

CITY OF READING, PENNSYLVANIA

HUMAN RESOURCES MANAGER



The Community

Reading is the county seat of [Berks County, Pennsylvania](#)



and the center of the Greater Reading Area. In the 2010 census, the city had a population of 89,000, making it the fifth largest city in Pennsylvania after Philadelphia, Pittsburgh, Allentown, and Erie, and the sixth largest municipality after Upper Darby Township. Overlooking the city on Mount Penn is Reading's symbol, a

Japanese pagoda visible from everywhere in town and referred to familiarly as "the Pagoda". Duryea Drive, which ascends Mount Penn in a series of sharp bends, was a testing place for early automobiles. The city lent its name to the now-defunct Reading Railroad, which brought anthracite coal from the Pennsylvania Coal Regions. The railroad is one of the four railroad properties in the classic English-language version of the Monopoly board game. Reading was one of the first localities where outlet shopping became a tourist industry. Reading has a Double-A Eastern League baseball team, the [Reading Phillies](#), an East Coast Hockey League team, the [Reading Royals](#), and an American Indoor Football League team, the [Reading Express](#). The Phillies play in the city's 9,000-seat FirstEnergy Stadium, while the Royals and Express play in the 7,000-seat [Sovereign Center](#). Among the athletes native to the Reading area are Brooklyn Dodger outfielder Carl Furillo, "the Reading Rifle," and Baltimore Colts running back Lenny Moore.

Four institutions of higher education are located in Reading: [Albright College](#), [Alvernia College](#), [Pace Institute](#), and [Reading Area Community College](#). There are two medical facilities in downtown Reading: The Reading Hospital Health Dispensary on Penn Street, and St. Joseph's Medical Center Community Campus on 6th Street. In addition, the Reading Hospital, a regional trauma center and St. Joseph's Hospital, are just outside the city limits.

City Government

The City of Reading operates under the Strong Mayor

form of government with a seven member City Council. The Council is composed of an at-large president and six others elected from districts in overlapping four-year terms. The Mayor is also elected to four year terms. The Mayor appoints a Managing Director who is confirmed by the City Council. The Managing Director appoints all department heads and leadership of major functions. The City employs 656 employees and has a \$125.7 million total budget for the 2012 FY. The General Fund budget is \$64 million. The City also operates Sewer and Water utilities. The City of Reading, like most municipal governments, particularly in Pennsylvania, operates in a challenging budgetary environment. The City has recently recovered from a deficit situation to one where it now enjoys a substantial fund balance. However, the City struggles to ensure revenues are meeting daily operating needs. The City has enjoyed substantial revenue growth in 511 taxes such as earned income and real estate transfer taxes, but future budget shortfalls are anticipated.

Division Overview

The Human Resources Division is responsible for organizing, directing and administering programs involving employment, salary, benefits, pension, labor relations and risk and safety management in compliance with applicable Federal, State, and Local law. Responsibilities include administration of programs concerning Americans with Disabilities Act, the Drug Free Workplace Act and employee assistance. This Division is responsible for the recruitment and selection of qualified applicants for employment, establishing and maintaining the Personnel Code and policy and procedure manual for its employees, well defined job descriptions, benefits, and wage and salary administration.

Labor-related duties include the administration, coordination, investigation, preparation and attendance at hearings regarding unemployment compensation, charges before State and Local Human Relations Commission, Economic Employment Opportunity Commission, as well as contract negotiations, labor management, arbitrations, grievances, unfair labor charges brought against the City by four (4) bargaining units; the American Federation of State, County and Municipal Employees (AFSCME), Local 2763, representing rank and file and professional employees; the American Federation of State, County and Municipal Employees (AFSCME), Local 3799, representing first level supervisory employees; the International Association of Fire Fighters (IAFF), Local

1803, representing fire fighters/drivers and the Fraternal Order of Police (FOP), Lodge No. 9, representing police officers. This Division provides technical advice to the Administration, Department Directors, Supervisors and employees of the City of Reading.

Human Resources acts as a liaison to obtain and place qualified individuals in the City workforce from available employment programs throughout the County.

This Division coordinates many special activities and benefits available to City employees such as specialized training programs, wellness activities, blood bank participation, and discounted ticket offers.

Human Resources Opportunities

The following are indicative of the types of opportunities that exist for the new Manager to make an impact on the organization.

Organizational and Departmental Change Efforts

The new Manager will be expected to assume a proactive leadership role in the City's existing organizational change effort, not only on matters related to personnel and human resource management, but also on City-wide issues as a member of the ELT. The new Manager



will play a key leadership role developing and implementing a variety of programs, including: compensation structures (and the ongoing review of these structures), benefits packages, training standards, employee evaluations and performance measurement programs. Recommendations from the city's employee surveys and customer feedback systems will be resources in these organizational and cultural change efforts.

The Human Resources Manager will also be

required to assume a visible and hands-on role in the division. Human Resources staff provide a daily point of contact for supervisors and managers. A high priority for the new Manager will be to understand the services provided by the Division and develop strategies and work plans that will focus attention on the core business functions. The Manager will also need to work with the Human Resources team to identify competencies and to identify additional training and expertise that will be needed to provide the requisite level and quality organization.



Labor and Employee Relations

Recent changes in the City's labor negotiation efforts have resulted in more positive relationships between labor and management. The Manager will build partnerships through collaborative and cooperative labor-management programs that will promote a positive working environment and business relationships throughout the City. The Manager will balance the roles of serving as an advocate for employees and representing the best interests of the City.

Training and Professional Development

The Manager will invest in training and professional development both within the division and the organization. In the current organizational change process, some employees have expressed dissatisfaction with the formal training, succession planning and mentoring opportunities that are available to them. Special emphasis will need to be placed on training to better equip supervisors with an understanding of their roles and tools to carry them out. Within HR, training will help to assure that policies, practices and procedures are uniformly understood and explained on a consistent basis to internal customers.

Candidate Profile

The next Human Resources Manager for the City of Reading will be an energetic and ex-

perienced leader who possesses outstanding communication and organizational leadership skills. The Manager will be bold, proactive and results-oriented and will anticipate and assist the Mayor, Managing Director, ELT and City Council in the adoption of responsible and forward-thinking human resources policies. The Manager will be adept at building and maintaining strong and effective working relationships with management, employees and union representatives.

The new HR Manager will have a track record as a successful facilitator, mediator and consensus builder. He or she must value strategic planning and creative problem solving based on facts and data. The ideal candidate must have a solid management presence and well-developed decision-making abilities. The individual selected for this position will be able to grasp information quickly and demonstrate an ability to effectively manage highly complex issues. The position requires a good listener who exhibits



patience and diplomacy, and who is able to resolve conflicts or reach compromise in a constructive and supportive manner.

The Manager will have the highest regard for the provision of quality customer service, and be willing to incor-

porate the City's values into transactions with both internal and external customers of the Division. He/she must communicate high expectations, and be willing to hold individuals accountable for their individual actions and performance. He/she must fully understand the confidential nature of the work and reinforce a similar understanding and appreciation in the staff of the Division. The new Manager will be fully committed to the concepts of equal opportunity and the establishment of diversity and equity-based concepts in the workplace and will demonstrate a superior record of accomplishment in these areas.

The Human Resources Manager occupies a highly visible position within the organization, and the person selected must be trusted and respected both pro-

fessionally and personally by peers, colleagues, staff and elected officials. He/she must be able to clearly articulate a position, and be able to make poised and credible presentations in front of diverse audiences. An unblemished record of ethical and professional conduct is essential. He/she must have an understanding of the Mayor-Council form of government. He/she must work as a part of the Executive Leadership Team to develop and visibly support the organization's direction.

Education & Experience

The position requires seven to ten years of progressively responsible human resources, labor relations or personnel management experience in a growing and progressive public sector organization or agency of similar size in terms of service area, staff levels and/or budget. The successful candidate should have at least one of the following: a Master's Degree in related field; advanced certification with the Society of Human Resources Management (SHRM); or ability to demonstrate equivalent professional experience in lieu of an advanced education. Active participation in professional organizations including SHRM, International Personnel Management Association (IPMA), and the National Public Employees Labor Relations Association (NPELRA) will be viewed favorably.

Strong emphasis will be placed on current knowledge in labor relations including prior experience with unions, strategic human resources planning, compensation practices, benefits administration, finance, budget and organizational development. Candidates must also have extensive knowledge of Civil Service regulations and be completely familiar with Federal, State and Municipal laws and regulations as well as advanced concepts and trends within HR disciplines.

Compensation & Benefits

The pay range for this position is \$55,000 to \$75,000. Actual starting salary is dependent upon experience. Relocation assistance, temporary living allowances, as necessary, and a complete package of senior level benefits will be available for the selected candidate. The opportunity to work and live in one of Pennsylvania's more up and coming communities and experience the convenience and access to many major U.S. cities in the mid-Atlantic are other advantages that are part of this challenging opportunity. *City of Reading residency required within one (1)*

year of employment.

TO APPLY: Please submit cover letter and resume with current salary to jobs@readingpa.org or mail to address below. The applicant selected will be subject to a criminal history investigation.

"The City of Reading is committed to providing equal employment opportunity for all persons regardless of race, color, religion, sex, age, national origin, disability or veteran status. Equal opportunity extends to all aspects of the employment relationship, including hiring, transfers, promotions, training, terminations, working conditions, compensation, benefits, and other terms and conditions of employment."

Résumés will be screened in relation to the criteria outlined in this brochure. Candidates with relevant qualifications will be given preliminary interviews. Those deemed qualified will be referred to the hiring authority for further consideration. Final interviews in the City of Reading will be offered to those candidates named as finalists, with reference checks conducted after receiving candidates' permission. For more information please contact Joe Ayala at (610) 655-1581. The City of Reading is an Equal Opportunity Employer and values diversity at all levels of its workforce!

City of Reading
Attn: Human Resources
815 Washington St
Reading, PA 19601

For more information about Reading and the surrounding area, visit these web sites:

The Reading Eagle Newspaper
<http://www.readingeagle.com/>

The Greater Reading Chamber of Commerce
<http://www.greaterreadingchamber.org/>

The Greater Berks Development Corporation
<http://www.readingpa.com/>

Initiative for Competitive Greater Reading
<http://www.greaterreading.com/>

Riverplace Development Corporation
<http://www.riverplacepa.com/default.htm>

The Reading School District
<http://www.readingsd.org/>

