



## CITY OF ABERDEEN • HUMAN RESOURCES DEPARTMENT

200 East Market Street, Aberdeen, Washington 98520

# Human Resources Director

**OPENS:** Friday, August 12, 2016

**CLOSES:** When filled

*Application review begins September 2, 2016*

### **About the Position**

The Human Resources Director plans, organizes and manages the City's human resources systems including recruitment/selection processes, classification and compensation plans, coordination of employee benefits, centralized personnel records system, and City-wide personnel policies; assists with labor relations; and serves as a resource to the Mayor, City Council, Personnel Committee, City Boards and Commissions, and department heads.

### **About the Department**

The Human Resources Department is responsible for a variety of functions related to the recruitment, development, training and retention of qualified City employees. Department responsibilities include complying with federal and state employment laws, benefit administration, payroll and personnel file maintenance, classification review, contract negotiation assistance and interpretation, administration of the CDL drug and alcohol testing program, coordination of safety claims, personnel committee, and the police and fire pension boards. The department consists of the Director and one full-time Human Resources Technician.

Additional duties of the position include:

- Develops and implements human resources policies and procedures; makes recommendations to the Mayor, Department Heads and Personnel Committee regarding personnel issues. Ensures that policies comply with local and federal laws such as ADA or FMLA; and remains current on relevant legislation.
- Assures qualified candidates for City positions; manages the recruiting, advertising, testing, pre-screening, interviewing and selection processes; plans and conducts new employee enrollment and orientations.
- Administers and maintains the City's pay and classification plan; conducts job analysis studies and salary surveys; develops job descriptions and makes recommendations.
- Coordinates employee benefit programs; prepares and distributes information to inform employees of benefits programs; analyzes existing benefits policies and prevailing practices among similar organizations; recommends benefit plan changes to management.
- Provides staff support to the Personnel Committee; plans and organizes monthly meetings; prepares a variety of studies, reports and related information for decision-making purposes.
- Assists supervisors and managers in resolving personnel problems and grievances; communicates with employees and supervisors to resolve problems; represents management, with Corporation Counsel and Finance Director, in negotiating collective bargaining agreements.
- Provides staff support to the City Safety Committee; manages L&I claims, maintains safety records and reports required by federal and state laws.

- Serves as Chief Examiner and Secretary to the Civil Service Commission. Plans, organizes and manages monthly meetings, records and rules; selects, orders and administers entry-level and promotional exams for Police and Fire.
- Provides staff support to the Police and Fire LEOFF 1 Pension Boards.
- Serves as ADA Coordinator and the Drug and Alcohol Testing Designated Employer Representative.

### **Opportunities and Challenges**

- Labor negotiations with four unions whose contracts all expire at the end of 2016.
- Maintain, review and recommend changes to City personnel policies in compliance with ever-changing rules and regulations related to personnel.
- Assist in development of City-wide safety program and efforts to improve the City's Labor and Industries experience factor.
- Assist in transition away from current (terminating) medical plan.
- Find creative recommendations to balance service levels with staffing and limited revenues.
- Management of LEOFF I police and fire retiree supplemental pension and medical expense budget.

### **About the City of Aberdeen, Washington**

The City is located on Grays Harbor at the southern edge of the Olympic Peninsula at the convergence of the Wishkah and Chehalis Rivers. Aberdeen is the economic center of Grays Harbor County and is bordered by the cities of Hoquiam and Cosmopolis.

Reporting directly to the mayor, you work with the mayor, city council and your fellow department heads. If you are looking for an opportunity to make a difference in a unique community that takes pride in its history, natural beauty and quality of life, this is the position for you!

Aberdeen is a full-service city providing public safety, water treatment and distribution, sewage collection and treatment, highway and street maintenance, planning and zoning, permits and inspections, municipal court, library, parks and recreation services, and general administration. The City operates under the mayor-council form of government. Recently-elected Mayor Erik Larson is the City's Chief Executive Officer. The City currently has 167.40 FTE's with an annual budget of almost \$50 million.

### **The Ideal Candidate**

Aberdeen is seeking an experienced director or senior manager with a Bachelor's Degree and at least five years of experience in administering a human resources function in a multi-focused organization. The position requires a collaborative, knowledgeable, problem-solving professional with a thorough knowledge and understanding of policies and practices of public personnel administration including employee classification, compensation and benefits, recruitment, selection, training, labor relations and applicable laws, rules and regulations such as FMLA or ADA; and City government and organizational structure.

Candidates should have the ability to research, develop and interpret personnel policies and procedures; establish and maintain accurate and effective records of assigned activities and operations; apply judgment and discretion in resolving problems; maintain confidentiality; communicate effectively both orally and in writing; establish and maintain effective working relationships with department heads, elected officials, employees, union representatives, retirees and the public.

The ideal candidate will be motivated by a strong sense of public service, have a thorough understanding of local government, and be committed to outstanding customer service and continuous improvement. He or she will also recognize the value of being a visible, accessible and actively engaged member of the community.

The ideal candidate will have demonstrated success as a team player as well as a leader. Ideal candidates will demonstrate a history of progressive, proactive and innovative program development, as well as a track record of successful follow-through and implementation.

### **Compensation and Benefits**

\$6,113-7,425 per month

Washington State PERS Retirement

Medical, dental, and vision employee and family coverage

(Employee medical coverage is currently paid at 100%, family members at 70%.

A high deductible health plan with HSA is also available.)

\$40,000 life and AD&D Insurance

(Additional insurance is available for purchase upon proof of insurability)

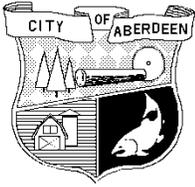
Paid vacation, sick leave and holidays

Deferred Compensation – currently employer matched up to 3%

Employee Assistance Program

### **To Apply**

A completed City of Aberdeen application and letter of interest indicating how your experience and education addresses the needs of the City as outlined above is required. Incomplete applications will not be considered. The City application form is available at [www.aberdeenwa.gov/human-resources](http://www.aberdeenwa.gov/human-resources) or from City Hall, Office of Human Resources, 200 E. Market Street, Aberdeen, WA 98520. Applications should be returned to the Human Resources Department. Applications are not accepted via fax or email. A background check will be conducted on the successful candidate.



## CITY OF ABERDEEN • HUMAN RESOURCES DEPARTMENT

200 East Market Street, Aberdeen, Washington 98520

### Position: Human Resources Director

The following checked items have been identified as the physical requirements and working conditions of the above referenced position. The application for employment asks if you can perform the essential functions of the position with or without reasonable accommodation. Please use this guide as a reference in answering that question.

- |  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> Walking                      | <input checked="" type="checkbox"/> Lifting and carrying 1-20 lbs.   | <input type="checkbox"/> Exposure to dust or pollen            |
| <input type="checkbox"/> Walking rough terrain                   | <input type="checkbox"/> Lifting and carrying 20-50 lbs.             | <input type="checkbox"/> Exposure to insect stings             |
| <input type="checkbox"/> Running                                 | <input type="checkbox"/> Lifting and carrying 50-100 lbs.            | <input type="checkbox"/> Exposure to solvents, oil, ink        |
| <input checked="" type="checkbox"/> Sitting                      | <input type="checkbox"/> Operating passenger vehicle                 | <input checked="" type="checkbox"/> Hearing voice conversation |
| <input checked="" type="checkbox"/> Standing                     | <input type="checkbox"/> Operating heavy truck                       | <input type="checkbox"/> Hearing alarms                        |
| <input type="checkbox"/> Standing long periods                   | <input type="checkbox"/> Work at heights                             | <input checked="" type="checkbox"/> Close vision               |
| <input type="checkbox"/> Maintaining balance                     | <input type="checkbox"/> Work on high ladder                         | <input type="checkbox"/> Far vision                            |
| <input type="checkbox"/> Climbing stairs                         | <input type="checkbox"/> Work in water                               | <input type="checkbox"/> Side vision                           |
| <input type="checkbox"/> Climbing ladders                        | <input checked="" type="checkbox"/> Working alone                    | <input type="checkbox"/> Depth perception                      |
| <input type="checkbox"/> Climbing inclines                       | <input type="checkbox"/> Work in confined space                      | <input type="checkbox"/> Night vision                          |
| <input type="checkbox"/> Kneeling                                | <input type="checkbox"/> Noisy work area                             | <input type="checkbox"/> Wearing hard hats                     |
| <input checked="" type="checkbox"/> Bending                      | <input type="checkbox"/> Direct sunlight                             | <input type="checkbox"/> Wearing safety glasses or goggles     |
| <input type="checkbox"/> Stooping                                | <input type="checkbox"/> Outside temperature extremes                | <input type="checkbox"/> Wearing ear plugs or muffs            |
| <input type="checkbox"/> Crouching                               | <input type="checkbox"/> Dampness                                    | <input type="checkbox"/> Wearing respirators                   |
| <input checked="" type="checkbox"/> Reaching                     | <input type="checkbox"/> Exposure to smoke                           | <input type="checkbox"/> Wearing rubber or plastic gloves      |
| <input checked="" type="checkbox"/> Pushing                      | <input type="checkbox"/> Exposure to noxious odors, fumes, chemicals | <input type="checkbox"/> Wearing rubber boots                  |
| <input checked="" type="checkbox"/> Pulling                      | <input type="checkbox"/> Exposure to liquid chemicals                | <input type="checkbox"/> Wearing chemical resistant clothing   |
| <input type="checkbox"/> Twisting                                | <input type="checkbox"/> Exposure to epoxy chemicals                 | <input type="checkbox"/> Shift rotation                        |
| <input type="checkbox"/> Sense of touch                          |  | <input type="checkbox"/> _____                                 |
| <input checked="" type="checkbox"/> Finger dexterity             |  | <input type="checkbox"/> _____                                 |
| <input checked="" type="checkbox"/> Gripping - fingers and hands |  |  |
| <input type="checkbox"/> Hammering                               |  |  |
| <input type="checkbox"/> Shoveling                               |  |  |
| <input type="checkbox"/> Digging                                 |  |  |
| <input type="checkbox"/> Mopping                                 |  |  |

### Comments on significant demands of the position:

Position requires ability to effectively communicate in person, on the telephone and via e-mail with a variety of customers and clients. Works in an office environment with frequent distractions and interruptions. Requires ability to frequently sit/stand/walk to obtain files, copies, retrieve documents, etc.