



HUMAN RESOURCES DIRECTOR

\$76,584 - \$99,564

Plus Excellent Benefits

Apply by

August 25, 2019

(First Review, Open Until Filled)

PROTHMAN



WHY APPLY?



Located at the edge of the Cascade Mountain foothills in the Mid-Willamette Valley in stunning north-west Oregon, the City of Lebanon is conveniently positioned near major highways and airports.

The area boasts a large variety of activities and beauty in any direction, and scenic drives to some of the most dynamic destinations in the Pacific Northwest including the Oregon Coast, Oregon Wine Country, Central Oregon, or the Portland metro area.

Lebanon is a growing, vibrant city that offers its citizens a variety of recreational activities, yet still maintains a small town, neighborly atmosphere. Lebanon offers the right human resources professional a rewarding career opportunity in a well-managed organization and an amazingly beautiful place to live!



THE COMMUNITY

Centrally located in the beautiful Willamette Valley, Lebanon is home to 17,000 residents who take pride in the city's small-town atmosphere while enjoying the recreational amenities of surrounding big cities. With the protected land of the Willamette National Forest and Mt. Bachelor to the east, and the picturesque Pacific Coast to the west, outdoor beauty and adventure makes whitewater rafting, fishing, bicycling, hiking, hunting, and skiing all popular regional activities. The area also boasts a beautiful 18-Hole Championship Golf Course, Mallard Creek, that winds through rolling hills around and across Hamilton Creek and several lakes.

Residents of all ages enjoy the community's 300 acres of well-maintained parks. Beautiful Ralston Park hosts weekly summer concerts and the entire park is illuminated in December for "Holidays in the Park". Cheadle Lake Park is popular with walkers, bicyclists and dog walkers. The park is also home to AYSO soccer fields, as well as the Festival Grounds where the annual Star-Spangled Celebration for Fourth of July and other community events are held. During the summer months, Strawberry Plaza, a downtown art-themed pocket park, hosts the Noon at the Plaza performance arts series, First Fridays, Lebanon Brewfest and a Saturday evening concert series.

The annual Strawberry Festival which began in 1909 features the World's Largest Strawberry Shortcake and is just one of many festivals and events that brings the community together to celebrate its strong sense of community involvement, pride in the city, and what makes Lebanon "The City That Friendliness Built."

Lebanon is home to the first medical college in Oregon in over 100 years, College of Osteopathic Medicine of the Pacific-Northwest, equally impressive is Linn Benton Community College's Advance Transportation Technology Center and Healthcare Occupations Center. These schools offer excellent higher education and trade school opportunities. Oregon State University, the University of Oregon, and the main campus of Linn-Benton Community College are nearby.

THE CITY

Incorporated in 1878, the City of Lebanon is a full-service city with an exceptional workforce of approximately 106 full-time employees and a 2019-20 budget of \$65,251,048. The City operates under the Council-Manager form of government and is divided into three Wards with two councilors elected in each in alternating even years. The Mayor is elected by the entire city and serves as the chairperson at all City Council meetings and appoints all members of the City's commissions and boards. The City Manager is appointed by and serves at the pleasure of the Council and is responsible for the day-to-day administration of city business. The City is comprised of 9 departments including Administration, Community Development, Engineering, Finance, IT, Library, Maintenance, Police and Senior Services.

Fire services are provided by Lebanon Fire District. The Community Development motto, *"It's easier from here."* expresses the organization's commitment to providing high quality services to ensure residents' daily lives run smoothly and pleasantly.

THE DEPARTMENT & POSITION

Operating on a 2019 budget of \$154,935 with 1.5 FTEs, the Human Resources office manages benefit programs, provides a centralized hiring system, establishes and maintains job descriptions, administers the classification and pay system, develops and administers personnel policies and procedures, ensures compliance with state and federal labor law, maintains employee records with confidentiality and security, assists managers with grievance resolution and disciplinary actions, and participates in all negotiations of union contracts. Under the general direction of the City Manager, the Human Resources Director performs a wide variety of professional, confidential, analytical and administrative duties which include job recruitments, employment procedures, labor relations, administration of personnel records, personnel policies, benefits, workers' compensation, training and staff development. The Human Resources Director also serves as a member of the City management team, oversees technical and confidential processes and programs, and provides complex staff assistance to the City Manager and Department Directors.

Responsibilities Include:

- Maintain a comprehensive understanding of department regulations, policies, and procedures and requires considerable judgment to work independently in order to advise, and provide professional and advanced coordination of human resources functions and programs including labor relations, recruitment, selection, performance evaluation, training, staff development, counseling, classification, job evaluation, benefits, and compensation in a confidential capacity.
- Oversees and guides the recruitment process. Works in concert with the City Manager and department heads to develop screenings, interview questions, and the review of job descriptions. Facilitates interview processes to ensure compliance with state and federal employment law.
- Develops and implements new and revised human resource programs, systems, procedures, and methods of operations.



- Oversees and manages the employee benefit programs; such as, open enrollment, new employee orientation, onboarding, personnel actions, employment verification, worker's compensation, the Return-to-Work program, FMLA/OFLA, and the safety and wellness programs as directed.
- Assists the City Manager or designee with labor and employee relations as needed including contract negotiations, employee discipline, and response to grievances. Advises and directs Department Directors through the discipline process. Ensures compliance with employment law. Provides HR related strategies to management's collective bargaining team. Ensures timelines and other contract provisions are adhered to.
- Evaluates employee health plans and make recommendations for alternative plan designs.
- Oversees family medical leave activities for City employees. Tracks employee utilization of protected leave under OFLA and FMLA, provides paperwork and information to employees and supervisors, monitors the certification process, and maintains official files.
- Works with the City Manager or designee to determine training and development needs for staff. Organize training and development activities for City employees.
- Manages the position review process. Works with class/comp consultant to determine the appropriate placement of jobs within the salary schedule. Plans and conducts comprehensive salary and benefit surveys.
- Provides human resource related information to employees, supervisors, and outside contacts including employment verification, worker's compensation, the Return-to-Work program, disability accommodation, safety and wellness programs, and other related information.

- Prepares and administers the Human Resource budget; maintains and monitors appropriate budgeting and expenditure controls.
- Initiates and maintains a variety of files and records (manual and electronic) for information related to Human Resource functions, including personnel, medical, operational and administrative records; maintains and updates resource materials.
- Participates with the Administration Department in developing goals, objectives, and systems. Assists in evaluation of reports, decisions, and results of department in relation to established goals. Recommends new approaches, policies, and procedures for continual improvements in efficiency of department and services performed.

IDEAL CANDIDATE PROFILE

Education and Experience:

A bachelor's degree in business, public administration or related field, or an associate's degree plus certification as Professional in Human Resources (PHR) issued by the Human Resources Certification Institute (HRCI) or other similar certification is required. Candidates must also have a minimum of five (5) years of professional-level human resources experience, or any satisfactory combination of experience and training that demonstrates the knowledge, skills, and abilities to perform the above duties.

Candidates must become a State of Oregon Public Notary within three (3) months of hire and obtain a valid Oregon State driver license by time of hire. A Master's degree in Human Resource Management and SHRM certification are preferred.

Necessary Knowledge, Skills and Abilities:

- Advanced knowledge of labor regulations and negotiations.
- Knowledge of principles of personnel supervision, research methods, report composition and preparation techniques.
- Skill in administrative methods, concepts and applications of human resources information systems.
- Advanced oral and written communication skills demonstrating proper grammar, spelling and vocabulary.
- Skill in providing outstanding customer satisfaction both internally and externally.
- Ability demonstrate tact and discretion where confidentiality is required and communicate complex information in a clear and concise manner.

COMPENSATION & BENEFITS

- **\$76,584 - \$99,564 DOQ**
- 95% Paid Medical, Vision and Dental
- HRA/VEBA Contribution
- Life and AD&D Insurance
- Long Term Disability
- Generous Vacation & Sick Leave
- 40 Hours/Year Administrative Leave
- 11 Paid Holidays
- Oregon PERS
- Educational & Professional Development
- Employee Assistance Program
- Optional FSA, AFLAC, Deferred Compensation, Prepaid Legal, & ID Theft.

Please visit:
www.ci.lebanon.or.us

The City of Lebanon is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **August 25, 2019** (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** and click on "submit your application" and follow the directions provided. Resumes, cover letters and 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.



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