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Thurston 9-1-1 Communications

EMPLOYMENT OPPORTUNITY

Human Resources Manager

DEPARTMENT:	Administration	POSITION #:	9026-26-R-01159
CLOSING DATE:	Open Until Filled	UNION:	No
SALARY RANGE:	\$8,233 - \$10,977/month	FTE:	1.0
EMPLOYMENT TYPE:	Regular Full-time	ELIGIBLE FOR BENEFITS:	Yes
CONTACT PERSON:	Wendy Hill	CONTACT NUMBER:	360.704.2754

SUMMARY OF DUTIES:

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.

More information regarding job duties and requirements can be found at www.tcomm911.org.

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.

DESIRED SKILLS:

Certified as a HR professional by the Society for Human Resource Management (SHRM-CP or SHRM-SCP), PHR or SPHR by HRCI, or as a Certified Labor Relations Professional (CLRP) by NPELRA. Able to communicate effectively both orally and in writing with all levels within the organization, and to establish and maintain effective working relationships; and the ability to manage large, complex projects, and 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.

BENEFIT INFORMATION:

Full medical, dental and vision benefits, life insurance and long-term disability. State of Washington Public Employees’ Retirement System (PERS) and a 457 deferred compensation plan. Paid vacation and sick leave, and holiday pay.

APPLICATION INSTRUCTIONS:

To be considered for this position, please email a completed **Thurston 9-1-1 Communications job application, cover letter, and resume** to: w.hill@tcomm911.org. Or, mail to: Thurston 9-1-1 Communications, 2703 Pacific Avenue SE, Suite A, Olympia, WA 98501. Application package must be received by 4p.m. on the closing date above if specified. Postmarks will not be accepted.

Resumes may be used to supplement an application, but may not be used in lieu of completing the application form. If a supplemental questionnaire is required, it must be submitted with your application by the closing date. Applications may be obtained at www.tcomm911.org, in person at 2703 Pacific Avenue SE, Olympia, Washington 98501, or by calling (360) 704-2730 or TDD/TTY (360) 704-2740 to request that an application be mailed to you. Applicants selected for interviews and/or testing will normally be called or otherwise notified within two weeks following the closing date on the employment opportunity announcement. If you do not receive notification during this time period, you should assume you were not selected to be interviewed and will not be considered further for this position. Due to the large number of applicants for most positions, unsuccessful applicants are generally not notified.