the Director is responsible for all Human Resources departmental operations including recruiting and the hiring process, employee relations and compliance, compensation and benefits, training and staff development, safety testing and assessment, HRIS, policy development/management and workers' compensation. The Director also serves as the secretary to two Civil Service Commissions—the Dallas County Civil Service Commission and the Sheriff's Department Civil Service Commission. Responsibilities of the Director of Human Resources/Civil Service include, but are not limited to:

- Develop, implement, and direct all human resources related policies, procedures and programs to ensure compliance with local, state and federal laws applicable to the Human Resources function of the County.
- Provide consultation to elected officials/department heads and managers on all aspects of human resources strategies, policies, laws; and serve as a liaison for the Commissioners Court.
- Establish, implement and audit all aspects of the County's insurance risk and benefits programs to include: employee insurance programs and benefits, workers' compensation programs, and property/bond programs, etc.
- Establish, implement, update and evaluate the County's compensation, wage, and salary administration and rewards programs.
 - Direct all employee relations activities, grievance procedures, investigations and progressive disciplinary actions, including acting as secretary to two Civil Service Commissions.
 - Direct management initiatives, including performance measures, employee training and organizational development.



- Establish, implement and audit employee sourcing, screening, recruiting, selections and placement practices.
- Develop and manage operating budgets and contracts for all human resources programs.
- Other duties as assigned.

The Director of Human Resources/Civil Service must be a professional, results-oriented, proven leader who is honest, straightforward, and trustworthy. The County desires an approachable leader who promotes teamwork, collaboration, and customer service, and also understands the supportive role of Human Resources throughout the agency. The preferred candidate will possess strong written and verbal communication skills and the ability to communicate effectively with a variety of individuals. The Director must be a good listener who can develop trust and build strong relationships with customers including elected officials, departments, and key stakeholders. A preferred management style is open, inclusive, and supportive. Mentoring staff and promoting accountability, transparency, and diversity is important. The ideal candidate will possess the ability to manage a diverse group of employees who support operations ranging from police and emergency management to courts and recreation. Candidates should be politically astute, yet remain apolitical, and have substantial experience with the oversight of employees across all levels of a large governmental operation. The Director must have the ability to develop a departmental strategic plan and implement a business partner approach to providing services. Extensive experience and understanding of public sector business operations in Human Resources is needed. As part of the executive management team, the Director must serve as an advisor to County leadership regarding Human Resources related matters. The ability to problem solve, find creative and innovative solutions, and manage conflict and opposing views is essential to success. Must have the ability to interpret and adhere to the County's policies and procedures. A Bachelor's degree from an accredited college or university in the field of Human Resources, Administration, or Management with extensive senior management work in the area of Human Resources is required. In addition, candidates must have a minimum of seven (7) years of highly responsible, progressive senior level Human Resources managerial experience in a large, complex organization, requiring extensive interaction with top officials. Additional higher education (Masters +), SPHR and/or IPMA-CP certifications, public sector experience, and Human Resources information systems experience is preferred.

THE COMPENSATION

The salary for this position is competitive and open, depending upon qualifications. The County offers an excellent benefits package. For additional information on benefits, please visit: <http://www.dallascounty.org/department/HR/benefits.html>



The selected candidate must reside in or relocate to Dallas County.

TO APPLY

If interested in this outstanding opportunity, please email your resume and cover letter to info@srnsearch.com. Position is open until filled. Resumes will be screened according to the qualifications outlined above. Screening interviews with the most qualified applicants will be conducted by S. Renée Narloch & Associates in order to determine a select group of finalist candidates who will be asked to provide references; references will be contacted only following candidate consent.

Final interviews will be with Dallas County. Candidates will be advised of the status of the recruitment following the selection of the Director of Human Resources/Civil Service. Questions regarding this recruitment may be directed to Ms. S. Renée Narloch, President, S. Renée Narloch & Associates, at info@srnsearch.com or call 850-391-0000.

To learn more about Dallas County, visit www.dallascounty.org. Dallas County is an Equal Opportunity/ADA Employer. Pursuant to Texas Open Records Laws, applications and resumes are subject to public disclosure.



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