



**OREGON**

# **HUMAN RESOURCES DIRECTOR**

## **\$73,212 - \$92,664**

*Plus Excellent Benefits. Reimbursement for relocation assistance  
or allowance may be negotiable.*

*Apply by*

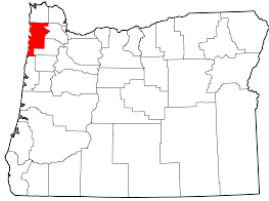
**December 15, 2019**

*Applications will be reviewed as received and  
interviews will be conducted prior to the deadline.*

**PROTHMAN**



## WHY APPLY?



Tillamook County is home to spectacular natural attractions ranging from lush, magnificent rainforests, to rugged mountain splendor and wide ocean beaches.

The County is full of beautiful views and places to explore, offering its residents and large number of yearly visitors four adventure-filled seasons and endless experiences.

Tillamook County is an excellent location for a talented human resource professional to live, work and play in a community which takes pride in its natural beauty and quality of life.

## THE COMMUNITY

Located in the northwest portion of Oregon along the beautiful North Oregon Coast, Tillamook County is bordered by Clatsop County on the north, Washington and Yamhill Counties on the east, Polk and Lincoln Counties on the south, and the Pacific Ocean on the west. Tillamook County covers 1,333 square miles and is home to over 25,000 residents. Tillamook County offers unlimited peaceful beaches along 75 miles of scenic coastline, four bays and five major rivers which provide an abundance of recreation, and majestic forested mountains. The County also offers numerous famous attractions including the Three Capes Scenic Loop, Oswald West State Park, North Coast Food Trail, and the Oregon Coast Scenic Railway.

Tillamook is also the home of world-famous Tillamook Cheese, and the dairy industry is a major player in the local economy. Dairy farms dominate the county's fertile valleys providing milk for Tillamook Cheese, while logging and lumbering became a significant economic force due to the reforestation of most of the "Tillamook Burn" area. Other major economic drivers include agriculture, fishing, tourism, and recreation. Residents and visitors enjoy local activities from kayaking, canoeing, rafting and fishing on the County's numerous rivers, to hiking and biking on an extensive network of trails. The area also boasts sailing, surfing, golfing, crabbing, jetboating, and exploring the beaches of the Pacific Ocean.

Incorporated cities within Tillamook County include the cities of Bay City, Garibaldi, Manzanita, Nehalem, Rockaway Beach, Wheeler, and the county seat, Tillamook. Located only 75 miles west from the cultural and entertainment amenities of Portland, the City of Tillamook is home to the County Courthouse, as well as the Pioneer Museum, Tillamook Bay Community College, and the county's main post office, library, and hospital (Adventist Health). Just east of the downtown area is the Tillamook County Fairgrounds, and just south of the city is the Port of Tillamook Bay. The Port is home to the Tillamook Naval Air Station Air Museum, an airport, an industrial park and a railroad, and the Tillamook County Justice Facility, including the Tillamook County Sheriff's Office, the county jail and the local headquarters of the Oregon State Police.

## THE COUNTY

Organized in 1853 as a General Law County when the Territorial Legislature approved an act to create the new county out of an area previously included in Clatsop, Yamhill and Polk Counties, Tillamook County was named after the Tillamook Indians who occupied the areas around the Tillamook and Nehalem Bays.



Tillamook County is governed by a three-member Board of Commissioners who are elected to four-year staggered terms. The Board elects a chair at the beginning of the calendar year, who serves until January of the following year. The Board of Commissioners conduct all legislative business of the County and are responsible for setting County policy, general administration of the County and holding public hearings on certain issues required by law.

The Commissioners are active at state and federal levels representing the concerns and interests of the County. Other elected officials of the County include sheriff, clerk, assessor, treasurer, district attorney and justice of the peace. Operating on a 2019-2020 budget of \$93,605,660, Tillamook County has a workforce of approximately 275 employees represented by two bargaining units.

The County operates with 26 departments, including Assessment & Taxation, Board of County Commissioners, Clerk's Office, Communications, Community Development, Community Health Centers, District Attorney's Office, Facilities Services, Human Resources, Information Services, Justice Court, Juvenile, Library, Parks, Public Works, Sheriff's Office (Emergency Management, Parole and Probation, Community Corrections), Solid Waste, Surveyor's Office, Treasurer's Office, and Veterans' Services.



## THE DEPARTMENT

Operating with 3 FTE's on a 2019-2020 budget of \$584,000, the Human Resources Department is responsible for County-wide recruitment, new employee orientation, administration of employee benefit programs, salary comparisons and adjustments, union and association contracts, maintenance and retention of personnel records, and performance reviews. The department is also responsible for employee training, terminations, unemployment claims, and provides general administration of County personnel information.

## THE POSITION

Working under the direction of the Board of County Commissioners, the Human Resources Director serves as the department head of the human resources department and performs administrative and management duties in planning, organizing, directing, and evaluating county-wide programs in areas of employee recruitment, benefits, position classification, compensation, performance evaluation, collective bargaining and labor relations, workers' compensation, discipline and discharge, policy development and interpretation, and record keeping. The Director also serves as a staff advisor to the Board of Commissioners and other elected officials and department heads.

### Main responsibilities include:

- Develop, implement, and evaluate programs for county-wide personnel services and operations. Formulate, review and revise short- and long-range goals. Ensure and foster compliance with administrative goals and objectives, regulatory requirements, and policies.
- Establish, revise, and interpret department policies and procedures. Monitor and evaluate the progress of the Department toward meeting goals and adjustment objectives, work plans, schedules, and resource commitments. Develop the department budget and monitor fiscal expenditures.
- Provide technical assistance and expertise in areas of organizational structure, staffing levels, strategy planning, and other human resources matters.
- Advise Board of Commissioners on legal requirements and/or needed changes in county's human resources program. Assure compliance with negotiated labor contracts. Serve as the county representative in grievance procedure and arbitration cases.

- Represent the department at meetings, seminars, professional conferences, advisory groups, etc. Work collaboratively with other departments, cities, special districts, and other entities whose responsibilities overlap or relate to the department.
- Recommend and maintain an equitable compensation system. Conduct studies on internal and external salary relationships. Analyze salary and benefit data and recommend salary level. Recommend appropriate adjustments.
- Administer benefit programs, including medical, flexible benefit, and retirement. Review and recommend plan document changes or program changes. Oversee new employee benefit orientation and counsel employees on benefits. Advise the Board on the county's fiduciary responsibility of the Retirement Trust. Monitor adherence to the investment policy. Ensure legal requirements are met per ERISA and OR PERS administrative rules.
- Develop, implement, oversee and participate in employee recruitment and selection process. Participate in selection, training, evaluation, promotion, discipline, and termination of staff. Supervise and coordinate activities of department staff. Develop and implement training programs.
- Develop, implement and administer safety program. Coordinate safety committees, accident prevention and safety inspection and return-to-work programs. Respond to questions from insurance carrier, department heads, employees and injured workers regarding workers' compensation.
- Oversee department record keeping and personnel records. Conduct surveys and perform research to prepare special reports and studies related to personnel activities and functions.
- Manage and coordinate labor relations activities for the County. Represent the County in collective bargaining. Work proactively with county supervisors and bargaining unit representatives to manage personnel matters and Collective Bargaining Agreement compliance. Facilitate and track grievance activity.



## IDEAL CANDIDATE

### Education & Experience:

A bachelor's degree in personnel administration, business management, public administration or a related field, and five (5) years of professional-level human resources experience including program management, policy development and administration, employee benefits, labor relations, and grievance arbitration is required. Two (2) of the five (5) years must include management and/or supervisory experience. A master's degree in human resource management is preferred. Candidates must possess or be able to obtain a valid Oregon drivers' license and maintain an acceptable driving record.



### Necessary Knowledge, Skills & Abilities:

- Through knowledge of the theories, principles, and practices of public personnel administration.
- Extensive knowledge of the laws and guidelines governing fair employment practices, benefit administration, collective bargaining and labor relations, safety, workers' compensation, and civil rights.
- Considerable knowledge of the principles and practices of position classification and compensation, human resources software applications, techniques required to conduct jobs studies, public organizational structures, functions, and operations, and fiscal management.
- Ability to work independently, manage time efficiently, and manage the work of a department to achieve goals and objectives.
- Experience supervising and directing the work of department staff to attain high quality work in an efficient manner, and interpreting policies, rules, and procedures while considering circumstances.

- Skill in modifying and establishing new policies and procedures as necessary and utilizing problem identification and resolution techniques.
- Ability to use initiative and judgment in completing tasks and responsibilities. Communicates effectively in oral and written forms.
- Ability to meet and deal professionally, courteously, and effectively with county employees, federal, state, and city representatives, legal counsel, contractors, vendors, advisory boards, community groups, and the public.
- Proven ability to remain calm and use good judgment during confrontational or high-pressure situations.
- Skill in adjusting priority changes, performing research, compiling and analyzing internal and/or external data, and making recommendations.
- Ability to establish and maintain records, reports, and data.
- Ability to lead the department in systems changes.

Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities. The ideal candidate will be committed to excellent customer service.

## COMPENSATION & BENEFITS

- **\$73,212 - \$92,664 DOQ**
- 90% Paid Medical, Vision and Dental
- HRA/VEBA Contribution
- Life and AD&D Insurance
- Wellness Program
- Long Term Disability
- Generous Vacation and Sick Leave
- 24 Hours/Year Administrative Leave
- 11 Paid Holidays
- Tillamook County Retirement Plan
- Employee Assistance Program
- Optional FSA, AFLAC, Deferred Compensation.
- Relocation assistance or allowance may be negotiable.



Please visit:  
[www.co.tillamook.or.us](http://www.co.tillamook.or.us)

Tillamook County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **December 15, 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](http://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.



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

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