

Job Title: Chief People Officer (City of Dixon)

Department: Human Resources

Union: N/A

FLSA Class: Exempt, Executive

Revised Date: March 5, 2025

Location: Dixon, Illinois, United States

Overview:

The City of Dixon is seeking a dynamic and visionary Chief People Officer to lead our people strategy and initiatives. This strategic leadership position will play a crucial role in shaping the organizational culture, fostering employee engagement, driving talent management efforts, and participate in and oversee the Human Resources function in support the City's mission and objectives. The Chief People Officer reports directly to the City Manager.

Responsibilities

Strategic Leadership:

- Collaborate with senior leadership to develop and implement a comprehensive people strategy aligned with the City's vision, goals, and values.
- Provide strategic guidance and recommendations to the City Manager and department heads on people-related matters, including workforce planning, talent acquisition, and organizational development.

Organizational Culture and Employee Experience:

- Champion a positive and inclusive workplace culture.
- Develop and implement initiatives to enhance employee experience, satisfaction, and well-being, fostering a supportive and collaborative work environment.
- Develop, implement, and administer a city-wide employee recognition program.

Talent Management:

- Oversee talent acquisition efforts to attract, recruit, and retain top talent for City departments and positions, while taking into account the special legal considerations of police and fire hiring and promotional processes.
- Develop and implement performance management systems and processes to align individual goals with organizational objectives and drive employee development and accountability.

Employee Relations and Compliance:

- Serve as a trusted advisor and resource for employees and department heads on employee relations matters, conflict resolution, and compliance with employment laws and regulations.
- Ensure that HR policies, procedures, and practices are consistently applied across the organization and in compliance with relevant laws and regulations.

Learning and Development:

- Design and implement professional development programs, training initiatives, and leadership development opportunities to enhance employee skills, capabilities, and career growth.
- Collaborate with department heads to identify skill gaps and training needs and develop targeted learning solutions to address them.

Strategic Communication and Engagement:

- Develop and execute communication strategies to foster transparency, collaboration, and engagement among employees and stakeholders.
- Solicit feedback from employees through surveys, focus groups, and other channels to assess employee sentiment and identify areas for improvement.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, Public Administration, or a related field preferred.
- SHRM-SCP or SPHR certification highly desirable.
- Minimum of 5 years of progressive experience in human resources management preferred.
- Demonstrated experience developing and implementing strategic people initiatives and driving organizational change.
- Strong knowledge of employment laws, regulations, and best practices.
- Excellent interpersonal, communication, and leadership skills.
- Ability to build and maintain effective working relationships with diverse stakeholders.

Physical Demands

- The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job during a full duty day or shift. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, employee is required to sit, talk, and hear. Employee is required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
- Employee is required to use cognitive ability to reason, analyze, and verbalize thoughts and ideas.
- Employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Employee must be available and present for work as scheduled.
- Employee must perform all functions of the job safely and efficiently at all times in compliance with all safety regulations and policies for the safety and welfare of the employee, co-workers, and the public.

Work Environment

- The work environment characteristics described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The work environment is a typical office environment that requires ability to use and operate a personal computer and peripherals, telephone, photocopy machine, and calculator.
- The noise level in the work area is usually moderately quiet.