



*The city of Commerce City  
invites your interest in the position of*

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# **HUMAN RESOURCES DIRECTOR**

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*Commerce City, Colorado*



## *About the Community*

Commerce City, Colorado, is conveniently located just eight miles north of downtown Denver in Adams County. A safe, diverse, and welcoming community of 68,000, Commerce City residents experience a high quality of life with affordable housing, abundant recreational opportunities, prosperous businesses, world-class healthcare, and all the amenities metropolitan Denver has to offer. The City's median household income is \$87,354 and the median home price is \$519,000. Commerce City continually strives to live up to its motto: "A Quality Community for a Lifetime."

Incorporated in 1952, Commerce City covers 36.4 square miles. It's near Denver International Airport, six major roadways, a light rail stop, and several Regional Transportation District bus lines. As part of the Front Range, Commerce City residents enjoy easy access to the Rocky Mountain foothills via I-70. Away from the hustle and busy status of a downtown area, Commerce City is within 30 minutes of the NFL, MLB, and NHL arenas, as well as several concert venues in the downtown Denver area. Commerce City is one of the very few cities in Colorado with room to grow outward and not upward, providing opportunities for businesses and families to make this a home for a lifetime.

Commerce City proudly boasts 300 days of sunshine a year, and the City encourages active living and healthy lifestyles through a variety of recreational and outdoor opportunities. It has an exceptional parks system that includes trails, open park space, an award-winning golf

course, an outdoor pool, and one of the largest soccer complexes in the country. The largest urban wildlife refuge in the nation, the Rocky Mountain Arsenal National Wildlife Refuge, is located in Commerce City, and the Sand Creek Regional Greenway connects to one of the state's largest greenway systems. The City's proximity to the Rocky Mountain foothills provides opportunities for skiing, rock climbing, hiking, camping, mountain biking, fishing, golfing, and whitewater rafting, with several large reservoirs in the area offering swimming and water skiing. The area also hosts many popular events annually, including 4th Fest, Colorado's largest fireworks show, and Colorado's largest Memorial Day parade. A wide array of cultural and entertainment options exist in and around Commerce City. Cultural attractions near the City include the Colorado Ballet, the Colorado Symphony Orchestra, the Denver Art Museum, the Denver Botanic Gardens, the Denver Center for the Performing Arts, and the Denver Museum of Nature and Science.

Major employers in the area include UPS, FedEx Ground, FedEx Freight, Shamrock Foods, Q3 Contracting, Liberty Oilfield, Suncor Energy, Old Dominion, Walmart Stores, and Douglass Colony.

Commerce City is redefining itself for the next generation by building on its long-held values of industry, community, and family, with an eye toward continued growth and sustainable development.



## *About the Position*

The Human Resources Director is responsible for managing the City's human resources, benefits, wellness, and safety and risk management programs while developing and implementing policies and programs covering employment, labor relations, wage and salary administration, employee onboarding, training, talent acquisition, and other employee services for 500 full-time and 500 part-time employees. The Director reports to the Assistant City Manager who reports to the Deputy Manager of Operations. The Director engages in the following duties and responsibilities in a very fast moving city government:

## *Essential Duties & Responsibilities*

All employees must model and demonstrate the City Values at all times during the course of employment: Integrity, Collaboration, Innovation, Respect, & Excellence.

- Oversees the day-to-day operations of human resources programs and activities and sets assigned department/division performance measures and metrics to meet City goals and department outcomes and objectives.
- Effectively participates on the Executive Leadership Team by demonstrating strategic and systemic problem-solving skills.
- Manages employee policies, recruitment and retention initiatives within the organization, training and development programs, and performance management.
- Oversees, coordinates, and approves benefit, compensation, and classification programs.
- Minimizes liability for litigation over labor and employment issues by monitoring employment actions, facilitating effective complaint processes, and advising management on risks.
- Oversees and recommends exceptions to employee policies and is aware of pending state, local and federal legislation and court decisions related to human resources programs.
- Oversees compliance and monitoring of all aspects of EEO, Worker's Compensation, FMLA, ADA, health and wellness programs, and unemployment insurance.
- Advises department heads, managers and supervisors on organizational and personnel issues, employee conflicts and performance management.
- Oversees investigations and fact-finding on policy violations and complaints; provides direction and others recommendations.
- May assist as the City's assigned negotiator with assigned bargaining groups; responds to labor group issues as necessary.
- Develops, organizes, and presents annual Work Plan and departmental budget.
- Oversees periodic surveys related to human resource practices, compensation and benefits and evaluates programs and decisions involving financial consideration and cost comparisons.
- Prepares and delivers presentations to employees, work groups, professional groups, senior management, and City Council.
- Directs the maintenance, retention, and destruction of employee personnel records and other HR documents.
- Leads contract review and completion of procurement forms in compliance with the City's processes, coordinating with the Procurement Office and City Attorney's Office as it relates specifically to HR functions and systems.
- Collaborates with the City Attorney's Office on litigation and negotiations.
- Oversees the City's claim management processes, including unemployment insurance, litigation, workers' compensation programs, and overall risk management.



## *Challenges and Opportunities*

The Commerce City Human Resources Department is entering its next phase from a position of strength, with multiple initiatives already underway. The Department needs a Director who will serve as a change agent, ensuring project completion, high level collaboration, exceptional emotional intelligence, and the ability to communicate in a clear, transparent, and strategic manner.

The new Director must embrace new ideas, promote HR best practices by focusing on creative solutions to employee issues, encourage quality service to internal customers, and demonstrate collaborative working relationships with department directors.

The new Director's workplan must include activities that support a culture of quality service. These activities should involve regularly engaging with the leadership of all departments when developing and implementing policies, promoting trust and credibility by ensuring uniform policy implementation, and always communicating openly and transparently.

The City is working on a complete update and rewrite of the City's personnel policies. The new Director will assist the Assistant City Manager in overseeing and implementing the new policies.

The New City of Commerce City HR Director must strategically evaluate professional development programs and succession planning to ensure all employees receive the necessary mentorship and training for long-term organizational success. Particular emphasis should be



placed on providing senior leadership with targeted counsel and training on critical Human Resources matters. Additionally, focused efforts must be made to mentor, cross-train, and develop the City's motivated junior HR staff—maximizing their current capabilities while equipping them with advanced skill sets to elevate the overall quality of service delivered to all city employees.

Other projects that need to be on the new HR Directors workplan include:

- **Performance Management System (NeoGov)**
  - Status: Contract executed; implementation planning underway
  - Purpose: Standardize performance management citywide and replace inconsistent legacy processes.
- **Risk Management Coordination**
  - Strong alignment with CIRSA, IMA, and stop-loss partners
  - Active oversight of claims trends and mitigation
- **Employee Engagement Survey (CustomInsight)**
  - Status: Phase I complete
  - Structure:
    - Phase I: Survey and data collection
    - Phase II: Leadership training and data distribution
    - Phase III: Department action planning (into 2026)
- **Compensation & Classification**
  - Current Focus:
    - Ongoing classification questions from departments





## *About the Department*

The Commerce City Human Resources Department (staffed by eleven administrative and professional personnel) is dedicated to attracting, developing, and retaining a talented workforce committed to public service excellence. Serving as a strategic partner to City leadership and employees, the department provides comprehensive services including recruitment and selection, employee relations, benefits administration, compensation and classification, training and professional development, and organizational support. With a strong focus on equity, integrity, and innovation, Human Resources fosters a collaborative workplace culture where employees are empowered to grow their careers while delivering exceptional service to city employees.



## *The Ideal Candidate*

The ideal candidate for the City of Commerce Human Resources Director position is an experienced and collaborative leader with a strong background in municipal or county government HR. This individual should possess a future-focused mindset and a willingness to embrace technological advancements and innovation to improve efficiency, service delivery, data-driven decision-making, transparency, and confidence in HR processes.

A key quality for the new Director is the ability to build trust and strong relationships with both City leadership and staff. They must be an effective communicator who can confidently share requested information with upper management, department directors and employees within the organization. The ability to manage sensitive personnel matters with fairness, confidentiality, and professionalism is essential.

The Director should serve as a trusted advisor to both leadership and staff in navigating employee relations and workplace challenges. The new Director will bring significant leadership and mentoring experience to the HR staff, building upon the professional strengths of HR personnel including Risk Management functions located within the department.

The ideal candidate will be able to shift priorities as needed, maintain a positive and focused outlook while managing multiple projects.





### *Minimum Qualifications:*

- Bachelor's degree in public or personnel administration, human resources, business management or related field is required; Master's degree preferred.
- Five (5) years of progressively responsible management experience in human resources/personnel management or an equivalent combination of education and experience is required. Three years of supervisory experience required.
- SHRM-CP, SHRM-SCP, PHR, or SPHR Certification and local government experience preferred.

### *Compensation & Benefits*

The expected annual starting salary range for this position is \$172,000 - \$192,000. In addition to a competitive salary, the city offers a generous benefits program, including options for medical, dental, vision, disability, and life insurance; a generous paid leave policy of 200 hours per year; a 401(a) retirement plan with an 8% employee contribution and an 8% matching city contribution with full vesting after 2 full years of employment, and a voluntary 457 plan with a 50% employer match up to the first 2%. There are also free gym facilities in the Civic Center for employees and a \$5 Annual Rec Center membership available to each employee and their family.

## HOW TO APPLY

Interested applicants must submit a cover letter, resume, and a list of at least five professional references (including names, phone numbers, email addresses) to **Lisa Ward at [lisaward912@gmail.com](mailto:lisaward912@gmail.com)** no later than close of business on **April 3, 2026**.

Please direct any questions to **Lisa Ward, Senior Associate, 706-983-9326**, or **Alan Reddish, Senior Associate at Mercer Group Associates, 706-614-4961**.



*The City of Commerce City is an equal opportunity employer.*