



## HUMAN RESOURCES DIRECTOR

**DIVISION:** Executive

**Non-Exempt**

**REPORTS TO:** General Manager

**Non-Represented**

**JOB EVALUATION POINTS:** 1747

**SUPERVISES:** Human Resources Analyst, Human Resources Coordinator and Human Resources Assistant

### **JOB SUMMARY:**

This position is responsible for developing and administering a full range of human resource programs including recruitment and selection, policy development and administration, employee compensation and benefits, training and development, collective bargaining, employee and labor relations to assure the highest quality of human resources for the WTA in compliance with local, state and federal law.

### **ESSENTIAL JOB FUNCTIONS:**

1. Provides qualified candidates for vacant positions through advertising, recruiting, developing and administering selection processes. Establishes employment procedures and assures their consistent application.
2. Lead labor relations negotiator for the agency. Duties include leading the management negotiation team and preparing proposals and strategies. Interprets contract, assures consistency in enforcement, and assists in grievance resolution.
3. Writes and interprets the agency's personnel policies and procedures. Explains personnel policies and programs. Assures consistent application of policies.
4. Works effectively as a member of the agency's Executive Staff, providing input on decisions having organization-wide impact.
5. Oversees agency employee benefit programs. Recommends and oversees benefit plan changes. Coordinates the Benefits Committee. Serves as principal liaison with insurance providers and brokers. Serves as Administrator of benefit plans requiring one. Assures employee benefit information is disseminated to employees,
6. Develops and manages a competitive and equitable compensation system. Assures job descriptions are up to date. Performs or assures the completion of job audits and salary surveys. Recommends annual salary adjustments for non-represented staff.
7. Assists supervisors and managers in resolving personnel problems; provides advice and counsel on a wide range of personnel subjects. Assists employees in resolving work-related problems; refers employees to local resources for non-work-related problems.



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8. Implements, monitors and updates WTA's Equal Employment Opportunity program and Affirmative Action Plan. Serves as the agency's EEO Officer. Conducts investigations on discrimination complaints according to WTA personnel policy.
9. Develops and implements professional development programs, to include on-site and off-site training opportunities. Continually analyzes organizational structure for effectiveness and efficiency.
10. Manages various personnel programs, including but not limited to, Federally mandated drug and alcohol testing, workers' compensation and new-hire orientation. Works through others to assure maintenance of all personnel and benefit records. Assures compliance with relevant state and federal employment laws and regulations. Assures the confidential handling and storage of appropriate personnel records, including medical information.
11. Develops and manages the HR Division's budget.
12. Manages projects within the HR Division. May manage projects with agency-wide implications.
13. Makes presentations to various groups (employees, managers, Board of Directors, and public) on human resource policies and programs.

### **ADDITIONAL JOB FUNCTIONS:**

1. Assists in the organization of WTA-sponsored events, activities, and functions.
2. Conducts research and collects data on human resource programs and practices as needed.
3. Performs special projects as assigned that may include extensive research, public contact, and report writing.

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

#### **Ability to:**

- Read, analyze, interpret and explain the most complex documents and concepts.
- Respond effectively to the most sensitive inquiries or complaints.
- Write correspondence, reports, policies and presentations in a clear and logical manner.
- Actively listen, interpret messages and respond verbally to a wide variety of people in a clear and caring manner.
- Make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups and boards of directors.



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- Work with mathematical concepts such as probability and statistics.
- Apply concepts such as fractions, percentages, ratios and proportions to practical situations.
- Reason and create spreadsheets and other tools so budgets can be developed and maintained, and labor staffing and wage scenarios can be analyzed.
- Operate a personal computer and a variety of software programs, particularly the Microsoft Office platform and Microsoft Publisher.
- Define problems, collect data, establish facts and draw valid conclusions.
- Solve practical problems and deal with a variety of concrete and less-tangible variables in situations where only limited standardization exists.
- Interpret an extensive variety of information furnished in written, oral, or diagram form.

### **WORKING CONDITIONS, TOOLS AND EQUIPMENT:**

Duties performed primarily in an office environment. The noise level is usually moderate. Duties do require traveling to other locations, primarily within Whatcom County and occasionally within the State or region. Typical office equipment used to accomplish job tasks include computer, printer, fax machine, photocopier, calculator and telephone

### **EDUCATION AND EXPERIENCE:**

- Bachelor's Degree in business or public administration, human resources management, or related field required.
- At least five years of progressively responsible experience in human resources management required.
- Experience as an HR generalist with recruitment and selection, labor relations, benefits and compensation administration required.
- Experience working in a union labor environment, including contract administration and negotiations required.
- Certification as Professional in Human Resources (PHR) or a master's degree in human resources management, preferred.

### **LICENSE OR CERTIFICATES:**

- Valid Washington State driver's license at time of hire.



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### PHYSICAL REQUIREMENTS:

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 functions.

- Regularly sit, talk and use hands.
- Frequently stand and walk.
- Occasionally reach with hands and arms, stoop, kneel, crouch or crawl and lift or move up to 30 pounds.
- Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### SPECIAL REQUIREMENTS:

Participation in the WTA's Drug and Alcohol Abuse Prevention Program is a requirement of employment which includes reasonable suspicion drug and alcohol testing. A background check will be conducted to include criminal records and driver's record. Additionally, due to the nature of this position, a credit history check will be performed.

Revised: April 2020

### Reviewed by:

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Director of Human Resources

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General Manager