

WASHINGTON

HUMAN RESOURCES DIRECTOR

\$72,612 - \$102,380

Plus Excellent Benefits

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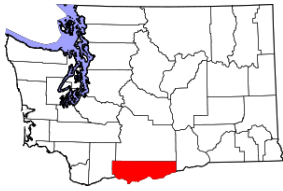
November 24, 2019

(First Review, Open Until Filled)

PROTHMAN



KLICKITAT COUNTY, WASHINGTON



Located in south central Washington, Klickitat County lies at the junction where the Columbia River Gorge cuts through the eastern slopes of the Cascade Mountains with expansive farms and wheat fields, vineyards, timberland, and magnificent Mt. Adams as a backdrop. The county seat, historical Courthouse and the largest city is located in Goldendale.

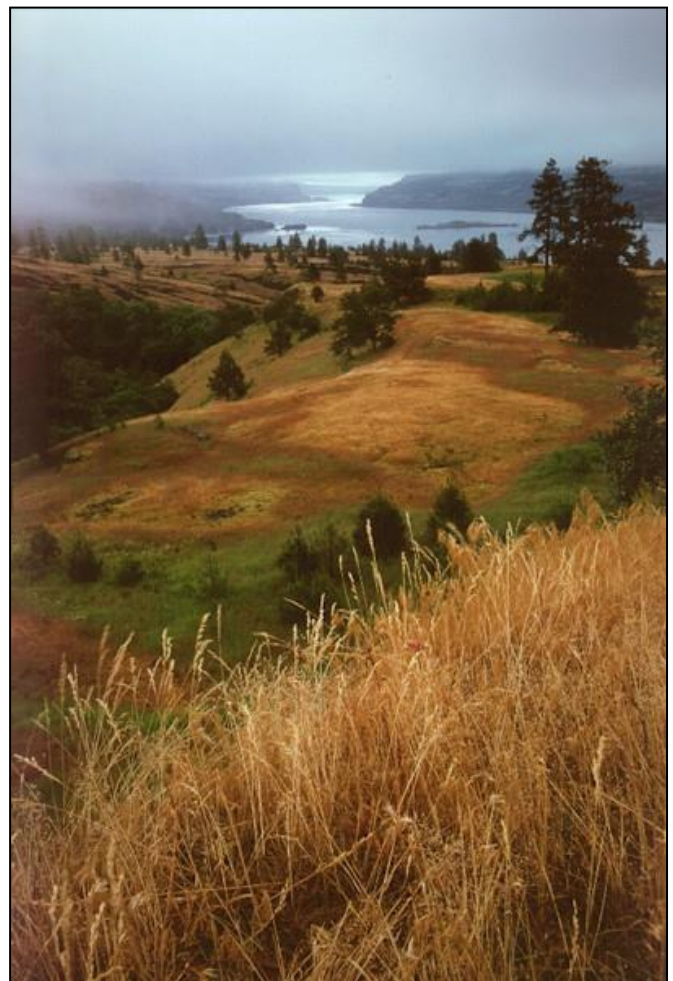
Encompassing 1,908 square miles, the County's nearly 22,000 residents reside in the cities of Goldendale, White Salmon and Bingen, and unincorporated communities of Bickleton, Centerville, Dallesport, Firwood, Glenwood, Klickitat, Lyle, Maryhill, Roosevelt, Trout Lake, and Wishram. Klickitat County offers a wide variety of geological and natural features and is well known for its miles of whitewater streams, numerous lakes, the Columbia River, and the Gifford-Pinchot National Forest. The County is also home to the Klickitat Wildlife Management Area and Conboy Lake National Wildlife Refuge.

With a mild year-round climate, the area is the perfect place to take advantage of an abundance of outdoor recreational activities from fishing and hunting, to whitewater rafting, windsurfing, hiking, biking, horseback riding, cross country skiing, snowmobiling, and berry and mushroom picking. Scenic tours provide opportunities to thousands of travelers and visitors to the Columbia River Gorge and the Cascade Mountains, while an expanding winery and grape growing industry offers many award-winning wines at several tasting rooms that are open to the public. The County also offers a wide variety of accommodations, attractions, and historical landmarks including the Maryhill Museum, Stonehenge, Goldendale Observatory, numerous restaurants, and beautiful mountain views of Mt. Hood and Mt. Adams.

Visitors and residents also will find that Klickitat County's canyons and vistas, evergreen forests, scenic waterfalls, wildflowers, berry fields, ranchlands, sage-covered hillsides, river rapids, rodeos, festivals, and for those who seek it, seclusion, are among the best in the U.S. Being a rural close-knit community, Klickitat County is a glorious place to call home, raise a family, and be employed.

THE ORGANIZATION

Klickitat County is governed by a three-member Board of Commissioners serving overlapping four-year terms, with each Commissioner representing one of three districts. The Commissioners serve as the Executive Branch and perform legislative and quasi-judicial functions of the County. The Board of Commissioners is responsible for approving ordinances, adopting the County budget, setting standards for the use of County property, and appointing non-elected officials, boards, commissions, and committees. In 2020 the County will start construction on a new County Services Building to combine departments currently housed in 4 annexes, making it more accessible to the community. The County has two other services buildings; the Pioneer Center in White Salmon, and the Courthouse in the county seat, Goldendale. Klickitat County and its employees' mission is to provide quality government services to the public and to ensure the performance of quality work which will be accomplished earnestly, openly, and professionally.



Klickitat County employs approximately 250 FTE's and operates on a 2019 budget of \$50,988,646 including a General Fund Budget of \$16,128,647. County Departments and Elected Officials Offices include: Adult Probation Services, Assessor, Auditor, Building Inspection and Compliance, Civil Service, Commissioners, County Clerk, East and West District Courts, Economic Development, Emergency Management, IT & Budget Services, Juvenile Department, Natural Resources, Human Resources, Planning, Prosecuting Attorney, Public Health, Public Works, Senior Services, Sheriff, Solid Waste, Treasurer, Veteran Services, Weed Control, WSU Extension Services, and Superior Court.



THE DEPARTMENT & POSITION

Operating on a 2019 budget of \$350,000 with 3 FTE's, the Human Resources Department strives to provide a positive work environment for all employees, provide training opportunities to improve services and allow career advancement, promote diversity, and ensure a safe work environment. The Department also 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 Board of County Commissioners, the Human Resources Director oversees an HR Benefit Specialist/Analyst and a Clerical Administrative Assistant.

The Director designs, plans, organizes, and manages the day-to-day operations of the Human Resource Department. The Director provides leadership and direction to department staff, administers, coordinates and/or staffs various human resource services, and programs such as recruitment and orientation, labor relations and negotiations, safety committee, worker's compensation, payroll, insurance benefits administration, risk management, training and development, and provides leadership and ensures compliance for responses to public records requests, policies, procedures and coordination throughout the County.

Other Responsibilities Include:

- Oversees recruiting, hiring, staffing levels, employment processing, payroll processing, centralized mailing services, compensation, training, employee relations, and retention.
- Leads human resources operations through oversight of recruiting, on boarding, exit interviews, discipline and separations.
- Oversees and modifies job classifications and compensation to ensure compliance with policies.
- Delivers performance management coaching and provide guidance to employees and managers on effective communications and expectation setting.
- Develop policies, facilitate meetings to include stakeholders, build consensus, and present to Commissioners for approval. Provides policy and collectively bargained agreement interpretation and sensitive work-related issues. Ensure legal compliance of the Employee Handbook.
- Serve as the Chief Spokesperson for negotiation of 5 union contracts by conducting labor and wage studies, labor law changes, developing proposals, building consensus with the management team and presenting information and statistical information to the union negotiation team.
- Performs duties of a Risk Manager for worker's compensation claims, employment litigation, labor relations issues, and coordinates claims with county insurers.
- Assigned as the Plan Administrator to review insurance benefit levels and costs, prepares recommendations for benefit changes, oversees eligibility requirements, claim resolutions, communication of employee benefit programs and open enrollment.

OPPORTUNITIES & CHALLENGES

1. The Silver-Tsunami and competitive labor market is challenging the County’s retention ability. Klickitat County will celebrate its long-term employees making the selection to enjoy their well-earned retirement, however, the potential of losing 25% of the County’s employees to retirement is staggering. The new Human Resources Director must continuously tackle succession planning to ensure institutional knowledge is retained, becoming more nimble and creative in recruitment efforts, ensure that the best work environment and work-life balance is offered, care for the health of employees, and ensure competitive wages and benefits and offered.

2. State of Washington unfunded mandates of paid Family & Medical Leave and raising the exempt salary threshold present funding and implementation concerns. The Human Resources Director must maintain collaboration with state representatives, decipher the leave rules and regulations and build on alternatives solution.

3. The new County Service building is anticipated to be completed in 2021. This will bring together services that are currently scattered around in Goldendale annexes. The County is looking forward to enhancing services by having them all in one place, with better access, new technology, and additional spaces for meeting with the public. The Planning, Building Inspection, Economic Development, Natural Resources, Environmental Health, and Public Works departments will be in one place now for citizens moving to the County and welcoming current and new business. The Senior Services, Public Health and WSU Extension, and 4-H departments can offer activities and valuable services to the County’s vulnerable population. The Board of County Commissioners, Human Resources, Budget, and Information Technology will be on hand to hear citizens needs and ensure the County has adequate staffing, funding and the latest technology.

4. Washington State is facing a childcare crisis and currently Goldendale does not have any license day care facilities. Work has started on this project with grant proposals, potential retrofitting of a current Klickitat County building and building community partnership. Continuation of this endeavor is anticipated to continue into 2021.

5. The County has conducted a second employee engagement survey. In 2016 the County addressed the challenges express in the survey and is now preparing to address the 2019 challenges and celebrate its successes in 2020.

IDEAL CANDIDATE PROFILE

Education and Experience:

A Bachelor’s Degree from an accredited college or university in in Public Administration, Human Resources, Labor Relations, or a related field and six (6) to eight (8) years of progressively responsible work experience in public sector personnel or human resources and labor relations. Candidates must also have demonstrated experience in labor relations, risk management and safety programs.

COMPENSATION & BENEFITS

- **\$72,612 - \$102,380 DOQ**
- Medical, Vision and Dental with 100% employer paid contributions for employee only and 84% contributions for dependent coverage
- Health Savings Account
- Life Insurance/AD&D
- Long-term Disability Insurance
- Washington State PERS Retirement System
- Sick and Vacation Leave
- 11 Paid Holidays
- Optional Flexible Spending Account

**To learn more, please visit:
www.klickitatcounty.org**

Klickitat County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **November 24, 2019**. (First review, open until filled), Applications and materials will only be accepted electronically. To **apply online**, go to www.prothman.com and click on "**Open Recruitments**" followed by "**Human Resources Director – Klickitat County, WA**" and follow the directions provided, or visit www.governmentjobs.com/careers/klickitatcounty.



www.prothman.com

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