

## Human Resources Director

FLSA status: Exempt

### SUMMARY

Under limited supervision, plans, coordinates and directs the operations of the City of Bothell's Human Resources (HR) Department; provides advice and counsel to City staff and management for resolution of HR issues, interprets and administers policies and agreements, and manages assigned personnel.

**ESSENTIAL FUNCTIONS** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Directs Human Resources (HR) operations for the City; exercises independent judgment within broad policy guidelines; provides leadership, direction and guidance in HR strategies, policy development and priorities; monitors changes in state and Federal HR regulations, standards and legislation.
- Manages HR functions and activities including compensation, benefits, recruitment, retention, training and staff development, labor and employee relations, labor negotiations and dispute resolution, collective bargaining, regulatory compliance, and personnel policies, records and payroll.
- Serves as principal advisor to the City Council and City Manager on HR issues; compiles, evaluates and analyzes information, and recommends and implements solutions; assures the HR activities and procedures are in compliance with all laws, policies, regulations and standards.
- Provides advice and consultation to City managers on dispute resolution, performance issues, and the interpretation and correct application of policies and procedures; mediates employee relations issues and assists with disciplinary actions while exercising the highest degree of confidentiality and professionalism.
- Counsels City staff on HR policies, procedures, and employment issues; assures the consistent interpretation and application of Federal, state and City rules, regulations, policies, and procedures.
- Directs labor and employee relations functions, including contract negotiations, resolving employment issues, counseling managers, and interpreting City policies and collective bargaining agreements; confers with bargaining units to coordinate discussions and proposals with unions; assures effective communication of employment issues.
- Monitors HR Department operations and assures the quality of the services and work products; coordinates issues with elected officials and outside agencies; reviews and approves employee status changes; interprets and explains City policies, procedures, rules and regulations.
- Directs staff and provides leadership and guidance; develops priorities and assigns tasks and projects; develops staff skills and training plans, and conducts performance evaluations; meets regularly with staff to discuss and resolve priorities, workload, technical, and recordkeeping issues and procedures.
- Supports the relationship between the City of Bothell and the constituent population by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; enthusiastically promotes the City goals and priorities in compliance with all policies and procedures.
- Maintains absolute confidentiality of work-related issues, client records, and City information; assures compliance with the confidentiality standards of the Privacy Act of 1974, {U.S.C. § 552A}; performs related duties as required or assigned.

## **MINIMUM QUALIFICATIONS**

### **Education, Training and Experience Guidelines**

Bachelor's Degree in Human Resources, Business or Public Administration, or related field; AND five years of professional Human Resources program management experience; OR an equivalent combination of education, training, and experience.

### **Knowledge of:**

- City organization, operations, policies and procedures.
- State and Federal laws, statutes, rules, codes and regulations governing HR functions, including Washington State Public Employment Relations Commission.
- Principles and practices of public sector personnel administration, personnel files, confidential records management, and effective customer service practices.
- Techniques and practices for efficient and cost effective management of resources.
- Legal, ethical, and professional rules of conduct for government employees.
- Principles, practices, and methods of compensation and wage structure research and analysis.
- Benefits program design and management principles.
- Principles of recruiting, training, workplace safety, and organizational development.
- Record keeping and file maintenance principles and procedures.

### **Skill in:**

- Reading, interpreting, understanding, and applying employment standards and procedures, applicable Federal and state rules and regulations, and City policies and procedures.
- Using initiative and independent judgment within established procedural guidelines.
- Analyzing problems, resolving disputes and grievances, and recommending effective solutions.
- Developing and administering human resources plans, policies, and procedures.
- Managing staff, delegating tasks and authority, and coaching to improve staff performance.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Preparing, maintaining, and reviewing human resource records, reports, and documentation.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with other City employees, public officials, government agency representatives, and the public.
- Communicating effectively verbally and in writing.

## **LICENSE AND CERTIFICATION REQUIREMENTS**

A valid Washington State Driver's License is required. Certification as a Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) from the Society for Human Resource Management (SHRM) is preferred.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is performed in a standard office environment.