



# HUMAN RESOURCES DIRECTOR

**\$112,000 - \$152,000**

*Plus Excellent Benefits*

Apply by  
**August 20, 2023**  
*(Open Until Filled)*



## WHY APPLY?



Situated between the pristine and iconic Columbia and Snake Rivers in southeastern Washington, Pasco is a vibrant and growing community that enjoys 300 days of sunshine a year. The exceptional climate, combined with the area's inviting waterways, enables residents and visitors alike to enjoy a multitude of outdoor activities from water sports and golf to wine touring and outdoor theater.

The City is highly regarded in the community for its organizational integrity and for the quality of services provided. The organization is financially sound with a dedicated team of employees, and a supportive City Manager and City Council.

## THE COMMUNITY

Pasco is a thriving community of 82,000 that has seen tremendous growth in the past two decades, while maintaining its sense of community and focus on public safety. Aesthetic and recreational charisma surrounded by natural beauty makes this high desert community, which is rich in agriculture, a popular recreation destination. The City has put an emphasis on inclusion and enjoys a culturally diverse array of entertainment, food, arts, music, and community events.

Pasco has undergone a significant transformation as one of the fastest growing communities in Washington State between 2011-2016. As a result of its population growth, and growth in the Tri-Cities metropolitan area, the City has experienced significant growth in the City's retail and tourism industries.



Pasco, along with the neighboring cities of Richland and Kennewick, comprise the Tri-Cities metropolitan area with a population of over 308,000; the third largest, and fastest growing metro area in the state. While the three cities are close neighbors and coordinate on multiple municipal services, each has its own distinct character. Pasco is just a few hours' drive from the major urban centers of Seattle, Spokane and Portland. The Tri-Cities Airport, located in Pasco, provides direct flights to Seattle, Denver, Salt Lake City, Las Vegas, Los Angeles, Chicago, Minneapolis, Phoenix and San Francisco.

The Tri-Cities offers breathtaking parks, vibrant downtowns, upscale dining and retail, art galleries, antique shops, and a variety of entertainment venues. Residents and visitors enjoy endless recreational opportunities, including water sports, fishing, biking, hunting, skiing and more. Golf is one of the most popular sports enjoyed year-round with over ten premier courses. The massive Columbia River features many waterfront parks, trails, and easy river access.

The Tri-Cities is a sports minded community, providing many public athletic facilities and is home to two professional sports teams: Tri-City Dust Devils, a professional High A affiliate of the Los Angeles Angels call Pasco's GESA Stadium home and the Tri-City Americans WHL Ice Hockey, are based in neighboring Kennewick. Pasco has its share of fine sports venues in the mix, boasting an award-winning and state-of-the-art six-field softball complex and a world class, 15-field soccer facility.

The region is also home to over 160 wineries and is known as the "Heart of Washington Wine Country," producing some of the finest wines in the world.



## THE CITY

Incorporated in 1891, the City of Pasco is a full-service city with 505 FTEs. The City has a 2023-2024 budget of \$535 million. The City Departments include Administrative and Community Services, City Manager's Office, Community and Economic Development, Finance, Fire, IT, Municipal Court, Police, and Public Works.

Pasco operates under the Council-Manager form of government with the seven-member City Council each serving overlapping, four-year terms. Six Council members each represent a district, while one is elected at-large. The City Manager is responsible for the day-to-day administration of city business, implementation of Council policies and establishment of operating policies and processes.

## THE DIVISION

Operating on a 2023/2024 budget of \$2.65 million, the Human Resources Division consists of 8 full-time employees, including the Director, Senior HR Generalist, HR Generalist, 3 HR Specialists, Safety & Training Coordinator, and Administrative Assistant II. Services provided by the Department include benefits administration, compensation and classification, labor relations, compliance with state and federal employment law and city policies and procedures, recruitment and retention, and employee health and safety which includes workers compensation.

The division currently has 4 active labor contracts (Police Uniform, Police Non-Uniform, IAFF, and IUOE) and 1 initial contract negotiation underway (Police Commanding Officers).



## THE POSITION

Under the general direction of the Assistant City Manager, the Director of Human Resources (HR) is responsible for overseeing all aspects of HR management and strategy to meet the organization's goals and objectives. This key leadership position will collaborate with and advise department heads, elected officials, and other stakeholders to ensure effective and consistent human resources practices to support the needs of the organization. This position is responsible for developing short- and long-range plans, development and administration of personnel policy, labor relations and negotiations, compliance, and employee development.

To view the full job description, please view the attachment found [here](#).



## OPPORTUNITIES

**Labor Relations:** The City has four collective bargaining units: IAFF, IUOE, Police Uniformed, and Police Non-Uniformed. All contracts are settled and valid through at least 2024. Additionally, the City is in the process of beginning initial contract negotiations for Police Commanding Officers. The City has strong relationships with its existing unions, and maintaining these relationships is essential. The HR Director will be expected to continue fostering these positive relationships.

**Expanding and Retention of Workforce:** The HR Director will play a vital role in developing strategies which align with organizational goals and fosters a positive employee experience that will attract, develop, and retain talent including an additional 105 FTEs approved by City Council in the 2023-2024 budget. Recruitment, retention, training, and development of the City's workforce will be a priority for the incoming HR Director.



**New Leadership Team:** By the end of 2023, the following leadership positions will be newly appointed: City Manager, Deputy City Manager, Assistant City Manager, Administrative & Community Services Director, Community & Economic Development Director, Fire Chief, HR Director, and IT Director. The HR Director will collaborate with the City's leadership to assess policies, programs, processes, and services, ensuring their effectiveness. Additionally, the newly appointed City Manager has begun establishing clear performance expectations and the HR Director will be responsible for implementing and maintaining a performance management system that promotes open communication, goal setting, and recognition of achievements.



## IDEAL CANDIDATE

### Education and Experience:

A bachelor's degree in business administration, public administration, human resource management, organizational development, or related field, and eight (8) years of progressively responsible experience in Human Resources including three (3) years of municipal Human Resources management experience is required.

Candidates must have a valid Washington State driver's license. The ideal candidate will have a master's degree and have experience in municipal government. SHRM and/or PHR is preferred.



### Necessary Knowledge, Skills, and Abilities:

- Ability to think strategically and align the HR function with the organization's goals and objectives.
- Strong leadership skills and the ability to inspire and motivate HR staff and other employees across the organization.
- Skill as an effective communicator who can communicate policies, procedures, and initiatives effectively to employees, management, and others.
- The ability to be analytical, identify trends, and make data-driven decisions.
- A strong understanding of municipal operations, financial management, and budgeting.
- The ability to effectively manage change, including implementing new HR policies and procedures and leading organizational initiatives and performance management systems.
- Strong interpersonal skills and the ability to build relationships.
- A strong commitment to Diversity, Equity, and Inclusion initiatives and practices within the organization.
- The ability to be effective with technology and digital tools to streamline processes.



## COMPENSATION & BENEFITS

---

- **\$112,000 - \$152,000 DOQ**
- Medical, Dental and Vision Insurance
- \$100,000 Life Insurance
- 24 Days' Vacation
- Generous Sick Leave Accrual
- 11 Paid Holidays
- WA PERS
- I.C.M.A. 457 Deferred Compensation Plan (3% Employer Pre-Tax Contribution)
- Employee Assistance Program
- Tuition Assistance
- Flexible Spending Plan (Pre-Tax Deduction for Medical/Dental and Child Care)
- Guardian Long-Term Disability Insurance
- Aflac Insurance
- HRA VEBA – 2% Salary Deferral
- Fitness Center Membership Plan
- Relocation Assistance Available



**For more information on the  
City of Pasco, please visit:**

**[www.pasco-wa.gov](http://www.pasco-wa.gov)**

To view the City's detailed benefits provided, please view the attachment found [here](#).

---

The City of Pasco is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **August 20, 2023** (first review, open until filled). Applications, 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 "**Open Recruitments**", select "**City of Pasco, WA – Human Resources Director**", and click "**Apply Online**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



[www.prothman.com](http://www.prothman.com)

371 NE Gilman Blvd., Suite 310  
Issaquah, WA 98027  
206.368.0050