



**Outstanding
opportunity
to serve the
citizens of
Milton, Georgia,
as the next
Human
Resources
Director**



About the City

MILTON
HUMAN RESOURCES DIRECTOR

Located 31 miles north of downtown Atlanta, Milton is a distinctive, modern city that embraces small-town life and its rural heritage.

Incorporated in 2006, Milton is one of the metro area's newest and most desirable cities. The City has been recognized nationally for its high quality of life, as one of the best places to raise a family, and has been consistently ranked as one of Georgia's safest cities.

The City's ability to balance growth with preserving green space and rural character is a key factor in its lure to both residential and commercial interests.




41,296
POPULATION

39.12
SQUARE
MILES

 **38.7**
years
MEDIAN AGE

1.7%
UNEMPLOYMENT
RATE

 **72%**
BACHELOR'S
DEGREE+

\$151,491
MEDIAN HOUSEHOLD
INCOME

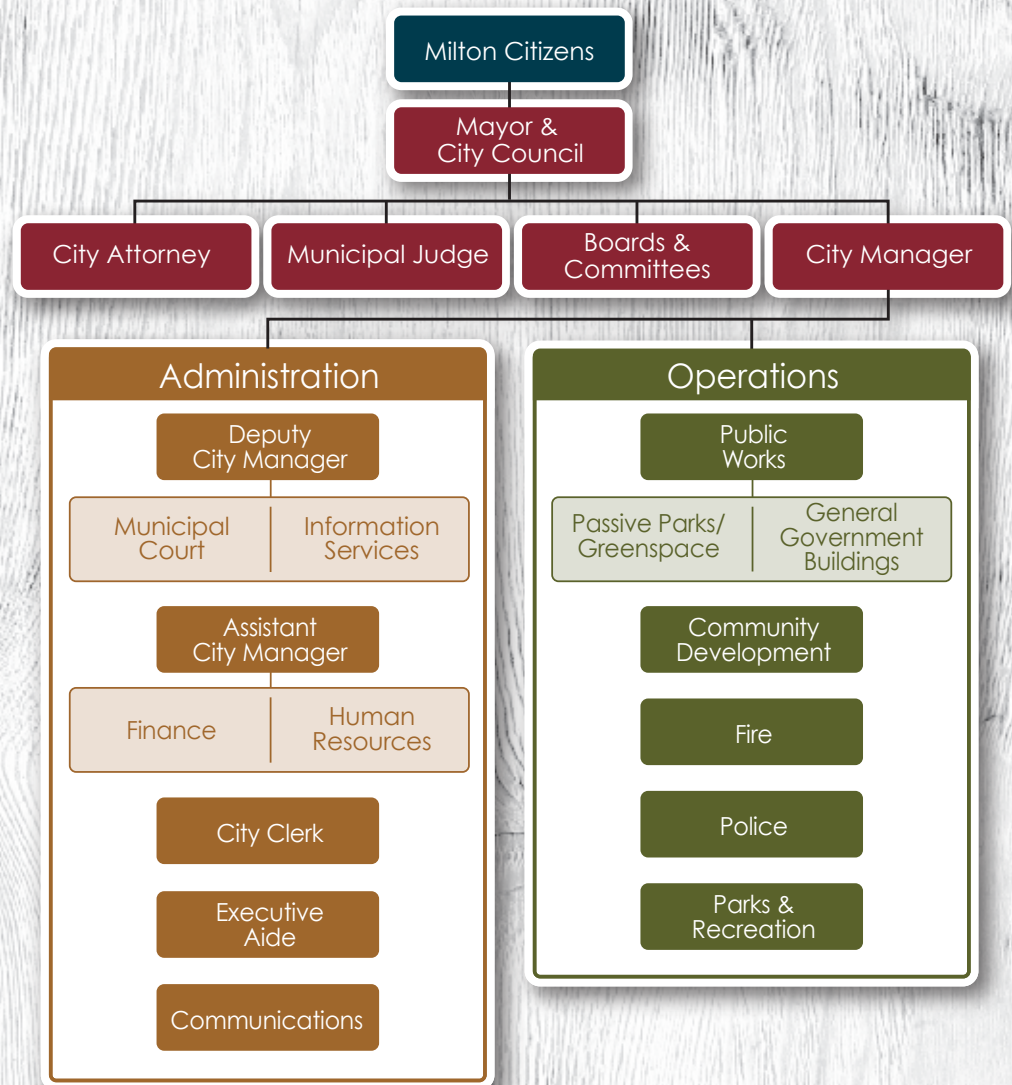
\$538,585 MEDIAN
HOME VALUE



About the Government

The City of Milton was born out of citizens' desire for greater local control and a burgeoning sense of community. Milton operates under a Council/Manager form of government, whereby the City Manager is appointed by the Mayor and Council to be responsible for the daily operations of the City.

The City of Milton provides a full range of city services including police and fire protection; community development; the construction and maintenance of streets and other infrastructure; and parks and recreational programs and activities. Services such as water, sewer, public health, and animal control are provided by Fulton County.



About the Government

MILTON
HUMAN RESOURCES DIRECTOR



161
full-time
employees

35
part-time & seasonal
employees

\$46.2M
annual budget

OUR MISSION



All members of the City of Milton
take pride in our responsibility
to protect and improve
the high quality of life
for those we serve.

CORE VALUES

TEAM MILTON IS DEDICATED TO

Teamwork
Rural Heritage
Service
Ownership
Leadership

WE DO...



Believe that public service
is a calling

Celebrate diversity and the unique
attributes that make up our team

Support and encourage staff
development at every level

Make decisions for the long-term

Understand that we exist to serve
our community and each other

About the Department

The Human Resources Department plays a vital role in many facets of Team Milton's makeup. HR creates the foundation for successful employee recruitment, retention, training, and well-being through highly engaged service delivery and proactive assistance for the City's 161 full-time as well as 35 part-time and seasonal employees.

Core roles include identifying and interviewing candidates who will excel at supporting Milton's mission, vision, and values. Milton's Human Resources Department is also focused on retaining valued employees through the development of training programs, team-building efforts, and maintaining a competitive salary and benefits program. Team HR collaborates with other departments to recognize employee achievements and celebrate diversity, equity and inclusion. Other responsibilities include processing bi-weekly payroll and ensuring a safe workplace as the City's risk manager.



CURRENT PROJECTS



Analyze the recent employee engagement survey responses to identify opportunities for meaningful improvement and the creation of strategies to achieve those improvements

Revitalize the on-boarding process for new hires

Implement a new employee learning management system (LMS) to easily identify training needs and accomplishments while allowing for continued asynchronous learning citywide

Offer quality, in-person training on topics related to diversity, equity, and inclusion

Create a proactive recruitment program aimed at attracting a diverse and engaged candidate pool

Enhance the City's wellness program

About the Position

The City of Milton is looking for a proven Human Resources professional to replace the long-time Director who served the City since 2009. Reporting directly to the Assistant City Manager, this position provides leadership and engages staff citywide.

RESPONSIBILITIES OF THE NEW DIRECTOR INCLUDE:

Champions diversity, equity, and inclusion throughout Team Milton and plays a key role on the City's DEI committee.

Recruits staff utilizing innovative approaches to identify the best future members of Team Milton.

Focuses on retention through meaningful development, training, and engagement of all employees.

Stays well-informed of compensation trends by conducting regular wage studies ensuring Milton is competitive in today's market.

Ensures Team Milton has access to best-in-class benefits including health, wellness, retirement, and financial planning.

Regularly reviews the City's employee policies and procedures and revises them based on professional standards and best practices.

Hears, investigates, and settles employee grievances in accordance with City policy.

Responsible for identifying innovations related to HRIS technology and working with IT to keep systems current.

Reviews bi-weekly payroll for accuracy.

Oversees employee record management and HIPAA compliance.

Administers the City's Learning Management System (LMS) and identifies meaningful training for employee development.

Responsible for safety and risk management citywide including oversight of the City's insurance policy and administration of Milton's workers' compensation program.

Maintains comprehensive, current knowledge of, and ensures compliance with, all federal, state, and local laws.

Provides accurate, timely, and transparent reporting for staff, Council, citizens, and stakeholders.

About the Position



Our current HRIS can be challenging at times. Our new Director will play a pivotal role in assessing our current system and making recommendations to City leadership.

While Human Resources works closely with all City departments, it is a department of two including the Director. This is a "hands-on" position.

Team Milton is geographically dispersed throughout the city. Our new Director will need to strategize on how to best provide effective service to all members, regardless of location.

The current environment has proven challenging for employers to attract the best possible talent. Our new Director will need to create effective strategies that makes Milton stand out among its peers.



The City of Milton, just in its second decade of operation, provides the next Director with the opportunity to re-envision and formalize operating procedures to ensure projects, programs, and day-to-day tasks are completed to a consistently high standard.

Team Milton enjoys an exceptional and supportive relationship with its elected leaders and community, which creates an ideal environment for positive change.

Milton is currently launching a new learning management system that will enhance our ability to deliver high-quality training across all departments, committees, and boards.

Our new Director will be at the forefront of ensuring our workplace remains desirable through innovative approaches to support Team Milton.



The new Director will be expected to articulate a vision for the Department and to develop short- and long-term departmental goals that are aligned with the City's Comprehensive and Strategic Plans.

Standard operating procedures are critical for organizational success. The new Director will be expected to assess the current standard operating procedures and build upon them to ensure consistency, efficiency, effectiveness, and compliance with standards and regulations.

Team Milton is a high performing team that relies on the synergies created between our various departments. The new Director will be expected to play a critical role in our team approach to organizational success.

The new Director will be expected to make a quick positive first impression on Team Milton that communicates engagement and empowerment.

About the Candidate

Milton City Manager Steve Krokoff said, **“I am looking for an energetic leader whose focus on excellent service to our community is only rivaled by his/her desire to achieve more. The candidate must possess an extraordinary ability to understand people and circumstances and leverage that ability to strategically steer our Human Resources Department. The capability to effectively communicate is a must; but the capacity to effectively receive communication is absolutely critical. We rise and fall as a team — and this position is essential to our collective win.”**

The successful candidate will be expected to demonstrate strong leadership, have the ability to identify potential issues, find and implement resolutions to these issues, and have a passionate commitment to preserving Milton as a city that greatly values its high quality of life, strong sense of community, and respect for its cherished rural heritage.

The candidate must demonstrate the ability work to with personnel, providing superior internal customer service, and show forethought to improve the employee experience at Milton in order to attract, retain, engage, and develop an outstanding team of individuals dedicated to public service. Additionally, the candidate should have experience in ensuring compliance with all federal, state, and local laws as well as new trends in human resource management and technology.

THE IDEAL CANDIDATE BRINGS...



Leadership

Commitment to effective leadership and a strong willingness to embrace collaboration internally and externally

Innovation

Fresh ideas with different experiences and unique perspectives and a desire to remain on the forefront of technology and industry advancements

Energy

Enthusiasm and focused efforts that demonstrate a passion for public service

Expertise & Intellectual Curiosity

In-depth knowledge of personnel management principles and best practices, combined with a strong desire for continued professional development

Versatility

Unique ability to know when to lead, coordinate, delegate, facilitate and/or follow

Minimum Qualifications

The successful candidate must have a bachelor's degree in Public or Personnel Administration, Business Management or related field; at least seven (7) years of progressively responsible management experience in human resources with at least four (4) years of supervisory experience.

A master's degree in Public Administration, Personnel Administration, Business Management, or a related field is preferred. Current certification as a Society for Human Resource Management Certified Professional (SHRM-CP) or Senior Certified Professional (SHRM-SCP), Human Resources Certification Institute Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR), World at Work Certified Compensation Professional (CCP) or Certified Benefits Professional (CBP), International Public Management Association for Human Resources Certified Professional (IPMA-CP), or similar certification is also preferred.

Must possess a valid Georgia driver's license, or the ability to obtain and maintain a Georgia driver's license, and a satisfactory motor vehicle report (MVR) is required.



Benefits and Compensation

Starting salary is expected to be in the range of **\$115,000 - \$125,000** (depending on qualifications) with an excellent benefits package including:

Health,
dental
and vision
insurance



Retirement plan

Short-term
and long-term
disability coverage



Life insurance



Paid time off

Negotiable
relocation
expenses



BENEFITS



Social Security exempt – City matches a **6.2%** employee contribution (immediate vesting)

2 for 1 match

employee 457 plan contributions up to the first 6% (graduated vesting)

3x annual salary in life insurance

Voluntary and dependent **life insurance**

City pays up to **92%** for family health insurance

City pays **100%** for individual health coverage

City-provided short-term and long-term **disability**

Generous **PTO** program

City-provided employee
Dental & Vision coverage

AFLAC
supplemental coverage

What staff have to say...

MILTON
HUMAN RESOURCES DIRECTOR

“Working for the City of Milton is a continual rewarding experience because of the strong sense of community, its gracious citizens, and dedicated leaders.”

“Being a part of a team with such dedicated and reliable coworkers who raise the bar each day is inspiring and motivating.”

“I like working for Milton because I can see first-hand that my work is making a difference in the community.”

“The City genuinely cares about the employees and the citizens and works to ensure that both have a great experience.”

“Milton is staffed with very experienced and dedicated professionals who enjoy providing exceptional public service. Working with such an outstanding team is truly rewarding.”

“There is a genuine spirit of cooperation and shared goals here at the City of Milton.”

Interested candidates should submit by email a cover letter, resume, at least five job-related references (including names, email addresses, and telephone numbers), and salary history not later than June 14, 2022, to:
Lisa Ward, Senior Associate
Mercer Group Associates, at lisaward912@gmail.com.

Any questions, please call 706-983-9326.

Alan Reddish, Senior Associate

Cell: 706-614-4961

107 Indigo Lane

Athens, Georgia 30606



www.cityofmiltonga.us



@thecityofmiltonga



@cityofmiltonga



@cityofmiltonga

MILTON