



City of Dallas

Assistant Director, Total Rewards & Workforce Planning
Human Resources Department
City of Dallas
Dallas, TX

The City of Dallas is seeking an experienced HR professional with a passion for public service, innovation, and continuous improvement as its next Assistant Director, Total Rewards & Workforce Planning.

THE ORGANIZATION

The vision of the City of Dallas Human Resources Department is to have a diverse, talented, innovative, and engaged workforce delivering services to the residents of Dallas with Empathy, Ethics, Excellence, and Equity. The HR team is committed to helping City employees serve all communities.

The Department's mission is to partner with managers at the City of Dallas as they develop, motivate, and reward their teams. The Human Resources Department provides tools, processes, and systems to enable managers to attract, recruit, and retain talented people to serve our residents.

The following is a description of some of the services that the City of Dallas Human Resources Department offers:

Talent Acquisition. Helping managers across City departments hire and onboard diverse and talented employees who value building trust within our communities and delivering exceptional services.

Talent Engagement and Development. Working with employees and managers to identify and enhance the skills of staff to prepare them to advance in their careers at the City. Recognizing high-quality work and encouraging innovation from the workforce to improve quality of life for all at the City of Dallas.

Total Rewards and Wellness. Providing employees with market-competitive benefits and salaries to ensure that the City attracts and retains the talent needed to guarantee continuity of services and sustainable operations.

HR Consulting. Partnering with the City's management team to build and sustain a culture that values people. Establishing sound policies to foster the equitable treatment of employees and working with departments to ensure alignment of organizational goals with the City's core values of service. Providing expert guidance on HR matters and leading by example with Empathy, Ethics, Excellence, and Equity.

THE POSITION

The Assistant Director, Total Rewards & Workforce Planning is a key member of the Human Resources team, playing a critical role in shaping the future of the organization's workforce through strategic planning and data-driven insights. This position reports to the Director of Human Resources and is responsible for developing and implementing comprehensive total rewards and workforce planning strategies to attract, retain, and develop top talent; manage cost effectively; and enhance employee well-being and engagement. The mid-point of the salary range of this position is \$149,827.34.

Key Responsibilities

In alignment with the requirements of the position, the Assistant Director, Total Rewards & Workforce Planning will:

- Develop and implement a data-driven total rewards strategy that includes competitive compensation, benefits programs, recognition programs, and other elements aimed at attracting and retaining top talent, managing costs, and enhancing employee satisfaction.
- Utilize data analysis methodologies to optimize benefits performance, ensuring maximized value to employees and improved well-being and engagement.
- Lead the development and execution of data-driven workforce planning initiatives:
 - ⇒ Conduct comprehensive workforce analyses to identify future talent needs, including skills gaps and Diversity, Equity & Inclusion (DE&I) considerations.
 - ⇒ Project future talent needs based on business goals, industry trends, and technological advancements.
 - ⇒ Develop and implement workforce plans to address identified gaps and oversee succession planning programs.
 - ⇒ In collaboration with key stakeholders, including HR Talent Acquisition, Civil Service, HR Partners, and department leaders across the city, design and implement strategic recruitment and retention efforts for high-priority and hard-to-fill positions.
- Lead and manage the Compensation and Benefits Service Center and Wellness functions, ensuring efficient operations and delivery of high-quality services to employees.
- Oversee benefits-related projects and promote employee understanding of benefits programs through clear and engaging communication.
- Partner with stakeholders across the organization to develop, implement, and communicate benefits and workforce planning initiatives.
- Foster a culture of collaboration and continuous learning and development for assigned staff and the organization.

Qualifications

The minimum requirements for the Assistant Director, Total Rewards & Workforce Planning position include a Bachelor's degree in Human Resources, Public Relations, Business Administration, or a related field and 8+ years of experience in Human Resources Management with a strong focus on benefits, benefits administration, and/or workforce planning, preferably in the public sector.

The ideal candidate will possess the following experience, skills, and abilities:

- Demonstrated experience in developing and implementing data-driven HR initiatives with measurable outcomes.
- Strong understanding of public sector benefits, workforce planning, data analysis methodologies, and DE&I practices.
- Excellent communication, interpersonal, collaboration, problem-solving, and negotiation skills.
- Ability to work independently and collaboratively in a fast-paced environment.

TO APPLY

The City of Dallas is partnering with PoliHire to find its next Assistant Director, Total Rewards & Workforce Planning. If you are interested in this opportunity, please [click here](#) to submit your cover letter outlining your qualification and resume. Please include only your name (Last, First) in the subject line when submitting these materials.