



CITY OF LAKEWOOD (WA)  
invites applications for the position of:

# City of DuPont Human Resources Director

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**SALARY:** \$85,622.00 - \$92,609.00 Annually

**OPENING DATE:** 10/02/17

**CLOSING DATE:** Continuous

**JOB SUMMARY:**

***The City of Lakewood is facilitating the recruitment process for the City of DuPont Human Resources Director.***

***This posting is open continuously until filled. First review of applications to occur October 16, 2017.***

Under general direction, this position directs and coordinates the Human Resources program and operations for the City including City-wide human resources programs, recruitment, selection, classification, compensation, employee benefits administration, policy and procedure development, records management, performance management, employee relations, training, and development. The work requires considerable familiarity with human resource practices, the City's personnel policies and procedures, and current union contracts. Work must be executed with confidentiality, a minimum of supervision, and with the exercise of independent judgment.

**ESSENTIAL DUTIES:**

Performs complex professional and some technical human resources functions independently and on a routine basis. Tasks include preparation of unique or original documents and correspondence, explaining policies and regulations to staff, employee benefit administration, and performance evaluation scheduling and administration.

Coordinates recruitment activities for all open positions and conducts new employee orientation. This also includes the development of job descriptions for new positions.

Administers comprehensive training program including identifying needs and resources, determining content, and scheduling.

Recommends updates and revisions to the City's personnel rules and regulations for City Council approval; develops and revises administrative policies and procedures related to human resources management.

Represents City in administrative hearings such as unemployment and workers' compensation claims; processes unemployment and workers' compensation claims.

Prepares personnel action forms and ensures required signatures are obtained prior to routing to payroll.

Maintains and retains personnel files in accordance with applicable legal requirements and ensures all pertinent documents such as personnel action forms, offer letters, training certificates, incentive award letters are filed on a timely basis. Archives records based on state archive retention schedules.

Participates in labor relations activities as member of the City's negotiating team. Gathers and compiles pay and benefit information for use by City management during salary studies and labor negotiations.

Provides contract administration and interpretation; provides employees and department heads with assistance on provisions of contracts and labor relations issues.

Serves as the City's Safety/Wellness Coordinator; coordinates the City's Hearing Conservation Program and Employee Assistance Program.

Coordinates and implements the City's Drug and Alcohol Program; monitors drug and alcohol testing procedures and maintains confidential medical and tests records.

Responds to salary surveys and other wage/benefit data requests from other agencies.

Reviews requests for increases in pay, promotions, demotions, transfers, leaves of absence, job evaluations, or other related personnel changes

Assists in developing and coordinating a volunteer system throughout the City to encourage and promote volunteerism at the local government level.

Coordinates and facilitates exit interviews with resigning employees and department directors.

**EDUCATION, EXPERIENCE, AND OTHER REQUIREMENTS:**

Graduation from an accredited four-year college or university with a bachelor's degree in human resource management, public administration, business administration, or a related field, AND five (5) years of progressively responsible professional experience in human resources management. Any combination of related education and experience or training that, in the opinion of the City, would provide the level of knowledge, skills, and abilities required.

Work in a municipal environment is strongly preferred.

Certification as a Professional in Human Resources (PHR) is desired.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Basic laws, regulations, trends, and practices governing human resources administration, including but not limited to ADA, FMLA, FLSA, HIPAA, Washington Family Leave Act.

Applicable city, state, and federal rules, regulations, and legislation relating to the City's operation and conduct of official City business.

Provide excellent customer service to employees providing guidance and clarification on various personnel policies, procedures, laws, standards, and government regulations.

Maintain stable performance under pressure and be able to multi-task various serious impact issues at once.

Understand and explain collective bargaining agreements and City personnel policies.

Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team members concerns and contribution and supporting team decisions.

Adjust to new, different, or changing requirements and maintain composure under pressure.

Recommend and initiate new approaches, policies, and procedures to insure continuous improvements in both City and employee related programs and services.

Compile, analyze, and interpret complex statistical data.

Operate a variety of computer applications, such as word processing, spreadsheet, database and relevant City process applications.

Maintain accurate records and accounts.

Deal with sensitive information and maintain confidentiality of payroll and personnel records.

Work independently, organize, and prioritize work and meet deadlines with minimal supervision.

Communicate clearly and effectively, both orally and in writing.

Establish and maintain effective working relationships with co-workers, elected officials, vendors, staff at other agencies, and the general public.

Seek relevant training opportunities and continuously improve base of knowledge.

Ability to be tactful, diplomatic, and sincere with co-workers.

**PHYSICAL DEMANDS:**

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. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Work is performed in an office or conference room setting. Attendance at night meetings may be required as assigned. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is required to stand; sit; use hands to fingers, handle, feel or operate objects, tools or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.cityoflakewood.us>

Position #17-10-02-MM  
CITY OF DUPONT HUMAN RESOURCES DIRECTOR  
KS

6000 Main Street SW  
Lakewood, WA 98499-5027  
253-589-2489

[hr@cityoflakewood.us](mailto:hr@cityoflakewood.us)

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### **City of DuPont Human Resources Director Supplemental Questionnaire**

- \* 1. The education and experience requirements for this position are graduation from an accredited four-year college or university with a bachelor's degree in human resource management, public or business administration, or a related field, AND five years of progressively responsible professional experience in human resources management, or any combination of education and experience that would provide the knowledge, skills, and abilities required. Do you meet these requirements?
  - Yes
  - No
- \* 2. A combination of education and experience is required as identified in the job posting. Identify the highest level of formal education you have received.
  - Not applicable
  - Bachelor's degree
  - Master's degree
- \* 3. Based on the requirements stated above, identify your specific degree and work experience that qualifies you for this position. State where the education and work experience was achieved.

- \* 4. If you have performed the following duties, list where you gained the experience (employer), position title, and how long (dates) you performed the task: Developing job descriptions, coordinating recruitment activities, and conducting new employee orientation.
  
  - \* 5. If you have performed the following duty, list where you gained the experience (employer), position title, and how long (dates) you performed the task: Administering a training program, including identifying needs and resources, determining content and scheduling training.
  
  - \* 6. If you have performed the following duties, list where you gained the experience (employer), position title, and how long (dates) you performed the task: Developing and updating City personnel rules and regulations, as well as human resources processes in compliance with federal, state, and local law.
  
  - \* 7. If you have performed the following duty, list where you gained the experience (employer), position title, and how long (dates) you performed the task: Personnel record maintenance and archiving based on state records retention laws.
  
  - \* 8. If you have performed the following duty, list where you gained the experience (employer), position title, and how long (dates) you performed the task: Administration of employee compensation and benefits and wellness programs.
  
  - \* 9. If you have performed the following duty, list where you gained the experience (employer), position title, and how long (dates) you performed the task: Researching, compiling, and analyzing information and participating in labor negotiations.
  
  - \* 10. Certification from the Society for Human Resources Management (SHRM) as a Professional in Human Resources (PHR) is desired. Please indicate if you currently have this certification.
    - Yes
    - No
- \* Required Question