

# Human Resources Manager

Full Salary Range: \$121,419 to \$176,058

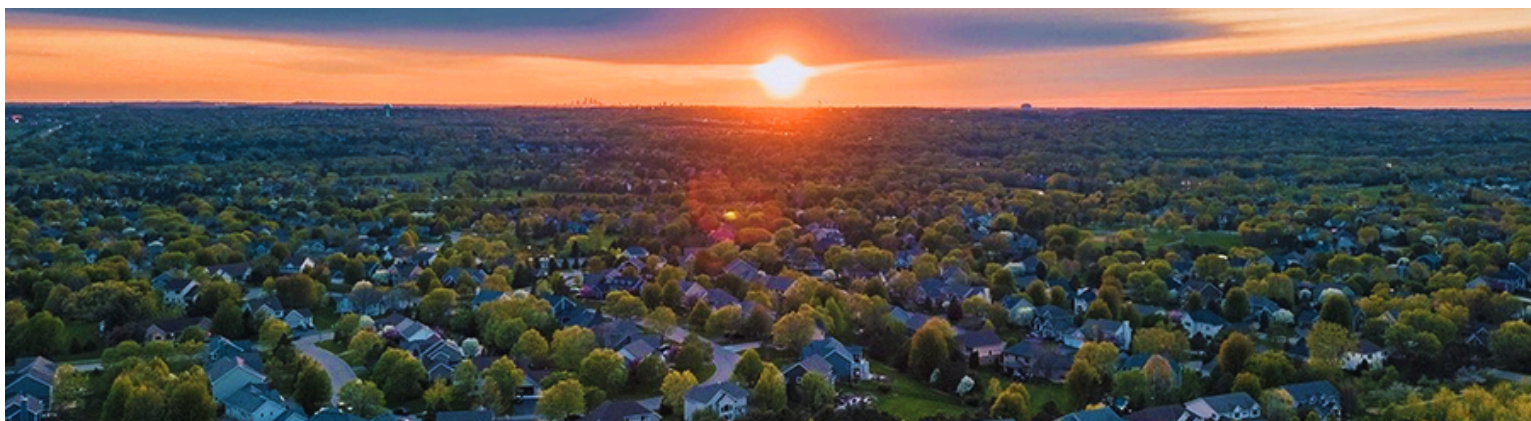
Anticipated Hiring Range: \$121,419 to \$157,845



## Woodbury, Minnesota: A Place to Live, Work, and Thrive

Woodbury, Minnesota, is one of the most sought-after communities in the Twin Cities metro area, known for its exceptional quality of life, thriving economy, and strong sense of community. With top-rated schools, a robust job market, and a rich array of recreational and cultural amenities, Woodbury offers an ideal environment where individuals and families can not only live and work but truly thrive.

As the eighth-largest city in Minnesota, its population is approaching 80,000, with projections reaching 88,000 by 2040. Adding to its appeal is Woodbury's growing diversity, which enhances the City's vibrancy and sense of inclusivity.



## Live: A Safe, Vibrant, and Welcoming Community

Woodbury is consistently ranked as one of Minnesota's safest and most livable cities. Thoughtfully planned neighborhoods, excellent schools, and a strong sense of community make it a top choice for families, young professionals, and retirees. The City offers a range of housing options, from single-family homes to modern apartments and townhomes, catering to various lifestyles and budgets.

Education is a top priority, with highly rated public schools in the South Washington County School District, Stillwater Area Schools, and the North St. Paul-Maplewood-Oakdale School District, as well as several private and charter school options. Woodbury also provides access to top-tier healthcare facilities, including Fairview's Woodwinds Hospital, HealthPartners, Summit Orthopedics, and Allina, ensuring residents receive quality medical care close to home.

Beyond infrastructure, the City fosters a sense of belonging through numerous community events, volunteer opportunities, and active neighborhood associations. This welcoming atmosphere makes Woodbury a place where people feel connected and supported.





## Work: A Thriving Business Hub with Career Opportunities

Woodbury's economy is diverse and growing, offering career opportunities in healthcare, technology, finance, retail, and professional services. Major employers like 3M, Assurant, Prairie Farms, EcoWater Systems, Target.com, Self Esteem Brands, and Kindeva, provide a strong job market, while the City's business-friendly environment supports small businesses and startups.

Its strategic location along I-94 offers easy access to downtown St. Paul and Minneapolis, making it a convenient place for commuters. However, many residents find rewarding employment right in Woodbury, thanks to its expanding job market and commercial development. The City's economic strength ensures long-term stability, making it a great place for professionals to build their careers and for businesses to thrive.



## Thrive: A Balanced Lifestyle with Recreation, Culture, and Innovation

Woodbury is designed for people to thrive—offering a balance between work, leisure, and personal growth. The City features over 3,500 acres of parkland and 170+ miles of trails, encouraging an active lifestyle with biking, hiking, and year-round outdoor activities. Popular destinations like Carver Lake Park and Tamarack Nature Preserve provide beautiful green spaces for relaxation and recreation.

Community facilities include the Tamarack Nature Preserve, Carver Lake Park, Ojibway Park, Eagle Valley Golf Course, M Health Fairview Sports Center, Central Park (an indoor park which features a play structure, meeting rooms, amphitheater, and is connected to the Washington County Library), YMCA, and a senior housing facility.

Woodbury also boasts a vibrant retail and dining scene, with shopping centers like Woodbury Lakes offering everything from national retailers to local boutiques and restaurants.

Cultural and community events, including Woodbury Days, the Fourth of July celebration, farmers' markets, art fairs, and seasonal festivals, enrich the City's social life. Woodbury's commitment to sustainability, innovation, and civic engagement ensures that it continues to grow in ways that benefit residents now and in the future.



The City of Woodbury operates under a Council-Administrator form of government, blending political leadership with professional management. The City Council, composed of the Mayor and four Council members, serves as the City's legislative body. Council members are elected at-large to four-year staggered terms, with elections held in November of even-numbered years.

The City Council's responsibilities include appointing individuals to administrative and advisory boards and commissions, managing inter-governmental affairs, enforcing ordinances, determining service levels, purchasing equipment, guiding development in line with the comprehensive land use plan, legislating and setting administrative policies, managing financial operations (such as levying taxes, approving budgets, auditing expenditures, and borrowing funds), protecting the City's long-term welfare, and providing community leadership.

The City's administrative functions are managed by the City Administrator who oversees daily operations and ensures the implementation of council policies.

The City organizes its municipal organization through several key departments, each dedicated to specific community services:

- Administration & Finance (includes Human Resources)
- Community Development
- Engineering
- Information & Communications Technology
- Parks & Recreation
- Public Safety
- Public Works

## Mission

A premier community in which to live, work, and thrive.

## Vision

Woodbury will continue to be a premier community where everyone has the opportunity to thrive. Through professionalism, responsive service, and leadership, we will strengthen our tradition of public trust and effective resource management.

## Values

Exceeding Expectations:  
Professional – Responsive – Leaders





The Human Resources Division of the City of Woodbury operates under the Administration and Finance Department, which oversees various City functions, including human resources activities, labor relations, and general government administration.

The Human Resources Division is responsible for managing all aspects of human resources for the City. This includes overseeing HR software systems, developing and administering personnel policies, managing compensation and classification systems, leading labor relations and contract negotiations, coordinating employee benefits, facilitating recruitment and onboarding processes, ensuring compliance with employment laws and regulations, and fostering a diverse and inclusive workplace culture.

The division is led by the Human Resources Manager, who supervises a team of HR professionals including a Senior Human Resources Coordinator, three Human Resources Specialists, and one Human Resources Technician. The manager's responsibilities encompass advising City management and staff on labor contracts and employment law, investigating complaints, overseeing HR research projects, and managing the division's budget and performance measures.



## PROJECTS & OPPORTUNITIES

- Be a leader on helping the City implement its new human resources, payroll, and timekeeping software systems that just went live in March 2025.
- Lead a high functioning team of human resources professionals whose work is critical to the overall goals of the City.
- Join a team ready for new ideas and open to change under the leadership of this position.
- Work directly with the City Administrator and Deputy City Administrator on labor relations negotiations and implementation.
- Lead the City on navigating new regulations and best practices to continue to be an employer of choice.
- Be part of a collaborative work environment with many opportunities to be part of interdepartmental teams and contribute to delivering results for our Woodbury residents.
- Lead recruitment for two Human Resources Specialist positions or assess and recommend structural changes for the division.

## THE IDEAL CANDIDATE

- An innovative, collaborative, and experienced professional with demonstrated leadership experience and success in the areas of management, interpersonal communication, and customer service.
- Demonstrated success in team-building and collaboration with other professionals.
- Demonstrates attention to detail to ensure that federal and state statutory, ordinance, and policy obligations of the City are fully fulfilled.
- Ability to bring fresh ideas to the organization and embraces new technology.
- Ability and desire to coach and mentor staff in order to foster personal growth and leadership talent.
- Possess complete integrity and exemplify professional and personal characteristics which meet the highest ethical standards.
- Be committed to excellent customer service and the desire to always improve upon operations, policies, and procedures in order to remain a high-performing division.





## Lead Human Resources administration for the City

- Advise managers, supervisors, and employees on labor contracts, employment law, policies, and procedures.
- Develop and manage personnel policies, procedures, and the employee handbook.
- Investigate complaints, resolve conflicts, and oversee HR research projects.
- Manage consultants supporting HR functions.

## Administer compensation and classification in compliance with laws

- Create and analyze job descriptions.
- Oversee classification plan, position analysis, and market wage studies.
- Manage the unrepresented performance pay program.

## Lead labor relations

- Represent the City in contract negotiations and labor relations activities.
- Consult management on policies, procedures, and labor agreements.
- Prepare documentation for negotiations, grievances, and arbitration.
- Ensure compliance with the Public Employee Labor Relations Act.

## Oversee benefits administration

- Manage health, life, dental, disability, flex, COBRA, and deferred compensation benefits.
- Work with consultants and employee committees to ensure legal compliance.
- Evaluate proposals and oversee open enrollment.

## Supervise recruitment and hiring

- Advise hiring managers on recruitment, approvals, and compliance.
- Oversee job descriptions, hiring processes, and applicant diversity efforts.
- Manage onboarding and new supervisor orientation.
- Ensure compliance with EEO, ADA, Veteran's Preference, and Human Rights laws.

## Manage HR technology systems (Tyler Enterprise ERP, OnBase, NeoGov)

## Oversee training and compliance

- Develop and coordinate non-safety training programs.
- Provide supervisory and department-specific training.
- Ensure compliance with FMLA, state leave programs, and workers' compensation.

## Handle employment-related claims with legal and insurance consultants.

## Develop and oversee performance management and disciplinary processes

- Establish appraisal procedures and job performance improvement plans.
- Manage disciplinary actions and termination processes.
- Conduct neutral investigations as needed.

## Ensure compliance with employment laws and City policies.

## Manage the HR budget and monitor expenditures through the ERP.

## Oversee personnel records management.

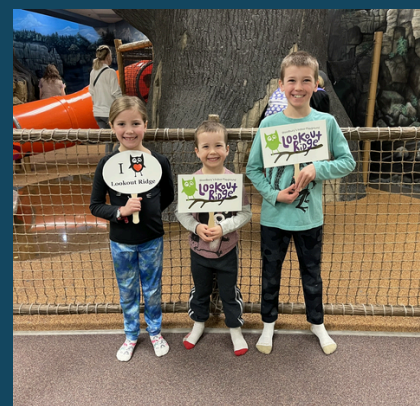
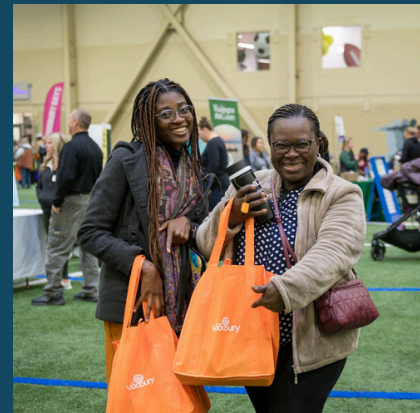
- Ensure compliance with retention schedules and MN Data Practices Act.
- Authorize release of personnel information.

## Keep leadership informed on HR issues, regulations, and developments

## Foster an inclusive culture and advance diversity, equity, and inclusion goals.

## Support special projects, prepare reports, and promote a professional, responsive workplace.

## Advise on best practices and HR initiatives, and keep leadership informed on HR issues, regulations, and developments.







**Organization:** City of Woodbury, Minnesota

**Position:** Human Resources Manager

**Anticipated Hiring Range:** \$121,419 to \$157,845

**Full Salary Range:** \$121,419 to \$176,058

**Benefits:** Comprehensive including employer provision and participation to group medical, dental and life insurance, employee assistance services, short-term and long-term disability insurance, as well as multiple voluntary benefits. For more information, visit <https://www.woodburymn.gov/1038/Employee-Benefits>

**Application Deadline:** June 4, 2025

**Job Summary:** The primary objective of this position is to supervise and manage all functions of the Human Resources Division. This position is also responsible for the management of the City's Human Resources software systems, management of the employee handbook and related policies/procedures, compensation/classification, employee benefits, recruitment and on-boarding, lead manager for labor relations and collective bargaining negotiations, mandatory training, personnel performance management, personnel records, and worker's compensation and other benefit administration.

**Minimum Qualifications:**

- Bachelor's degree (or equivalent post-secondary credits) in Public Administration, Human Resources, or closely related field
- Five (5) years of progressively responsible experience in a municipal, county, or state human resources management position as a Human Resource Assistant/Deputy or Manager/Director at a comparable level or above (*equivalent experience in other sectors may be considered*)
- Three (3) years of supervisory experience in a municipal, county, or state human resources management position (*other relevant HR leadership experience may be considered*)
- Two (2) years of experience with contract negotiations, mediation, arbitration, and grievances.

**Preferred Qualifications:**

- Master's degree in Human Resources, Public Administration, or related field
- Five (5) years of supervisory experience in a municipal, county, or state human resources management position (*other relevant HR leadership may be considered*)

**Apply:** Visit <https://daviddrown.hiringplatform.com/303667-woodbury-human-resources-manager/1157952-application-form/en> and complete the application process by June 4, 2025. Finalists will be selected on July 1, 2025.

Please direct any questions to Bart Fischer at [bart@daviddrown.com](mailto:bart@daviddrown.com) or 612-920-3320 x119.