



**PLEASE REMOVE AND KEEP THIS MEMO AND
THE JOB DESCRIPTION FOR YOUR RECORDS**

**RETURN YOUR COMPLETED APPLICATION,
AFFIRMATIVE ACTION FORM AND RELEASE OF
INFORMATION FORM (IF REQUESTED) TO THE
MAILBOX IN THE LOBBY OF CITY HALL or MAIL
TO US AS FOLLOWS:**

**City of Levelland
Attn.: Human Resources
PO Box 1010
Levelland, TX 79336**

June 7, 2023

We are pleased to learn of your interest in the position of Director of Human Resource for the City of Levelland. This department involves working closely with the City Manager, all other department heads as well as with other staff across all levels of the organization.

In the City of Levelland, the HR Director is a salaried department head level professional reporting to the City Manager while working closely with other department heads. A full job description and employment packet can be found on our website at www.levellandtexas.org/jobs.

Every applicant wishing to be considered for this position must complete and submit the following forms from the application packet:

- Job Application form completed and signed. Do not put “please see resumé”, etc. on your application even if you elect to include a resumé with your application packet.
- Professional Resumé with references (references will NOT be contacted until you give written permission).
- Job Description with required reasonable accommodations identified, reviewed, completed, and signed.
- Affirmative Action Questionnaire (voluntary).

Please note: checks on references, driving record, credit history, and/or criminal history will only be done for finalists and will require the completion of a separate authorization form at that time. A pre-employment drug test and pre-employment physical is also required of the selected candidate.

While the Job Description provides the minimum qualifications required for the position, we are seeking candidates that exceed these requirements. We are looking for an individual that is professional, outgoing, self-motivated, hardworking, family oriented and committed to providing our businesses, citizens, and City staff exceptional service. The successful candidate will be a person of integrity who will be a community leader and who maintains this professional attitude both on and off the job.

The purpose of this position is to ten or more years of progressively responsible related experience in a position of comparable scope and size to the City of Levelland, including hands-on experience in at least two human resources disciplines (OD, Comp, Benefits, Staffing, Labor/Employee Relations, HRIS, etc.), as well as supervisory experience. Or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities. Professional Human Resources or Senior Professional Human Resources certification preferred. Alternative Dispute Resolution certification, public sector, and labor union experience desirable. This position provides direction to other employees.

Qualifications/Requirements: A Baccalaureate degree from an accredited college/university in Human Resources, Business, Public Administration, Communications, or closely related field required. Candidates with CPA, CGFO, or comparable certification and/or three to five years minimum experience in municipal or similar style of accounting and supervisory experience will receive first consideration. Also required is a valid Texas driver's license and a driving record which meets the City's current liability insurance requirements. Other professional licensure/certification requirements may be assigned.

If you are interested in applying for this position, please submit a completed application packet to Andrea Corley, City Secretary, at the address below. Your application packet can be sent via mail, by email to acorley@levellandtexas.org, in person or through fax at the number listed below. Applications will be accepted until the position is filled.

The Community

Levelland is a thriving community of approximately 14,000 residents and is ideally located on the South Plains of west Texas, just 25 minutes west of Lubbock, and 45 minutes from the Lubbock International Airport. Situated at the crossroads of US Highway 385 and State Highway 114, Levelland is the county seat of Hockley County and is one of the top 10 petroleum and agriculture producing counties in the state. Oil and agriculture drive the Levelland economy.

The “City of Mosaics,” Levelland features several public buildings with large outdoor mosaics and the community enjoys a rich culture of arts, music, and education. The city is home to South Plains College, a top-tier, two-year community college with a full-time enrollment of more than 9,000 students. South Plains College serves a 15-county area with innovative educational, vocational, and technical programs.

The semi-arid climate with daily average temperatures 73.5 degrees means it is pleasant year-round for residents and visitors to participate in a full calendar of family-friendly outdoor events. The Mallet Event Center and Arena, completed in 2012, is a \$15 million facility that hosts many community and regional events, banquets, and exhibits. A \$5.5 million recreational facility and multi-purpose youth sports complex, the Levelland-Oxy Sports Complex, was opened in April 2015 and quickly became a destination for baseball and soccer on the South Plains.

Additionally, the City of Levelland boasts ten outdoor parks, an amphitheater, outdoor pool, civic center, a 9-hole disc golf course, tennis and volleyball courts, and a lighted skate park. The Parks Department has made great strides in recent years as a result of a Park Plan that was created, approved, and implemented by the City in 2010. As a result, virtually all of the City’s 10 neighborhood parks have received new playground equipment, pavilions, and basketball facilities. In 2017 a task force was created to develop a plan for the 100+ acre Levelland City Park. A master plan for this community park was adopted last year.

Levelland Country Club members enjoy a 9-hole golf course and several other quality courses are available within an hour’s drive. For ski enthusiasts, Levelland is just three hours from New Mexico, and six hours from the Colorado border.

Shopping and entertainment opportunities abound in the area. Levelland is an active and successful member of the Texas Main Street program with excellent shopping downtown as well as in the more modern shopping areas in town. Entertainment is found in special events held at the historic Wallace Theater, theatrical and musical performances by the Creative Arts Department of South Plains College, and live music venues such as the downtown Trilogy wine tasting room.

Additionally, only a short 25-minute drive from Levelland, the popular South Plains Mall in Lubbock has recently completed interior and exterior updates and draws shoppers to the area from 100 miles in all directions. Also available in Lubbock are four multi-screen movie theaters, a 3-screen drive-in movie theater, five museums, restaurants and clubs which feature live performances, theatrical and music performances from Texas Tech University, and an amusement park.

Residents of Levelland are served by Covenant Hospital Levelland, affiliated with Covenant Health Systems, a full-service acute care facility. The hospital is a Community Value Leadership Award Five Star Winner. Covenant Hospital System of Levelland also includes several full-service clinics offering a wide range of preventative and general health care services. Major employers in the city include South Plains College, Levelland Independent School District (LISD), and Covenant Hospital Levelland.

For the convenience of individual and corporate private plane owners, the Levelland Municipal Airport has a 6,000-foot runway and serves the area with fully equipped general aviation facilities.

Providing quality education to the community, Levelland Independent School District (LISD), comprised of an Academic Beginnings Center, three primary schools, two middle schools, and a high school, has an enrollment of 3,156 students in grades Pre-K through 12. Graduates of LISD routinely exceed the state average on college entrance scores. In addition, Levelland Christian School provides private education with small classroom sizes

for children in Pre-K through eighth grade. Higher education is provided by South Plains College as well as several other colleges and universities located nearby including Texas Tech University, Wayland Baptist University, Lubbock Christian University, and West Texas A&M University.

Organization and Governance

The City of Levelland has a Council/Manager form of government with five future minded Council members who are very supportive of the City's approximate 100 employees and their efforts to keep the city improving and progressing. The City has an excellent senior management staff whose average tenure with the City of Levelland is 14 years. This strong team of leaders/managers includes two with Masters degrees and four more with Baccalaureate degrees. Departments with the City include, Economic Development, City Secretary, Human Resources, Community Development, Main Street, Emergency Management, Finance, Municipal Court, Building Inspections and Code Enforcement, Police, Fire, Streets, Shop & Sanitation, Water & Wastewater, Cemetery and Parks. Contracted services include ambulance, solid waste collection and disposal, and airport management.

Additional Resources

City of Levelland Community Video

<http://www.levellandtexas.org/communityvideo>

City of Levelland

<http://www.levellandtexas.org>

Levelland Independent School District

<http://www.levellandisd.net>

Levelland Chamber of Commerce

<http://www.levellandtexas.org>

South Plains College

<http://www.southplainscollege.edu>

Mallet Event Center and Arena

<http://www.malleteventcenter.com>

Covenant Hospital Levelland

<http://www.covenanthospitallevelland.org>

Class Title: Director of Human Resources

BRIEF DESCRIPTION:

Plans, organizes, and directs a variety of complex administrative, technical, and professional work of the human resources functions of the City. Provides leadership to the City in designing systems and developing policies for organizational effectiveness and employee satisfaction, including compensation and benefit systems, classification structures, recruitment, employee development and training, performance management, policy administration/compliance, and labor/employee relations.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Sedentary	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Serves as a member of senior management on task forces and committees participating in the City's strategic planning efforts and addressing City-wide policy and management issues.
2	S	Provides leadership and direction in the development of short- and long-range plans; gathers, interprets and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
3	S	Manages personnel issues by establishing and maintaining records, computing the final pay for employees resigning or retiring, maintaining and providing current information on benefits programs and personnel policies, composing job announcements, and recruitment advertisements, administering drug tests, consulting legal counsel to ensure policies comply with federal and state laws, rules and regulations, maintaining employee-related data for federal, state and local reports, verifying employee information, monitoring unemployment claims, maintaining employee handbooks and serves as backup on payroll data entry and generates information and reports as required by management and outside agencies.
4	L	Administers safety and risk management programs by accepting, logging, and processing claims, assisting in the investigation of accidents, injuries, and claims, notifying management of pertinent details, services as the chairman of the safety committee, working with agency representatives regarding claims on safety and health issues, maintaining property inventory lists, reporting changes and securing vehicle and mileage exempt license plates.
5	S	Facilitates discussions of employee and City interests in meetings, committees, taskforces, stakeholder groups and other public settings on issues related to human resource policies and practices; develops and leads appropriate forums for collaborative policy development.
6	S	Manages and supervises human resource department to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
7	S	Provides leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed.
8		Facilitates discussions of employee and City interests in meetings, committees, taskforces, stakeholder groups and other public settings on issues related to human resources policies and practices; develops and leads appropriate forums for collaborative policy development.
9		Provides professional advice to City officials; participates in meetings with councils, boards,

	commissions, civic groups, and the general public.
10	Communicates official plans, policies, and procedures to staff and the general public.
11	Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
12	Presents departmental and City-wide human resources issues and recommendations requiring policy direction to appropriate advisory bodies and to the City Council.
13	Serves as City's representative to regional human resources groups.

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Graduation from an accredited four-year college or university with a degree in Human Resources, Public Administration, Business, Communications or other related field. Or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.
Experience	Ten (10) or more years of progressively responsible related experience in a position of comparable scope and size to the City of Levelland, including hands-on experience in at least two human resources disciplines (OD, Comp, Benefits, Staffing, Labor/Employee Relations, HRIS, etc.), as well as supervisory experience.
Certification and Other Requirements	Professional Human Resources or Senior Professional Human Resources certification preferred. Alternative Dispute Resolution certification, public sector, and labor union experience desirable.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Managerial	Receives administrative directions and works under the broad policy guidance of the City Manager. The employee normally performs the duty assignment within broad parameters defined by general organizational requirements and accepted practices. Total end results determine effectiveness of job performance.
Budget Responsibility	Has responsibility for final approval of at least one departmental budget and presents budget(s) to Senior Management. Is authorized to approve budgeted expenditures up to the amount that requires approval of Senior Management.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed. Exercises supervision over all employees within the Human Resources Department either directly or through supervisors, as assigned.
Complexity	Work is governed by broad instructions, objectives, and policies. Requires the exercise of considerable initiative and independent analytical and evaluative judgment.

Interpersonal / Human Relations Skills	Decisions regarding establishment of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations.
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KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS:

REQUIRED KNOWLEDGE, SKILLS & ABILITIES
Considerable knowledge of current trends and practices of public human resources administration; knowledge of employee classification, compensation and benefits, recruitment, selection, training, and labor relations; considerable knowledge of managerial principles, techniques, and practices.
Considerable knowledge of personal computer use, including word processing and spreadsheet programs.
Skill in preparing and administering municipal budgets; skill in planning, directing, and administering human resources programs and systems.
Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, city officials, labor unions and the general public; ability to administer a human resource system efficiently and effectively.
Skill in effective, clear, and persuasive oral and written communications to individuals and groups.
Ability to negotiate agreements and/or reach consensus with diverse and disparate interests.
Skill in resolving conflicts and gaining cooperation among competing interest groups.
Ability to provide leadership, counsel, motivation, and constructive performance reviews to staff, securing their respective commitments to the City's goals.
Ability to articulate and promote the City's strategic positions, including its core values, to a diverse audience.
Understanding of the City's political environment and sensitivities; ability to function effectively within that environment.
Skill in researching complex issues and developing recommended actions.
Ability to plan and organize the work of others; ability to delegate; ability to manage project/activity deadlines of self and others.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R=Rarely Less than 1 hour per week	N = Never Never occurs.
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY	DESCRIPTION
Standing	R	During meetings, while talking with customers
Sitting	C	At desk

Walking	O	To and from various work areas
Lifting	R	Supplies, records, boxes
Carrying	R	Supplies, records, boxes
Pushing/Pulling	R	Cart
Reaching	R	For records located on higher shelves
Handling	F	Paperwork, monies, records
Fine Dexterity	F	Using computer keyboard, calculator
Kneeling	R	To locate records on lower shelves
Crouching	R	To locate records on lower shelves
Crawling	N	
Bending	R	To locate records on lower shelves
Twisting	R	At work area
Climbing	R	Ladder
Balancing	N	
Vision	C	Reading computer screen and printouts
Hearing	C	Listening to other employees and the general public
Talking	F	To other employees and the general public
Foot Controls	N	
Other (Specify)		

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, calculator, typewriter, printer, telephone, fax machine, network copier, and related software

ENVIRONMENTAL FACTORS:

D=Daily	W=Several Times Per Week	M=Several Times Per Month	S=Seasonally	N=Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION
Mechanical Hazards	N	Respiratory Hazards	N	Office Environment X
Chemical Hazards	N	Extreme Temperatures	N	Warehouse
Electrical Hazards	N	Noise and Vibration	N	Shop
Fire Hazards	N	Wetness/Humidity	N	Vehicle
Explosives	N	Physical Hazards		Outdoors
Communicable Diseases	N			Other (see 2 below)
Physical Danger or Abuse	N			
Other (see 1 below)				

(1) N/A

(2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C=Continuously 2/3 or more of the time	F=Frequently From 1/3 to 2/3 of the time	O=Occasionally Up to 1/3 of the time	R=Rarely Less than 1 hour per week	N=Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressure	F
Emergency Situation	R

Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other	

(3) N/A



Application For Employment
1709 Avenue H / PO Box 1010 Levelland, Texas 79336
Phone 806-894-0113 Fax 806-894-0119

Important: Read carefully and sign this application. Answer every question concisely but completely. Incomplete applications will not be considered.

Manager/Director of Human Resources
POSITION DESIRED _____ DATE _____

NAME _____
(Last Name) (First Name) (Middle)

Mailing Address _____
Number Street or Avenue City State Zip

Telephone No: Home () _____ Cell () _____ E-Mail _____ @ _____

Do you have any relatives employed by the City of Levelland? Yes No

Department: _____ Their Name(s): _____
Relationship _____

Have you been interviewed by the City previously? Yes No

When _____ What Position? _____ By Whom? _____

Check all types of work you will accept: Full Time Seasonal/Temporary Part Time

When will you be able to report for work? _____ Minimum salary requirement _____

Are you a U.S. Citizen? : Yes No

If not, provide alien registration number: _____

Have you ever been convicted of a felony: Yes No

Prior to employment, applicant will be investigated as to convictions for prior criminal offenses. A prior conviction will not automatically disqualify an applicant for employment and will be considered only as is related to the job applied for. Details (charges, penalties, where, when currently on parole, probated sentence) are requested.

Are you able to perform the essential functions of the job? Yes No

If no, which essential functions will you be able to perform? _____

What reasonable accommodations would help you to perform the essential functions? _____

High School or GED _____
School City/State Last Grade Completed

College/University: _____
Location Sem. Hours Major Minor Type of Degree

Special Skills and Qualifications - Summarize special skills and qualifications acquired from employment or other experience. Also, if applicable, indicate number of people you have supervised. _____

EMPLOYMENT RECORD - Start with your present or most recent job, include military service assignments and volunteer activities. Exclude organizations names which indicate race, color, religion, sex, national origin, or disability. Must include full and complete employment history for last 15 years as applicable. Explain breaks in employment, including unemployment benefits. Attach additional pages if necessary. **This section must be completed despite the possible enclosure of a resumé.**

May we contact your present employer? Yes No

Employer _____	Telephone (_____) _____
Job Title _____	Dates Employed: From _____ To _____
Salary: Starting \$ _____	Final \$ _____ Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year
Supervisor _____	
Worked Performed _____	
Reason for Leaving _____	
Employer _____	Telephone (_____) _____
Job Title _____	Dates Employed: From _____ To _____
Salary: Starting \$ _____	Final \$ _____ Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year
Supervisor _____	
Worked Performed _____	
Reason for Leaving _____	
Employer _____	Telephone (_____) _____
Job Title _____	Dates Employed: From _____ To _____
Salary: Starting \$ _____	Final \$ _____ Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year
Supervisor _____	
Worked Performed _____	
Reason for Leaving _____	

READ CAREFULLY BEFORE SIGNING

I hereby certify that the statements made and answers given by me to the foregoing and following questions are true and correct and that there are no omissions of any kind whatsoever. I agree that any evasion, untruthful statement, answer, or omission shall be sufficient cause for discharge at any time. I agree to submit to the physical examination during the required drug screen, whenever requested by the City of Levelland, by doctor, or doctors designated by the City, either prior to or during the course of employment, subject to the requirements of ADA. I hereby release all doctors, medical personnel, and elected officials from all liability claims and damages in connection to furnishing any information to the City of Levelland. I hereby request and authorize the companies or persons show under "Employment Record" or other interested parties not necessarily named in the foregoing application to furnish the City of Levelland and information regarding my employment by them together with any information they may have regarding me, including motor vehicle records, military records, financial status, criminal records, and general reputation, and I hereby release such companies or person, the City of Levelland, its management and elected officials from all liability, claims and damages in connection with the furnishing of such information. I further acknowledge that my employment may be terminated, and any offer of employment if such is made, may be withdrawn with or without cause, at the option of the City or myself. I further acknowledge that the foregoing completed application form does not in any way constitute a contract of employment.

Signature of Applicant

Date

The City of Levelland is an equal opportunity employer and does not discriminate on the basis of race, creed, color, national origin, gender, religion or disability.



AFFIRMATIVE ACTION FORM
Director of Human Resources

Government agencies require reports on status of applicants. This data is for analysis and affirmative action only. Submission is voluntary. Failure to supply this information will not jeopardize or adversely affect any consideration you may receive for employment or later advancement in employment.

Sex: Male Female

Race/ethnicity:

Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino) – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (Not Hispanic or Latino) – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native (Not Hispanic or Latino) – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino) – All persons who identify with more than one of the above five races.

Veteran: Non-veteran

Please identify where you learned about an employment opportunity with this organization.

- Newspaper ad Tech school/college placement Employee referral
 Temporary service Recruiter State employment service
 Other _____