

CITY OF MINNEAPOLIS

Director Labor Standards

Position profile

OUR CITY



As the largest and most vibrant city in the state, Minneapolis depends on purposeful, dedicated and innovative employees. Minneapolis has a large variety of careers for people of all experiences and backgrounds who come together for a singular purpose—serving the residents, businesses and visitors of Minneapolis.

Learn about what makes Minneapolis great.
www.minneapolis.org/visitor

OUR WORKFORCE



Over 3900 employees at the City of Minneapolis faithfully serve the residents, businesses and visitors of the City every single day. Some jobs are more visible in the community while some are behind the scenes, but each employee at the City plays a role in keeping Minneapolis a vibrant place that tops many lists. Our employees look for ways to keep Minneapolis at the leading edge, offering services and policies that are more comprehensive and progressive than the vast majority of cities. Our employees are a key reason why Minneapolis is a place where all people have an equitable opportunity for success and happiness.



Our purpose, to serve the residents, businesses and visitors of Minneapolis is at the foundation of everything we do. It shapes our priorities, our work, and our culture. It drives our employees to look for new ways to serve, creating an innovative and engaged culture.

The employees of the City of Minneapolis are aligned for a singular purpose -to serve our community.

MISSION STATEMENT AND VALUES

Vision

Minneapolis is an intentionally compassionate city where each of us can reach our full potential while caring for one another, eliminating racial disparities, improving our environment and promoting social well-being. We lead in innovative and creative ways, focused not only on our present needs, but also the success of future generations.

Our City government takes strategic action to address climate change, dismantle institutional injustice and close disparities in health, housing, public safety and economic opportunities. In partnership with residents, City leaders help to ensure all communities thrive in a safe and healthy city.

Values

- **Equity:** City government works side-by-side with community members to engage all voices, creatively problem solve, and build trust, particularly with those who have been most impacted by inequities. This helps to ensure that opportunities are accessible to everyone.



- **Safety:** People have a strong sense of security and can live peacefully in safe neighborhoods, knowing that City government is accountable for responsive and proactive public safety services.
- **Excellence:** To achieve the best outcomes and the highest quality service, we are forward-thinking and exhibit competence, professionalism, and integrity, and strive for personal growth.
- **Welcoming:** All individuals are welcome, regardless of race, ethnicity or place of origin, gender identity or religious affiliation. This enhances Minneapolis' cultural fabric, economic growth, global competitiveness and overall prosperity for current and future generations.
- **Stewardship:** We serve as trusted stewards of financial, environmental, social, and physical resources, recognizing that resources are for the common good today and tomorrow. We seek solutions that reflect our long-term commitment to end suffering in our city.
- **Transparency:** People can trust City government and hold them accountable for making and communicating decisions grounded in accurate information and integrity. We build credibility by accepting feedback, owning our actions, and providing reliable follow-through.
- **Health:** To achieve physical, emotional and mental health, we all work to ensure equitable access to healthy food, recreational opportunities, natural amenities, positive youth development, and walkable neighborhoods.

THE DEPARTMENT

The Civil Rights Department protects and advance people's civil and human rights.

THE POSITION

Oversee the Labor Standards Enforcement Division, where the mission is to enforce the Minneapolis Workplace Regulations Ordinances (*Sick and Safe Time, Minimum Wages, and Wage Theft*) and to promote understanding of the rights and obligations of residents, businesses, and government.

PROFILE OF THE LABOR STANDARDS DIRECTOR – THE IDEAL CANDIDATE

A Relationship Builder, Collaborator, and Colleague: The Labor Standards Director will be a team player who can build strong relationships with the community as well as with their city colleagues – the Labor Standards staff, the other Civil Rights directors, directors of other departments, the City Coordinator, City Council Members, and the Mayor's Office – becoming a trusted and valued partner in the promotion and implementation in the City of Minneapolis.

A Confident Yet Humble Leader of People: The Labor Standards Director will be a strong and charismatic leader with excellent personal and communications skills, someone who is humble yet confident, who loves working with people, and who can manage staff through uncertainty and change. The Labor Standards Director will be a culturally agile and emotionally intelligent and available leader who can empower and enable people and teams, remove roadblocks, provide support, and allow staff and team members opportunities to grow and lead.

A Skilled Operator who can Get Things Done in Government: The Labor Standards Director will know how to navigate city government and politics, how to attract and utilize scarce resources, how to build staff capacity, how to be decisive, and how to lead people, teams, processes, workflows, and projects. The Labor Standards Director will be adaptable, flexible, resilient, comfortable with uncertainty and ambiguity, and know how to collaborate, negotiate, compromise, and always seek common ground.



Personal Attributes:

- **Integrity and Ethical Standards:** Unwavering commitment to ethical behavior and integrity. Ability to maintain confidentiality and handle sensitive information with discretion.
- **Passion for Social Justice:** A genuine passion for civil rights, social justice, and labor standards. Commitment to advancing the rights and well-being of workers.
- **Resilience and Adaptability:** Ability to thrive in a fast-paced, dynamic environment. Resilient in the face of challenges and adaptable to changing circumstances and priorities.
- **Empathy and Compassion:** Demonstrated empathy and compassion for individuals affected by labor standards violations. Commitment to providing support and advocating for their rights.

Additional Considerations:

- **Community Engagement:** Experience in community outreach and engagement, particularly with marginalized and underserved communities. Ability to build trust and credibility within the community.
- **Innovation and Creativity:** Ability to think creatively and innovate solutions to enhance labor standards enforcement and promote worker rights.
- **Technical Proficiency:** Proficiency in using relevant software and technology for data management, reporting, and communication. Familiarity with legal and regulatory databases is a plus.

JOB DUTIES AND RESPONSIBILITIES

- Manage the Labor Standards Enforcement Division of the Minneapolis Civil Rights Department where the mission is to enforce the Minneapolis Workplace Regulations Ordinances (Sick and Safe Time, Minimum Wages, and Wage Theft) and to promote understanding of the rights and obligations therein to residents and employers in the City.
- Provide administrative oversight over the budget and personnel of LSED to ensure that the Division and Department goals are met.
- Serve as primary liaison to Minnesota Labor and Industry and the US Department of Labor in recommending and drafting rules and suggesting improvements for implementing workplace regulations.
- Review all case investigations and issue final legal determinations (*affirm or refute alleged allegations, dismissals, and agreements*10.)
- Serve as a facilitator during settlement negotiations. Develop outreach and engagement strategies for the Division and Department.
- Assist the Director of Civil Rights with the day-to-day management of the Civil Rights Department and may occasionally act for and exercise the powers of the Director.
- Provide for the administrative and fiscal oversight and management of personnel within the Labor Minneapolis Civil Rights Department.
- Serve as the representative of the Director to department staff and externally to the Mayor, City Council, staff, communities, and affected stakeholders.
- Provide Community outreach and engagement opportunities.
- Build the Division's credibility in the City of Minneapolis.

- Educate the public on their rights and responsibilities relative to the Minneapolis workplace regulations.
- Build partnerships with community and advocacy organizations.
- Recruit worker and business advocates and worker rights professionals to serve on the Workplace Advisory Committee.
- Provide administrative staff to the Workplace Advisory Committee, a 15-member body comprised of individuals from worker-rights stakeholder organizations, businesses, and other stakeholders.

In addition, the City has adopted the following competencies for all leadership positions:

- **Focus on results:** takes initiative, drives for results, and establishes stretch goals;
- **Personal capability:** demonstrates technical/professional expertise, solves problems and analyzes issues, innovates, and practices self-development;
- **Character:** displays high integrity and honesty;
- **Leading change:** develops strategic perspective, champions change, and connects the group to the outside world;
- **Interpersonal skills:** communicates powerfully and prolifically, builds relationships, develops others, inspires and motivates others to high performance, and collaborates and fosters teamwork;
- **Cultural agility:** demonstrates an awareness of, and sensitivity to, the needs and concerns of individuals from different perspectives, cultures, and backgrounds. These differences may include education, job preference, work style, race, gender, country of origin, disability, age, sexual orientation, gender identity, etc. Respects differences and adjusts behavior and communication style to best meet the needs of the group or individual. Accepts one's own cultural identity and sees the value of other points of view; and
- **Strives to create a racially equitable work environment:** develops policies, practices, and makes strategic investments to reverse racial disparity trends, eliminate institutional racism, and ensure that outcomes and opportunities for all people are no longer predictable by race. Through consistent behaviors and actions, fosters an equitable work environment. Creates fair and just opportunities and outcomes for all people.

EDUCATION AND EXPERIENCE

- **Minimum Experience:** Five years of related experience.
- **Minimum Education:** Law Degree or Equivalent
- The ability to read, interpret, and apply complex labor laws and ordinances to various scenarios involving disputes arising from violations of paid sick time or the non-payment of wages
- Considerable knowledge of the appropriate settlement of these matters with senior labor officials and employer representatives.
- Strong verbal and written communication skills.
- Practical experience in administrative law, public hearings, formal investigative examinations, and informal interviews.
- Experience in participating in or conducting arbitration, mediation, or other alternative dispute resolution approved by the administrative body.

- Experience preparing for, participating in, and reviewing formal hearings or trials involving litigation and administrative law.

COMPENSATION

This appointed position has a competitive compensation package. Salary ranges from \$117,436.80 - \$139,212.32 annually, depending on experience. Benefits include health and dental insurance, flexible spending accounts, disability insurance, employee assistance program, vacation, sick leave, paid parental leave, pension plans, and deferred compensation retirement savings.

TO APPLY

The City of Minneapolis has retained Orion Search Group to help with this search. If you have any questions or are interested in applying, please reach to Joel Bergstrom at 952-345-1006 or joelb@orionsearchgroup.com.

The City of Minneapolis is an Equal Opportunity Employer.