



SAINT PAUL
MINNESOTA



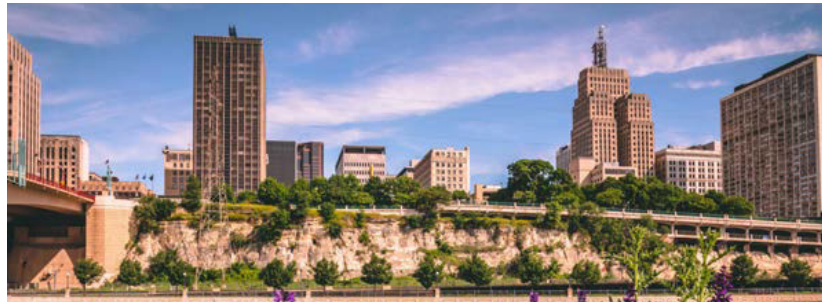
Deputy Director of Human Rights and Labor Standards





Position Overview

- Performs highly responsible administrative and professional work providing strategic leadership for the City's human rights and labor standards functions. This position focuses on policy alignment, process integrity, and system-wide compliance to ensure consistency with federal, state, and regional requirements.
- The Deputy Director oversees program performance, leads cross-department coordination, and drives continuous improvement of enforcement and resolution processes. The position supervises assigned staff and manages high-impact initiatives affecting Citywide compliance and service delivery.
- Serves as a primary public representative of the City's human rights and labor standards programs, communicating priorities, responding to stakeholders, and representing the City in public and intergovernmental settings.



City of Saint Paul At-a-Glance

As the seat of government for Minnesota, Saint Paul is the state's historical and cultural heart. Life in Saint Paul flows deep with tradition, wide with talent and diversity, and strong with economic and cultural vitality. Saint Paul is a thriving commercial center and is home to Fortune 500 company headquarters, large regional enterprises and countless small businesses and professional firms.

- Estimated population size is 344,000 as of 2020.
- Saint Paul is governed with a strong mayor council form of government.
- Kaohly Her is the City's first woman and first Asian American mayor in 2025. Mayor Her was born in the mountains of Laos and came to the United States as a refugee at age three.
- More than 80 languages are spoken in Saint Paul public schools.
- Saint Paul's population is 48.8% White non Hispanic, 19.2% Asian, 16.5% Black or African American, and 9.7% Hispanic or Latino.



Strategic Initiatives

- Provides strategic leadership and vision for the department's human rights enforcement and labor standards functions. Develops and implements long-range plans, policies, and priorities that align with the City's equity agenda and strategic plan.
- Leads alignment efforts between City ordinances, departmental policies and procedures, and the practices of surrounding jurisdictions and the State of Minnesota. Monitors legislative and regulatory developments at the state and regional level and recommends proactive policy responses.
- Supervises and provides direction to the PCIARC Coordinator, Accessibility Coordinator, and Human Rights and Labor Standards Manager. Provides coaching, professional development, performance evaluation, and workload oversight for direct reports.
- Leads the comprehensive overhaul of the department's mediation and pre-determination settlement agreement (PDSA) processes. Develops new frameworks, standards, templates, and training to improve consistency, legal defensibility, and equitable outcomes across all case types.
- Serves as a senior subject matter expert and decision-maker on the most complex and high-profile investigations, enforcement actions, and policy matters involving human rights, labor standards, and accessibility compliance.
- Establishes and maintains collaborative relationships with federal, state, regional, and local governmental agencies to align enforcement strategies, share best practices, and participate in inter-jurisdictional programs and initiatives.
- Represents HREEO in meetings with the Mayor's office, City Council, the Human Rights Commission, community organizations, and external agencies. Provides briefings, testimony, and reports to elected officials and senior leadership.
- Evaluates the effectiveness of human rights enforcement, labor standards, ADA/LEP compliance, and PCIARC programs. Develops metrics, reporting frameworks, and continuous improvement strategies to enhance program outcomes.
- Ensures that legal and regulatory documents, policies, and procedures across supervised functions are current, consistent, and aligned with applicable law. Coordinates with the City Attorney's Office on complex legal matters and risk mitigation.
- Identifies and addresses systemic risks and liability implications related to program administration, policy development, and long-term strategy. Recommends and implements risk mitigation strategies in consultation with senior leadership.
- Assists in the development and management of the department's budget for assigned sections. Identifies grant and funding opportunities to support program expansion and innovation.
- Champions diversity, equity, inclusion, and belonging within the department and across City operations. Builds relationships with underserved communities and advances initiatives that remove barriers to participation in City programs and services.
- Serves as the public face of the department's and City's human rights and labor standards efforts. Represents HREEO at community events, public forums, media engagements, and intergovernmental convenings. Builds and sustains public trust by communicating the department's mission, values, and enforcement priorities to residents, businesses, advocacy organizations, and other stakeholders. Serves as a visible champion for equity and workers' rights in Saint Paul.

Leadership and Professional Strengths

- Applies expert knowledge of human rights enforcement, labor standards, ADA/LEP compliance, civil rights, and industry best practices to address complex organizational challenges and advance departmental goals.
- Interprets and applies federal, state, and local laws, ordinances, and regulations; analyzes legislative and regulatory trends and recommends policy and program improvements.
- Provides effective supervision, mentorship, and professional development across multiple program areas while fostering a collaborative, inclusive, and high-performing workplace culture.
- Plans, coordinates, and manages multiple high-priority initiatives; establishes goals, meets deadlines, and evaluates program outcomes and effectiveness.
- Identifies, assesses, and mitigates complex risks and liabilities related to policy development, strategic planning, and enforcement activities to reduce legal and operational exposure.
- Builds and maintains productive relationships with community partners, governmental agencies, and stakeholders across local, state, and federal jurisdictions.
- Communicates clearly and effectively with diverse audiences, including elected officials, department leaders, community members, and the public; prepares accurate, timely, and well-crafted reports, policies, and correspondence.
- Provides leadership and direction to supervisors and staff, advances departmental and City priorities, reinforces accountability, and fosters a positive and inclusive work environment.
- Advances the City's equity goals by incorporating an equity lens into decision-making, program development, service delivery, and community engagement.
- Uses current technology, software applications, and research tools effectively to support program administration, analysis, and decision making.





Requirements

A Bachelor's Degree in Public Administration, Business Administration, Human Rights, Law, or a related field AND four (4) years of responsible experience in human rights enforcement, labor standards, civil rights, or a closely related field. At least one (1) of these years must include supervision or management of professional staff.

The ideal candidate would have: a law degree or advanced degree in public policy, human rights, or related field; demonstrated experience in intergovernmental policy alignment or legislative affairs; and experience leading process redesign initiatives in a public-sector or enforcement context.

Compensation

The City of Saint Paul offers a generous compensation and benefits package. The salary range for this position is \$112,257.60 - \$166,441.60 annually. Starting salary is dependent upon experience and qualifications.

City Paid Benefits

- Health Insurance
- Vacation/Holidays
- Sick Leave
- Life Insurance
- Subsidized Metro Bus Pass
- Deferred Compensation
- Retirement Program Optional Benefits
- Dental
- Flexible Spending Accounts
- Disability Insurance
- Accidental Death and Dismemberment Insurance
- Long Term Care Insurance

The Process

Complete an application and submit your resume and cover letter (optional) online at **stpaul.gov/jobs**. Additional information about the City of Saint Paul can be found at **stpaul.gov**.

