



CITY OF
Vancouver
WASHINGTON

**DEPUTY HUMAN
RESOURCES DIRECTOR**

\$121,140 - \$157,500

Plus Excellent Benefits

Apply by
October 27, 2019
(First Review, Open Until Filled)

PROTHMAN



VANCOUVER, WASHINGTON



The city of Vancouver, Washington is located on the north shore of the Columbia River, approximately ten miles north of Portland, Oregon. With an incorporated population of nearly 185,000 and a service population of approximately 250,000, Vancouver is the fourth largest city in Washington state.

Vancouver is one of the nation's most livable cities, with a growing economy, an exemplary education system, and access to high quality health care, housing, transportation, parks, and many other amenities. Vancouver's rich history is preserved and celebrated with the Fort Vancouver National Historic Site, Officer's Row and the historic West Barracks. Vancouver has embraced its history as a riverfront city, opening access to the waterfront west of I-5. The new Vancouver waterfront includes a mix of housing, retail, restaurants, and a new 7-acre park, with more development underway. This new addition to Vancouver's downtown creates a strong connection to its roots as a port city and embraces our future as a strong, vibrant city.

Downtown and across the city, you will find an expanding restaurant, brewery, winery, art and retail scene surrounded by the more than 60 distinct neighborhoods that make up the community. Vancouver's robust outdoor and recreational amenities include nearly 7,000 acres of parks, over 20 miles of trails and two state of the art community centers.



With a mild year-round climate, it is the perfect place to take advantage of an abundance of outdoor recreational activities like boating, hiking and biking. Vancouver also provides easy access to the Pacific Coast, only 90 miles to the west, and the Cascade Mountains, Mt. Hood and Mt. St. Helens, and the beautiful scenic Columbia River gorge, each less than two hours away.

Vancouver is nationally recognized for its excellent K-12 school system, with higher education in the region provided by Washington State University Vancouver and Clark College.

THE ORGANIZATION

An exceptionally vibrant, safe, welcoming and prosperous city.

The City of Vancouver is managed by a Council/Manager form of government. The City Council is comprised of seven members, including the Mayor, all elected at large. The Mayor and Councilmembers serve four-year terms and set policy that is implemented by the City Manager. There are ten departments within the City organization: City Manager's Office, City Attorney, Community & Economic Development, Financial & Management Services, Fire, Human Resources, Information technology, Parks & Recreation, Police and Public Works. The City currently has more than 1,000 FTEs with approximately 800 seasonal, temporary employees and a 2019-2020 Adopted Budget of \$1.2 billion.

Department directors whose areas provide direct service delivery to the public report to the City Manager, while the Human Resources and Information Technology directors, as well as the Risk Manager and Emergency Manager, report to the Deputy City Manager. The City routinely conducts assessments of various lines of business, seeking efficiency, effectiveness and improved outcomes. In addition, the City is invested in cultivating a lean culture and have started the process of building capacity through ongoing lean/six sigma training for employees across all departments.

The City is also committed to well-managed and stable financial operations that includes developing and implementing financial policies and practices that position the City for ongoing and long-term success.

THE DEPARTMENT & POSITION

The Human Resources Department serves more than 1,000 regular employees, as well as retirees and hundreds of seasonal/temporary workers. Human Resources is responsible for recruiting and selecting candidates for vacancies, managing employee and labor relations, including developing and maintaining professional and successful relationships with ten labor unions, and coordinating citywide employee benefit and compensation programs by working closely with over a dozen vendors to ensure the most cost effective and valuable programs for city employees. The Department also provides services and administers programs in a way that is customer-focused and responsive to the organization's need for a diverse, well qualified workforce.

As a member of the support services team of departments, Human Resources strives to provide accurate, consistent, credible service and information, and serve as a strategic partner for the departments it serves. Top priorities for the Department include developing programs, initiatives, and benefit offerings that result in the City being recognized as an Employer of Choice in the region. The Department accomplishes this with 16 FTE's and a 2019 budget of \$2,559,700.



Reporting to the Human Resources Director, the Deputy Human Resources Director directs, manages, supervises, and oversees the programs and activities of a number of functional areas in the Human Resources Department including labor, employee relations, recruitment, and civil service. The Deputy serves as the chief negotiator for all union contracts, coordinates assigned activities with other City departments, divisions, and outside agencies, and provides highly responsible and complex administrative and technical support to the Human Resources Director.

Other Responsibilities Include:

- Assisting the HR Director in charting and implementing the Department's strategic plan; developing and recommending human resources strategies and initiatives; advising the director and other city leadership on the impact of proposed legislation and regulations and recommending appropriate responses. Oversees development and implementation of goals, objectives, policies, programs and priorities for program areas.
- Direct, manage, and supervise HR staff of assigned functional areas within the Human Resources department. Conduct performance evaluations, coordinate training, work with employees to correct deficiencies, and implement hiring, discipline, and termination procedures. Recommend, within departmental policy, appropriate service and staffing levels.
- Manage and evaluate the efficiency and effectiveness of human resources programs and procedures. Assess workloads, administrative and support systems, and internal reporting relationships and conduct a variety of organizational/operational studies and investigations. Identify opportunities for improvement, recommend as necessary to the Human Resources Director, and implement modifications.
- Acts as the Director, as designated, for assigned projects, issues and in the Director's absence; serves as point person on key strategic initiatives; interact with department directors and other leadership to discuss initiatives, strategies or concerns; represent HR interests in human resources related negotiations, claims, or other legal actions.
- Plan, organize and direct recruitment, selection and outreach; develop and implement programs, plans, policies and procedures for recruitment, testing, selection and job placement; oversee the civil service process.

- Responsible for the negotiation of labor agreements, interpreting labor laws, contracts, memoranda of understanding, and ordinances; developing appropriate language for labor agreements and submitting ratified labor agreements to City officials.
- Develop, update and implement human resources policies and procedures that align with department and city objectives, reinforce and advocate for diversity in the workplace, and comply with Federal and State laws. Present rationale, justification and need for proposed policy changes. Collaborate with labor groups on policies affecting mandatory subjects of bargaining.
- Maintain data and tracking on recruitment activities, applicant flow, interviews, hires, transfers, promotions and terminations. Prepare and analyze statistical reports and other data to monitor applicant flow, selection and turnover for compliance with legal regulations and organization goals and policies.
- Develop, implement and maintain automated recruitment and talent management system(s), and determine the automation needs of the division.



OPPORTUNITIES & CHALLENGES

Policy Updates and Legislative Changes: The City's employment policies are periodically reviewed and updated as needed. In addition, there have been several significant legislative changes to protected leave, sick and other laws that need to be addressed. The new Deputy will be responsible for reviewing, refreshing and recommending changes to processes including onboarding, employee development and succession planning.

Future Contract Negotiation: Developing and maintaining strong working relationships with labor groups is of particular importance to the City as represented employees make up almost 75% of our full time, regular employees. In 2020, three non-interest arbitration contracts will open for negotiations.

Personnel Transition: The human resources department has experienced personnel transition over the last few years, both in leadership roles and at the staff level, creating a loss of institutional knowledge. There is opportunity to develop a new and revitalized team with new memorialized procedures and practices.

IDEAL CANDIDATE PROFILE

Education and Experience:

A Bachelor's Degree from an accredited college or university in human resources, public administration, or a related field, and six (6) years of increasingly responsible human resource management experience including labor relations, and at least four (4) years which were in a supervisory or management capacity is required. Experience in a multi-union, public sector environment, experience with database software and automated HR/Payroll systems, Human Resources certification (e.g. IP-MA, SHRM, NPELRA CLRP, or SPHR) and a master's degree in a related field are highly preferred.

Necessary Knowledge, Skills, and Abilities:

- Knowledge of operational characteristics, services and activities of human resources management.
- Knowledge of the principles and practices of human resources administration including business planning, budgeting and financial analysis, program and project management, performance management, labor relations, recruitment, civil service, and rewards and recognition.

- Knowledge of the principles and techniques related to employee and labor relations, collective bargaining laws, principles and practices related to talent acquisition, diverse and inclusive workforce, employee retention and succession planning.
- Familiarity with pertinent federal, state and local laws and ordinances, regulations, including court decisions and legal interpretation concerning human resources issues.
- Experience recommending and implementing goals, objectives, and practices for providing effective and efficient services.
- An understanding of the techniques and methods for effective training of human resources fundamentals, and supervision, training, and performance evaluations.
- Excellent interpersonal and communication skills, both oral and written.
- Excellent organizational and time-management skills. Demonstrated good judgment, excellent problem-solving abilities and the ability to maintain a professional demeanor at all times.
- Knowledge of program and project management theories, techniques and practices to create, implement and evaluate the City's human resources program.
- Experience managing, directing, and overseeing the work of management, supervisory, professional, and technical personnel, along with selecting, supervising, training, and evaluating staff.
- Ability to provide administrative and professional leadership and direction for the HR staff.
- Ability to research, analyze and evaluate new service delivery methods, procedures and techniques.
- Skill in analyzing problems, identifying alternative or unique solutions, assessing consequences of proposed actions, and implementing recommendations in support of goals.
- Ability to effectively resolve employee/management disputes involving both represented and non-represented employees and oversee high-level grievances and investigations.
- Experience promoting inclusiveness of diverse backgrounds and perspectives in all areas of human resources and the organization.
- Ability to research and provide management-level analysis of issues and develop potential work in a manner consistent with the City of Vancouver's Operating Principles.
- A strong understanding of labor and employee relations, CBA Negotiating, and generalist knowledge of all aspects of human resources.
- Comfortable managing conflict judiciously and empathetically, and acting as an objective, high level thinker, understanding the consequences of a decision to the organization now and into the future.
- The ideal candidate will be a diplomatic problem solver who is able to maintain a high level of integrity and ethics.
- Demonstrated ability to be professional, credible and confidential.

COMPENSATION & BENEFITS

- **\$121,140 - \$157,500 DOQ**
- Medical, Vision, Prescription, and Dental
- Personal Time Off (PTO)
- Washington State PERS Retirement System
- Deferred Compensation (457 Plan)
- Paid Holidays
- Life Insurance/AD&D
- Long-term Disability Insurance
- Short-term Disability Insurance - Optional Coverage
- Employee Assistance Program (EAP)
- Work/Life Balance Opportunities

To learn more, please visit:
www.cityofvancouver.us



The City of Vancouver is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **October 27, 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.



www.prothman.com

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