



Washington

**EMPLOYEE RESOURCES DIRECTOR**

**\$141,222 - \$211,833**

*Plus Excellent Benefits*

Apply by  
**November 18, 2018**  
*(open until filled)*



**WHY APPLY?**



Snohomish County is located in northwest Washington State, twelve miles north of Seattle and 100 miles south of Vancouver, British Columbia. The

county rests between the sparkling waters of Puget Sound and the snow-capped peaks of the Cascade Mountains.

The quality of life is heavily influenced by the spectacular scenery, and the county is a recreational mecca with a temperate climate that encourages year-round outdoor fun. Snohomish County has major urban centers, historic villages, rural retreats and seaside ports; each has its own scenic beauty and a multitude of attractions. If you are looking to join a supportive staff dedicated to serving the public, this is the right position for you!

**THE COMMUNITY**

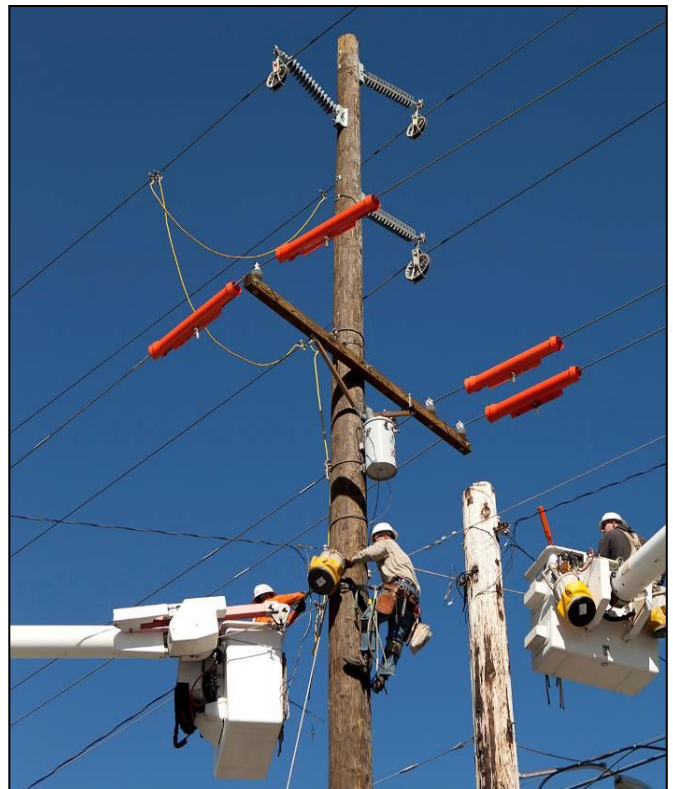
Snohomish County has a population of approximately 801,000 and covers 2,090 square miles. It is one of the largest and fastest growing counties in Washington and has thriving cities, rich agricultural land and many small communities that contribute to its character and exceptional quality of life. The county's varied topography ranges from saltwater beaches, rolling hills and rich river-bottom farmland in the west, to dense forest and alpine wilderness in the mountainous east. A significant portion of the Mt. Baker-Snoqualmie National Forest is also in Snohomish County, which is the second most visited national forest in the country. Outdoor enthusiasts are drawn to the area for its rivers that offer kayaking and rafting, lakes for boating and skiing, and inland waterways for scuba diving and boating. The Cascade and Olympic Mountain ranges offer peaks to climb in the summer and ski in the winter.

Along with many other recognized communities, there are twenty cities and towns in Snohomish County. Everett is home to Paine Field and is the largest city in the county with a population of over 100,000. The city is also home to the Boeing Company's wide-body aircraft assembly plant, which is the largest building in the world and the region's most popular tourist destination.

Everett has over 40 parks, trails, golf courses and open spaces for hiking, beachcombing, swimming and more. Summer and winter sports opportunities abound at nearby lakes, rivers and campgrounds, the Cascade and Olympic Mountains, and Whidbey and San Juan Islands. Everett is home to the AquaSox baseball team, a Class A minor league team associated with the Seattle Mariners. The Everett Events Center, which seats 8,000, opened in September 2003 and is home to the Everett Silvertips (Western Hockey League) and the Everett Hawks, an arena football team.

There are 15 public school districts in Snohomish County, and a number of them have been recognized for excellence in education. The county also offers numerous opportunities for higher education, including Cascadia Community College, University of Washington-Bothell, Edmonds Community College and Everett Community College and Washington State University North Puget Sound at Everett.

Snohomish County is a wonderful place to live and work and has won numerous awards over the years, including the 2012 Governor's Smart Communities Award and the 2008 International ICLEI Award for Sustainability.



**THE DISTRICT**

**Mission**

*We will make a difference in our customers' lives by safely providing quality products and services in a cost-effective and environmentally sound manner.*

Snohomish County PUD is a municipal corporation of the state of Washington, formed on November 3, 1936 by a majority vote of the people for the purpose of providing electric and water utility service to the people of Snohomish County and Camano Island, covering 2,200 square miles. The PUD employs 1,100 FTE's with roughly 55% represented by IBEW and has an operating budget of \$682 million dollars. Three elected Commissioners, who serve six year overlapping terms, govern the Utility. The Commissioners appoint the CEO/General Manager, who is responsible for running the day to day operations of the PUD.

The PUD was initially only in the water distribution business, but on September 1, 1949, the PUD became primarily an electric utility with the purchase of the electrical distribution system from Puget Sound Power & Light Company. Of Washington's 28 Public Utility Districts, Snohomish County PUD is the largest, providing over 332,000 customers with electricity, and more than 19,000 customers with water. This makes Snohomish County PUD the second largest publicly owned utility in the Pacific Northwest, and the 12th largest in the nation in terms of customers served.

While the PUD generates some of its own power, the Utility is also the largest customer of the Bonneville Power Administration (BPA), and makes open market power purchases. The PUD has a generating capacity of 164 MW supplied by the Jackson, Youngs Creek, and Woods Creek Hydroelectric projects, and has a system peak demand of 1,444 MW.

In addition, the PUD received licenses in June 2015 from the Federal Energy Regulatory Commission for the development of the Calligan Creek and Hancock Creek Hydroelectric Projects. These Projects are proposed as 6-megawatt run-of-the-river hydroelectric, renewable resource facilities, to be located on Calligan Creek, approximately 9 miles, and Hancock Creek, approximately 7 miles, north of the city of North Bend, Washington.

**THE DEPARTMENT & POSITION**

Operating with 20 FTE's on a 2018 budget of \$3.5 million, the Employee Resources Department provides a wide range of services including self-insured Worker's Comp Program, Employee Relations, Performance Management, Labor Relations, Learning & Development, Employee Benefits Program, Leave & ADA Administration, Compensation Programs, District Directives Coordination, ER Systems, Employee Programs, and Recruitment & Workforce Diversity.

Under the direction of the General Manager, the Employee Resources Director provides leadership and strategic services for the planning, development, implementation, administration, and maintenance of District compensation, benefits, leave/ADA, Workers Compensation, labor relations, staffing, employee training and leadership development, organizational development, work force diversity, Employee Central and related systems and employee programs, and advises management on performance management and employee relations issues. The Director is also responsible for building collaborative partnerships throughout the District and with the IBEW.

**Other responsibilities include:**

- Leads the design, development and administration of a broad range of human resources practices that are aligned with the District's overall strategic priorities. Works as a partner in meeting overall business objectives. Provides strategic direction for such things as: compensation programs, union and employee relations, training and development, recruitment to attract, select, develop and retain a diverse, quality workforce, employee programs, worker's compensation and automation of employee resources functions.



- Participates in the District's organizational development and cultural change efforts. Serves as an internal consultant, facilitator, and resource on design and implementation of the District's cultural change efforts. Works with other business units to design and develop strategies to optimize the District's organizational health and alignment in such areas as: vision and direction, decision making, communications and continuous learning.
- Oversees the District's compensation programs including and activities including, but not limited to: Non-Union Performance Evaluation, Non-Union Pay for Performance Program, Non-Union Salary Administration Program, salary surveys, statistical reports, job analysis and market reviews for all classifications, salary structure, variable pay, and current job description maintenance.
- Oversees the District's employee benefits programs including, but not limited to: self-insured Medical and Dental plans, Voluntary Employee's Beneficiary Association Trust, Flexible Benefits Program, deferred compensation programs, time off benefits, retiree benefits and retirement benefit coordination.
- Oversees employee physical records and information systems; and the coordination of employment claims with the Washington State Department of Employment Security.
- Oversees the development and coordination of District award programs and employee programs including Employee Assistance, Outplacement Assistance, Elder Care, Charitable Choice, Employee/Team of the Month, service recognition awards, retirement recognition awards, etc.
- Oversees the District's labor relations' function including labor negotiations and labor-management meetings, grievances, arbitrations, and other related activities including salary/benefits survey research and analysis for bargaining unit classifications. Works with the IBEW to develop a continuing collaborative partnership.
- Leads the development, implementation and administration of a comprehensive District staffing program to assist management in acquiring qualified personnel, including the evaluation of short and long-range District needs for human resources.
- Oversees the development, implementation, and evaluation of cost-effective employee development and training programs; leadership development programs; succession planning and an education reimbursement program.

- Oversees the development, implementation, administration, maintenance, and communication of a comprehensive Work Force Diversity program consistent with applicable state and federal laws, regulations, and guidelines; assist management in problem identification and investigation of Work Force Diversity issues including harassment.
- Oversees and provides strategy for the District's self-insured, self-administered workers' compensation program.



## OPPORTUNITIES & CHALLENGES

### Employment Regulations Changes

Recently passed legislation and multiple developing federal, state and local regulations relating to the work environment has created significant impacts to the organization. To ensure the District complies with these laws and stays abreast of HR regulatory issues takes time, focus and strategic response. Legislation including Washington Paid Family and Medical Leave, Cadillac tax, Minimum Wage, Equal Pay, and various employee protections in the workplace require a need to navigate a number of complex regulatory changes. As well, the Employee Resources Director will work collaboratively with the IBEW to discuss/negotiate regulatory impacts.

### Recruiting in a Robust Economy

Unemployment in Snohomish County is at an all-time low. While the District is a great place to work with low turnover averaging just 7% over the past 5 years, the Director will take on the challenge of recruiting specialized positions which are utility specific and difficult to recruit for including power analysts, wiremen, engineers, metermen, and linemen, and while still focusing on candidates that reflect the District's values and community values.

## Cultural Change & Continual Improvement

The District has recently put an increased emphasis on safety, continuous improvement, and improvement of employee morale and engagement. In 2018, the District began working with an outside consulting group to implement a new leadership training program for all managers, foremen and leads that focuses on relationship building, personal growth, coaching and workplace culture, and will be implementing a new employee training program that compliments the new Leadership Program. Nearly two dozen continuous improvement projects are either completed or underway and the positive results are being experienced by both internal and external customers. The new Employee Relations Director plays a critical role in this process and will lead any efforts to change various employee programs such as performance evaluation systems and recognition systems to align with the cultural principles.

## Preparing for Union Negotiations

The CBA between the IBEW and District expires on March 31, 2020. With negotiations starting in September 2019, the District and the IBEW are discussing using an “Interest Based Bargaining” model versus “Traditional Bargaining” which would require training of both parties. The preparation for bargaining is extensive including working with the various District divisions to gather interests to bring to the bargaining table as well as review of various District benefits including both time-off and flexible benefits program design.

## IDEAL CANDIDATE PROFILE

### Education and Experience:

- Bachelor’s degree or equivalent combination of directly related education and experience.
- Ten (10) years of progressively responsible directly related experience in a variety of human resources functions including three (3) years in a leadership capacity.
- Candidates must possess a Washington State Driver's License by time of hire.
- Preferred experience with cafeteria-style benefits plans, doing collective bargaining in a collaborative environment, and administering cultural change.



### Necessary Knowledge, Skills and Abilities:

- An understanding of collective bargaining processes, labor relations theories and practices, and the principles of mutual gains bargaining.
- Knowledge of adult learning theories; employee resource concepts and management philosophies, theories, and practices in the areas of compensation administration; staffing; human resource management and planning; organizational development and training; insurance plan design, funding, and administration; Work Force Diversity; pension plan/deferred compensation design and administration; employee records and information systems; and employee relations.
- An understanding of management philosophies, theories, and practices, including employee involvement techniques and cultural change.
- Knowledge of Worker’s Compensation insurance and claims practices.
- Knowledge of applicable Federal, State and Local laws and regulations.
- Knowledge of related computer applications and budgeting concepts.
- Ability to provide leadership and coach, build partnerships and teams, analyze and resolve problems, and use independent and discretionary judgment.
- Ability to communicate effectively with all levels of the organization and outside agencies.
- Ability to analyze statistical data and trends, interpret directives and procedures, manage confidential information, manage a variety of functions and conflicting priorities, and facilitate group processes.

## COMPENSATION & BENEFITS

- **\$141,222 - \$211,833 DOQ**
- Medical, Dental, Vision Coverage
- Life, LTD, and AD&D insurances
- Health Care & Dependent Care Flexible Spending Accounts
- 401(k) Deferred Plan, with Employer Match
- 457 Deferred Compensation Plan
- Pension Plan Through the State of Washington Public Employees Retirement System (PERS)
- Employer Paid Retirement Health Savings Plan
- 10 Paid Holidays, PTO Program, Sick Leave, Short Term Disability

Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities.

**Please visit:**  
**[www.snopud.com](http://www.snopud.com)**



Snohomish County PUD No. 1 is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **November 18, 2018** (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 "submit your application" and follow the directions provided.



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

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