



TUALATIN HILLS PARK & RECREATION DISTRICT

Beaverton, OR

HUMAN RESOURCES MANAGER

\$82,692 - \$122,508

Plus Excellent Benefits

Apply By

June 10, 2018

(First Review, Open Until Filled)

PROTHMAN



WHY APPLY?



Headquartered in Beaverton, Oregon, Tualatin Hills Park & Recreation District (THPRD) is an award-winning park district located in one of the most beautiful and livable areas of the Pacific Northwest.

Nestled between the vibrant city of Portland and the green farm fields of Western Washington County, Beaverton offers a strong business environment and the attractions of a large metropolitan area, while still maintaining a home-town feel. The community prides itself on its remarkable atmosphere, natural beauty, high achieving schools, many parks, and a wide variety of cultural and recreational opportunities.

If you are a senior human resources professional looking for a challenging and rewarding career opportunity in an amazingly beautiful place to live, then this is the job for you!



THE COMMUNITY

Located seven miles west of Portland, Oregon in the heart of the “Silicon Forest”, the economic lifeblood of the region, Beaverton is Oregon’s sixth largest city and the second-largest incorporated city in Washington County. Home to a population of approximately 94,000 Beaverton hosts nearly 300 high tech companies, including the headquarters of globally recognized Nike and Tektronix. Beaverton is a culturally diverse, family-friendly city and is well-known for its many well-planned neighborhoods and its outstanding school system.



The area is known for its low crime rate and there is a wide variety of housing stock, ranging from single-family houses on quiet cul-de-sacs to urban core condominiums near shops and light rail transit stations. Beaverton offers a variety of family activities and amenities, including the region’s largest farmers market, a new library, and more than 100 parks, bike paths and hiking trails. It is also conveniently located within an hour’s drive of popular natural areas including the Oregon coast, Mt. Hood and the Columbia River Gorge.

THPRD provides citizens and guests a bounty of natural, historic, and scenic views while taking advantage of the available swimming pools, tennis and basketball courts, softball and soccer fields, and golf courses.

Nationally acclaimed for their students’ high SAT scores, Beaverton schools have formed strong partnerships with area businesses. Several highly regarded private schools, as well as some of the region’s best state and private universities and community colleges are also located within 30 miles of Beaverton.

THE DISTRICT

Formed in 1955, THPRD has a five-member Board of Directors and is the largest special park district in Oregon, spanning 50 square miles and serving about 250,000 residents in the greater Beaverton area. THPRD partners with the City of Beaverton and unincorporated eastern Washington County to provide all park and recreation amenities in the area. The district provides year-round recreational opportunities for people of all ages and abilities, including thousands of widely diverse classes, 95 park sites with active recreational amenities, nearly 70 miles of trails, eight swim centers, six recreation centers, and 1,500 acres of natural areas.

The district also offers 106 baseball and softball fields, 150 multipurpose fields, 60 indoor and outdoor basketball courts, 106 indoor and outdoor tennis courts, volleyball courts, skate parks, dog parks, historic sites, and community gardens. THPRD departments include aquatics, budget & finance, communications & outreach, community partnerships, human resources, business & facilities, information services, maintenance operations, nature & trails, planning and design & development, recreation services, risk & contract management, security, communications & outreach, and sports. The district operates on a 2018 annual budget of over \$100 million with 183 full time employees, 22 regular part-time employees, and 650-1,000 other part time employees varying by the season.



THE DEPARTMENT & POSITION

The Human Resources department provides leadership and strategic services to attract, select, develop and retain a diverse, quality workforce, fosters an environment that is safe, respectful and productive, supports departments in their efforts to improve work effectiveness, promotes continuous learning and employee wellness, promote diversity and equity in the workforce, and minimizes risk through best employment practices.

The department is comprised of four full-time employees including the HR Manager, and operates on a \$657,943 program budget. Staff provide services including recruitment and selection, job analysis and classification, compensation and benefit administration, labor relations for one union, equity initiatives, employee performance evaluation, training and development, and wellness.



Under the direction of the Director of Business and Facilities, the Human Resources Manager is responsible for managing all THPRD personnel functions, providing support to all departments, and ensuring compliance with employment laws, the collective bargaining agreement and THPRD policies and procedures.

Responsibilities Include:

- Direct and manage department operations and supervise department staff to ensure district goals and objectives are met.
- Interpret and ensure compliance with the employee handbook and collective bargaining agreement.
- Suggest changes and gather and summarize a variety of information and statistical data for use in contract negotiations. Serve as lead negotiator. Oversee and carryout the resolution of grievances and arbitration hearings.
- Investigate complaints of discrimination, harassment, policy violations and misconduct, attend pre-disciplinary meetings, make recommendations for appropriate action.
- Administer and ensure ADA compliance. Review and respond to claims including investigating complaints, reviewing requests, and participating in interactive meetings to determine reasonable accommodation.
- Plan, coordinate and manage the district's training needs, and administer and maintain district's benefit programs.
- Direct and manage the district's internal diversity initiatives to ensure alignment of policies, practices and procedures regarding equity and diversity in the workplace.
- Manage department budget preparation and administration. Prepare cost estimates and monitor expenditures.

OPPORTUNITIES & CHALLENGES

1. The Human Resources Manager will be responsible for the negotiation of a successor collective bargaining agreement which expires on June 30, 2019.

2. THPRD's service area is culturally diverse, with 1 in 3 residents identifying as a person of color. The HR Manager will work towards developing a more competitive, more diverse workforce that reflects the community. Additionally, the HR Manager is responsible for enhancing the district's training and development program by incorporating training opportunities to ensure all employees develop and maintain the knowledge, skills and abilities to communicate and interact effectively across cultures.

3. Lead THPRD's succession planning efforts in anticipation of staff attrition due to an influx of retirements. Identify, track and develop high-potential employees to fill key leadership position as they become vacant.

IDEAL CANDIDATE

Education and Experience:

A Bachelor's degree in Human Resources Management, Public Administration or a related field, and five years of progressively responsible human resources administration experience in a medium-sized public or private organization which provides significant generalist exposure to the human resources field. Direct exposure to labor relations desired.



Necessary Knowledge, Skills and Abilities:

- Knowledge of employee and labor relations, including negotiation and contract administration practices, and Federal, State, and local laws.
- Knowledge of the principles and practices of classification and compensation programs.
- Experience with the principles and practices of public administration, including budgeting, reporting and maintenance of public records.
- Knowledge of modern research methods and data analysis techniques, effective business communication, standard business computer software, and effective management and supervision techniques.
- Ability to understand, interpret and apply complex documents such as administrative procedures, contracts, labor agreements, state and federal regulations.
- Ability to organize facts and present recommendations in a clear, concise and logical manner, both verbally and in writing, and prepare clear concise and complete documents, reports and correspondence.
- Experience maintaining confidential and sensitive information.
- Experience as an inspirational, high integrity team-builder with excellent interpersonal and organizational skills with the ability to adapt to changing and competing priorities within a fast-paced work environment.
- Ability to bring a positive presence with a commitment to excellence, valuing diversity, and a focus on customer service. Being forward thinking to improve efficiencies and improve level of service is imperative.
- The ideal candidate will be a trusted advisor who has good judgment and can do the necessary research independently, offering recommendations on assigned tasks.

- The successful candidate will take the time to assess and understand existing policies, procedures and organizational needs and collaborate with department staff and department heads to develop and implement best practices and process improvements.
- The ideal candidate is approachable, a good listener and discerning of information presented to him or her.
- Ability to maintain awareness of personnel issues, being able to anticipate problems and be proactive with responses.
- Ability to recognize and develop plans for equity initiatives focusing on the internal demographics for the District.
- Knowledge of classification and compensation studies including salaries and benefits, and the analytic ability to make recommendations to leadership that are fair, equitable and within the funding capacity of the District.

COMPENSATION & BENEFITS

- **\$82,692 - \$122,508 DOQ**
- Medical, Dental, & Vision Insurance
- Life Insurance, LTD, & Long-Term Care
- District Pension Plan
- Optional 457 Deferred Compensation Plan
- Vacation
- Sick Leave
- 10 Paid Holidays
- Employee Wellness Program
- Flexible Spending Account
- Health Reimbursement Arrangement
- Educational Aid
- Employee Assistance Program (EAP)

Please visit: www.thprd.org



Tualatin Hills Park & Recreation District is an equal opportunity employer. All qualified candidates are strongly encouraged to apply by **June 10, 2018** (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 and click on "submit your application" and follow the directions provided. Resumes, cover letters and responses to the supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the website as instructed on the form.



www.prothman.com

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