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THURSTON 9-1-1 COMMUNICATIONS

Human Resources Manager

Classification Specification 9026

Department: Administration
Pay Plan/FLSA Status: MTP/Exempt
Reports to: Executive Director
Supervises: None

GENERAL DESCRIPTION

The Human Resources Manager is responsible for the overall administration of the agency's internal human resources services. This position performs human resources duties including, but not limited to: recruitment and selection, classification, compensation plan administration, position control, benefits administration, personnel policy and procedure development, and employee and labor relations, including acting as the agency's chief negotiator for labor negotiations. This position also ensures that the agency follows all Federal, State and local laws regarding all human resources issues and practices.

This job description reflects the general concept and intent of the position and should not be construed as a detailed statement of all the work requirements that may be inherent in a position.

ESSENTIAL JOB FUNCTIONS

Prepares and implements recruitment selection strategies and plans for all levels of positions within the organization. Identifies alternate recruitment sources as necessary.

Works with appropriate staff to develop screening criteria and tools; identifies, coordinates and monitors any skill-related testing processes, and assists with developing interview questions.

Designs and implements valid, reliable and innovative compensation and benefit programs. Develops compensation and benefits policies and procedures, and ensures compliance with all regulatory laws. Defines and maintains job descriptions, and conducts job evaluations and market analysis.

Investigates personnel complaints initiated by management or employees. Assists with the resolution of complaints and grievances; evaluates information to make recommendations on appropriate course of action.

Provides advice and guidance to management and employees regarding personnel policies, practices and procedures.

Reviews all proposed personnel actions including in-house promotional processes, formal discipline, and assists as necessary to ensure labor contract and regulatory compliance.

Reviews and updates personnel policies and procedures as necessary to maintain legal compliance with federal and state law and to support and guide the administrative and operational goals of the Agency.

Consults with managers, supervisors and employees regarding employee and labor relations issues, bargaining unit contracts, policies and practices. Administers union grievance processing, investigations and the discipline and discharge process.

Serves as chief negotiator for collective bargaining, and coordinates and participates on labor management committee.

Implements and oversees agency safety and wellness committees.

Maintains all personnel records according to legal and records retention requirements. Conducts new employee orientation regarding benefits and personnel policies.

Processes L& I and unemployment compensation claims.

Serves as ADA Coordinator and conducts EEO compliance activities as needed.

Advises employees regarding all federal and state leave laws, including the ADA, FMLA and Washington Paid Family & Medical Leave Act.

Provides annual budget information for personnel related costs to the Executive Director, and monitors HR-related expenses to ensure budgetary goals are met.

Performs related work, special projects or other duties as assigned.

DISTINGUISHING FEATURES

The Human Resources Manager is distinguished by the high level of knowledge and expertise in a variety of human resource disciplines. Work is performed with independent judgment, with accountabilities for the agency's goals and objectives.

WORKING CONDITIONS

Work is generally performed in an office environment, with travel to meeting locations, within and outside of the county. May be required to attend early morning, evening or weekend meetings. May be required to carry a cellular telephone. In emergency situations, must have access to an operating vehicle or access to guaranteed, reliable transportation.

May be required to lift or move boxes/equipment weighing up to 30 pounds. Requires the ability to effectively operate a personal computer. Must be able to collect, assimilate and

analyze data and information related to operations, equipment and functions and prepare appropriate recommendations.

QUALIFICATIONS

Bachelor's Degree in Public Administration, Business Administration, Human Resources or closely related field. Additional related experience may be substituted for education on a year for year basis.

Five (5) years increasingly responsible human resources experience, with at least three (3) years' experience in labor relations to include participation in negotiations and/or mediations.

Must have the ability to proficiently utilize a personal computer and appropriate software to successfully perform essential functions of the position.

Must have a valid Washington State Driver's License or have requested and obtained an appropriate accommodation.

DESIRED SKILLS

Certified as a Professional in Human Resources (PHR), Senior Professional in Human Resources (SPHR), or Certified Labor Relations Professional (CLRP).

Ability to communicate effectively both orally and in writing with all levels within the organization, and to establish and maintain effective working relationships.

Ability to manage large, complex projects, and to organize and prioritize work and maximize the utilization of computer resources.

Ability to train, organize, coach, facilitate groups and evaluate the work performance of staff.

Ability to participate as a member of a self-directed work team and utilize the resources of other team members.

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