

JOB DESCRIPTION

JOB TITLE: Human Resources Director- 050
DEPARTMENT: Executive Team of South Sound 911
REPORTS TO: Executive Director, Executive
EEO cat 2

SUMMARY:

As part of the Executive Team, and under the direction of the Executive Director, the Human Resources Director is a highly responsible professional position completing human resources functions. This position provides direction and management of the agency's human resources functions. An employee in this class is responsible to manage complex recruitment, hiring, training, employee relations and personnel management functions having department-wide impact. Work involves wide latitude for independent judgment and discretion in the performance of assigned duties to develop, plan, coordinate, organize, implement, and administer agency recruitment and training. Develop training protocols and procedures, evaluate results of training initiatives and maintains records of training activities.

ESSENTIAL FUNCTIONS:

Direct, manage, plan and oversee the recruitment, selection, hiring and retention processes to include candidate application and full background process.

Direct, manage, plan and oversee agency leave management and safety program.

Assists with labor relations role for Teamsters local 117 and Fire Communications Guild contract.

Serve as consultant to division management and staff on employee performance management, and corrective and disciplinary actions. Provide leadership in personnel management including hiring, deploying and developing the workforce and reinforcing performance.

Formulate and recommend policies and strategies to facilitate and improve HR operations; direct the preparation and implementation of long-range planning activities. Develop administrative policies, procedures and manuals as required for the agency. Responsible for upkeep of the Employee Manual, Personnel Rules and Compensation Plan documents that pertain to the South Sound 911 agency.

Direct the preparation of reports, studies, information and correspondence related to human resources operations and activities and oversees the maintenance of agency personnel records, and the achievement of plans and performance measures.

Oversee the develop of agency wide training programs; conduct presentations and training regarding human resource functions, management practices, and/or rules and procedures.

Oversee and direct a comprehensive agency new hire and in-service training programs. Develop and train a core group of employees to serve as trainers; instructs as assigned. Conduct periodic surveys to identify training needs and develop resources to accommodate identified needs.

Manage the classification and compensation functions for South Sound 911.

Maintain current awareness of industry standards by association with other like agencies and professional associations.

QUALIFICATIONS:

Graduation from a four-year college or university with major course work in human resources, business, social or organizational behavior sciences, public administration, or related field and four years of broad-based professional human resource experience, including facilitating organizational development or change and advising and consulting on human resources issues. Additional related education or experience may substitute year-for-year for the recruiting requirements.

KNOWLEDGE AND EXPECTATIONS:

Employ expertise, credibility, and effective partnering to help employees and management identify, evaluate and resolve complex or sensitive issues, problems and service needs.
 Build constructive working relationships characterized by a high level of acceptance, cooperation and mutual respect.
 Develop innovative ideas that provide solutions to workplace challenges. Articulate future visions and possibilities.
 Proficient with standard suite of Microsoft Office software and database applications.
 Communicate efficiently and effectively both orally and in writing using tact, patience and courtesy.
 Maintain cooperative and effective working relationships with others.
 Analyze situations quickly and adopt an effective course of action.
 Follow safety rules and regulations.
 Organize work to meet schedules and timelines.
 Maintain current understanding of applicable financial and budget laws, codes, regulations, policies and procedures.
 Work confidentially and with discretion, and maintain a professional demeanor while resolving emotional issues with personnel at all levels of the organization.
 Work appropriately with confidential material and information.
 Understanding of the operation of a Law Enforcement agency.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS: A valid Washington State driver’s license may be required.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit at a computer terminal, use hands to and arms to reach, finger, handle, or feel, and finger dexterity necessary to operate equipment used in the position.

The employee is required to talk, see, and hear. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. There is some standing, walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the classification as it is currently performed. Ability to travel and attend meetings away from regular work site may be required.

WORKING ENVIRONMENT: Employee works in an indoor climate-controlled office environment. The noise level in the work environment is usually quiet. Travel to various work sites and/or meeting locations may be required. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of work outside of normal scheduled hours may be required. Work requires extended periods of concentration and sedentary work at a work station. Work is subject to frequent interruptions and normal office noise.

MACHINES/TOOLS/EQUIPMENT/WORK AIDS: Personal computer, copy machines, telephone, fax machine, E-mail, calculators, and printers.

POTENTIAL HAZARDS: The normal hazards consistent within an office environment. Subject to weather and adverse driving conditions when outside.

ANALYSIS OF PHYSICAL DEMANDS OF POSITION

Standing	X	<u>10</u> % of time	Crawling	<input type="checkbox"/>
Walking	X	<u>10</u> % of time	Reaching	X
Sitting	X	<u>80</u> % of time	Handling	X
Lifting	X	<u>25</u> lbs.	Speaking	X
Pushing	X	<u>25</u> lbs.	Hearing	X
Carrying	X	<u>25</u> lbs.	Seeing	X
Pulling	X	<u>25</u> lbs.	Depth perception	X
Climbing	<input type="checkbox"/>		Color	
Balancing	<input type="checkbox"/>		vision	X
Stooping	<input type="checkbox"/>			
Kneeling	<input type="checkbox"/>			
Crouching	<input type="checkbox"/>			

ADDITIONAL COMMENTS:

The statements herein are intended to describe the general nature and level of work performed by employee(s) in this job title. The statements are not a complete list of responsibilities, duties and skills required of employee(s) in this job title. Furthermore, the job description does not establish a contract of employment and is subject to change at the discretion of the agency.

PREPARED BY: Laura Lakowske, Recruiting Coordinator

APPROVED BY: _____

DATE: 12-04-2019

Adopted: 4-11-1991
Revised: 9-18-12