**Kitsap 911 Class Specification**

**Title: HUMAN RESOURCES MANAGER**

**Reports To:** Kitsap 911 Executive Director

**Manages/Provides Direction to:**  Administrative Specialist and Management/Supervisors as needed/appropriate regarding Human Resources-related issues and projects.

**General Description**

The Human Resources Manager oversees and manages complex human resources functions for all facets of Kitsap 911 operations.

The Human Resources Manager is a key member of the Kitsap 911 Management team, including identifying workplace and employee related issues, including recruitment, hiring, benefits administration, training, employee relations, and developing contract negotiation strategies and positions. The Human Resources Manager briefs the Executive Director and the Kitsap 911 governing board as needed on all personnel and collective bargaining matters. The successful candidate will demonstrate exceptional professional expertise in human resources administration, as well as exemplary judgement in developing, planning, coordinating, and implementing human resources initiatives that meet Kitsap 911 needs and priorities. This position requires the ability to work independently and with a great deal latitude when making decisions that have agency-wide impact.

**Expectations and Examples of Duties:**

This job description reflects the general concept and intent of the classification of Human Resources Manager and should not be construed as a detailed statement of all work requirements that may be inherent in the position:

* Plans, manages, directs and oversees recruitment, selection, and hiring processes, including candidate application and full background investigation protocols.
* Manages all compensation and classification analysis and processes.
* Serves as a consultant to agency management, supervision, and staff to facilitate and improve Human Resources operations and to prepare and implement long range planning for HR related projects and initiatives.
* Is proficient with the Microsoft Office standard suite.
* Writes and amends as necessary the Employee Manual, Personnel Policies, Job/Classification Descriptions and Compensation Plans and Policies.
* Develops, plans, and implements all HR related training and presentations.
* Designs, coordinates, and presents as needed New Employee Orientations.
* Advises managers and supervisors on potential employee disciplinary and/or performance issues.
* Oversees and maintains proper records for all leave administration and legal compliance, including Family Medical Leave Act (FMLA) and other leaves in accordance with applicable legal or collective bargaining requirements.
* Maintains and ensures integrity of personnel files and records.
* Responds to staff inquiries about available benefits and properly directs staff to benefit providers for detailed information.
* Acts as a key member of Kitsap 911’s management negotiation team, including developing plans, strategies, and proposals to effectively address collective bargaining issues.
* Communicates effectively with staff at all levels, and maintains collegial, productive working relationships with all staff.
* Works in a highly organized manner, and is able to meet deadlines and adhere to reporting timelines.
* Act with integrity and maintain confidentiality of personnel information and actions.

**Working Environment/Physical Requirements:**

Work generally takes place in an indoor climate-controlled environment.

The position requires the ability to:

* + Sit for extended periods
	+ Use repetitive motions while entering information in to a keyboard
	+ Have vision, depth perception, and peripheral vision sufficient to read computer screen data.
	+ Exert force of 10 pounds occasionally, and push, carry, pull and lift up to 15 pounds occasionally.
	+ Grasp and handle documents and paper.
	+ Speak and hear sufficiently to communicate effectively and respond appropriately in person and over the phone.
	+ During emergencies or special projects, this position may be required to work extended hours to complete work, attend meetings, or answer questions either in person or by phone.
	+ Walk short distances frequently.
	+ Tolerate exposure to computer monitor and frequent interruptions, and normal office noise.

**Minimum Qualifications**

**The Human Resources Manager must:**

* Possess and maintain a valid Washington State Driver’s License
* Possess a ready and dependable means of transportation
* Successfully pass each part of a multi-phase pre-employment examination, which **may** include medical/fitness, drug test, and psychological examinations as well as a criminal background check that includes a national fingerprint check through law enforcement.
* Submit official transcripts or diploma from an accredited school, or proof of completion of specific training, education, or certification if education if the job require specific certification.
* Demonstrate initiative and good judgement
* Skillfully navigate and manage multiple simultaneous projects

**Education and Experience:**

Bachelor’s degree or higher in human resources, public administration, social or organizational behavioral science, or related field AND four (4) years related experience broad-based human resources generalist experience, including organizational development, strategic planning, HR consulting, leave administration, and collective bargaining administration and negotiation; ; or any equivalent combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the work.

*Desirable:*

Experience in governmental Human Resources

Human Resources Certification: Professional in Human Resources (PHR), Senior Professional in Human Resources (SPHR), certification through the Human Resources Certification Institute (HRCI) or other Human Resources certification through an accredited institution of higher learning.

**The Human Resources Manager is:**

* Classified as exempt under the Fair Labor Standards Act (FLSA), and is not eligible for overtime.
* May be hired as an At Will Employee, or under a specific employment contract
* Additional education, licenses, certifications and other requirements necessary to meet Kitsap 911’s business needs may be required at the time of recruitment. If so, these requirements will be specifically stated in the job posting.

Kitsap 911 is an Equal Opportunity Employer. (CALEA 4.1.4c)