



# HUMAN RESOURCES DIRECTOR

**\$89,196 - \$109,692**

*Plus Excellent Benefits*

*Apply By*

**May 1, 2016**

*(First Review, Open Until Filled)*

**PROTHMAN**



## WHY APPLY?



Oak Harbor is located on Whidbey Island on the shores of the Puget Sound just two hours north of Seattle and is easily accessible by bridge or ferry. With amazing views of the Cascade and Olympic Mountains, you can boat or sail from the

harbor along Whidbey Island or into the San Juan Islands, bike or hike along the waterfront to Deception Pass or Fort Casey State Park, or shop and stroll through the historic downtown and waterfront parks. Oak Harbor offers lifestyle, convenience of services, strong economic opportunities and location, making it one of the best places in Washington to live, work, and raise a family.

This is an excellent opportunity for a talented Human Resources professional to work for a city that places a high value on customer service, and takes a team-oriented, collaborative approach to the way it does business. Oak Harbor city staff makes up a workforce based upon loyalty, accountability and professionalism. If you desire a work environment that is stimulating and rewarding, this is the right position for you!

## THE COMMUNITY

Oak Harbor, population 22,300, is situated on the northern portion of Whidbey Island approximately two hours north of Seattle and is accessible by both land and ferry. Located in the rain shadow of the Olympic Mountains, Whidbey Island experiences about half the annual rainfall of Seattle.



Oak Harbor is the largest commercial and retail center for Whidbey Island, and is the long-term home of the Naval Air Station, Whidbey Island. NAS Whidbey Island is a “primary” economic force for the region, employing approximately 10,000 people and supporting a \$400 million payroll.

The area has breathtaking scenery, with private spots for quiet reflection, as well as opportunities for an active outdoors lifestyle. The nearby San Juan Islands, Mt. Baker recreational areas and easy access to the Cascade and Olympic Mountains make Oak Harbor a unique and inviting place to live and work. The presence of several nearby state parks (Deception Pass, Ft. Casey, Ft. Ebey, Joseph Whidbey and South Whidbey State Parks) continue to attract campers, hikers and those interested in observing marine wildlife.

## THE CITY

### Mission Statement

*The staff of the City of Oak Harbor is committed to delivering the highest possible level of service to its citizens, improving economic opportunity, quality of life and fostering community partnerships.*

The City of Oak Harbor was incorporated in 1915 and operates under the Mayor-Council form of government. The Mayor and City Council are elected at-large for four-year overlapping terms. The Mayor serves as the Chief Executive Officer and is responsible for the development of budgets and related financial plans, and the overall operation of the City. The Mayor directly supervises the City Administrator, City Attorney, Police Chief and Fire Chief. The City of Oak Harbor employs 145 fulltime personnel, many seasonal workers, and a \$138 million budget with a \$16.4 million General Fund for 2016.

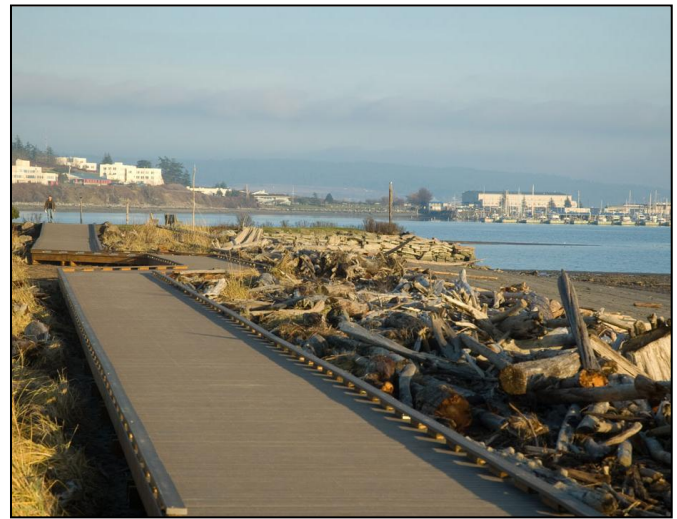
## THE DEPARTMENT & POSITION

Working under the general supervision of the City Administrator, Oak Harbor's Human Resources Director is responsible for 1 FTE; an HR Analyst and an HR Assistant who are each part time. A .3 FTE Civil Service Secretary who works on Fire and Police recruitments also resides in the department, but falls under the budget of fire and police. The Human Resources Director is a working manager position and is responsible for the overall direction, leadership, management, supervision and administration of the Human Resources Department. The Director advises the Mayor, City Council, City Administrator and Department Directors on human resources related matters, and is responsible for overseeing negotiations and administration of labor contracts, investigating grievances, and grounds for discipline. As well, the Director provides expertise on compensation and benefits administration, safety and health, recruitment and employment, and employee training and development. The Director advises and assists staff with federal, state and local law compliance and HR policies and procedures, and fosters employee communication and effective working relationships.

The mission of the Human Resources Department is to support the City's goal of premier public service by nurturing an organizational culture with shared beliefs, values and norms that lead to employee excellence. This culture in turn elicits a diverse and creative work environment which leads to superior performance through teamwork and employee recognition in a safe and productive work environment. The department in total has 2 FTE's and a 2016 budget of \$269,708.

### Other responsibilities include:

- Participate as a member of the City's management team providing strategic leadership and input on decisions having significant organization-wide impact. With the Mayor and City Administrator, recommend, develop and implement proposals for new/revised programs. Consult with legal counsel to ensure policies and programs comply with federal/state law.
- Attend City Council meetings and workshops. Provide ongoing communications regarding Human Resource matters, and serve as a resource to the Mayor, Council, and City Administrator.



- Review federal, state and local legislation to determine impact on personnel issues, policies and strategies. Keep management informed of personnel requirements as applicable.
- Direct and supervise Human Resources staff; develop and evaluate performance. Advise the Accounting Technician - Payable/Payroll in benefit coordination and payroll auditing.
- Establish and maintain effective and cooperative working relationships and teamwork with the executive team, department heads, supervisors, employees, public officials, business representatives and the public using good judgment, tact and courtesy.
- In collaboration with City management, investigate and evaluate human relations and work related problems to determine effective remediation techniques and recommend employee disciplinary actions consistent with City policies, procedures and collective bargaining agreements.
- Investigate discrimination complaints. Prepare the City's response to complaints filed with external agencies such as the Equal Employment Opportunity Commission.
- Serve as contact administrator for the City's collective bargaining negotiations. Participate as a representative of the City administration. Serve as member of bargaining team. Assist in maintaining satisfactory labor-management relations, interpret collective bargaining agreements, assure consistency in enforcement, administer grievance procedures and assist/advise/research all operational levels on labor relations activities/matters.
- Lead the development and implementation of strategic citywide succession and workforce planning initiatives.

- Manage Labor and Industries Workers' Compensation program. Maintain Workers' Compensation records/claims including, return-to-work programs and efforts. Prepare necessary reports including, the annual OSHA Report. Advise City departments of claim status as needed. Serve as the Retrospective Rating Program liaison.
- Administer the City's recruiting and employment processes. Provide leadership, direction and support to City departments to attract, retain and develop quality employees in compliance with federal, state and local laws and City codes, regulations and policies.
- Monitor the timely completion of performance reviews for all City departments. Review evaluations for consistency and effectiveness. Make recommendations for change/review. Assist managers, supervisors and leads with reviews if needed.
- Develop human resources budget. Monitor and control human resource expenditures in accordance with City budget policies.
- Serve as a member of the Safety Committee, Employee Advisory Committee and other groups or committees.

## OPPORTUNITIES & CHALLENGES

### Record Management

Two years ago, the Human Resources Department conducted an audit of the HR function and focused on compliance in record management, safety as well as a variety of different functions. Part of this audit came with a recommendation for an HRIS timekeeping system and a change in applicant tracking systems. The new HR Director is responsible for the direction of these two projects, and will aid in their fruition.

### Labor Negotiations

All of Oak Harbor's labor contracts run through December 31, 2016. In the fall the City will be sitting back down with these organized groups to begin labor negotiations.

### Salary Surveying

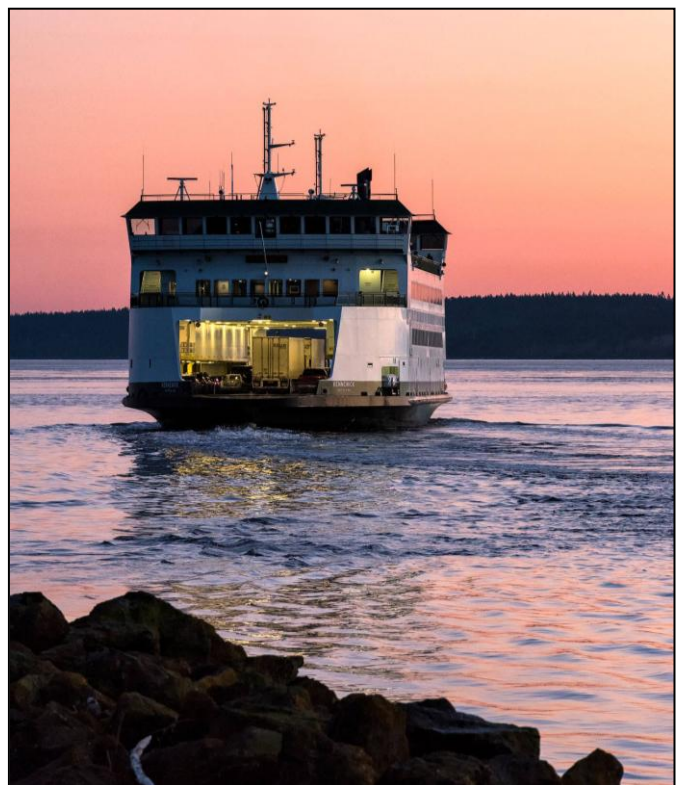
In preparation for negotiations HR Staff will be gathering salary information from our local comparable agencies for all positions (represented and non-represented). The City is also entering its bi-annual budget planning and obtaining comparable salaries. This will be a considerable project for the new HR Director.

## IDEAL CANDIDATE PROFILE

Oak Harbor is looking for a talented director or senior HR professional from a public sector organization of comparable complexity and size, with extensive knowledge and experience in all aspects of human resources. Extensive knowledge of employment laws and human resources regulations and practices is required. The HR Director must be able to provide competent advice to the Mayor, City Administrator and Department Directors on a complex assortment of HR issues and problems.

The ideal candidate needs to be collaborative and understand the internal and external customer service expectations of the department. Candidates must be able to communicate effectively with the Mayor and City Administrator as a team, to establish stability and a congenial spirit in City Hall.

He/she must be personable and approachable, and able to build alliances throughout the organization to achieve the personnel goals of the City. The ability to distinguish the skills and talents of each staff member, see the big picture, and look beyond issues of a single department is a key skill to have for this position. The new director must have knowledge and experience with employee benefit programs, and show strong written and oral communication skills.



## EXPERIENCE & EDUCATION

A bachelor's degree in Human Resource Management, Industrial and Labor Relations, Psychology, Business or Public Administration, Organizational Development, or a related field, plus at least eight (8) years of professional human resources experience with a minimum of five (5) years of senior management-level experience in a local government or other public sector agency.

Candidates must have experience working in a labor union environment, including negotiations and contract administration, developing and managing progressive programs in all areas of Human Resources, and with employee medical benefit plan design and administration preferably in a public sector environment. A certified professional in Human Resources and a Master's degree are preferred, but not required. Candidates should have excellent computer operation skills and experience with a variety of software programs including Microsoft Office applications.

A valid Washington State driver license, the ability to obtain one, or the ability to perform the job in an equally efficient manner without driving is required.

## COMPENSATION & BENEFITS

- **\$89,196 - \$109,692 DOQ**
- Washington State PERS Retirement
- Vacation & Sick Leave
- Ten paid holidays per year, plus one floating holiday
- 100% employer paid medical, dental and vision for employee
- 75% employer paid medical, dental and vision for employee's dependents
- Life insurance and long-term disability
- Opportunity to participate in two Deferred Compensation Plans, optional health care and insurance plans
- Employee Assistance Program
- Wellness Program

[www.oakharbor.org](http://www.oakharbor.org)



The City of Oak Harbor is an equal opportunity employer. All qualified candidates are strongly encouraged to apply by **May 1, 2016** (first review, open until filled). Applications, responses to the supplemental questions, resumes and cover letters will only be accepted electronically. To apply online, go to [www.prothman.com](http://www.prothman.com) and click on "submit your application" and follow the directions provided. Resumes, cover letters and responses to supplemental questions can be uploaded once you have logged in.



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