



## ***HUMAN RESOURCES DIRECTOR***

### **PURPOSE:**

Directs and administers a wide variety of human resource and risk management programs; and directs the staff, operations and programs of the agency's Human Resources Department.

### **SUPERVISION RECEIVED AND EXERCISED:**

Reports to: Executive Director

Supervises:

Human Resources Manager  
Training Specialist

Benefits Coordinator  
Safety & Security Training Administrator

### **FLSA STATUS:** Exempt

**ESSENTIAL FUNCTIONS:** Essential functions, as defined under the Americans with Disabilities Act, may include the following duties and responsibilities, knowledge, skills and other characteristics. This list of characteristic duties and responsibilities is not a comprehensive listing of all functions and tasks performed by positions in this class.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Administers and advises management in the interpretation and application of collective bargaining contracts, personnel policies, rules and regulations, state and federal laws and other related provisions; provides assistance and direction to management regarding employee discipline and grievance processes; conducts investigations of personnel grievances, complaints and/or charges.

Coordinates with legal counsel and Kitsap Transit staff to respond to grievances, labor contract disputes, lawsuits and complaints. Represents Kitsap Transit in all labor mediations, arbitrations or other legal hearings and may provide testimony of the Agency's position.

Directs the administration of policies, procedures, programs and related manuals and materials for recruiting, classification, compensation and benefits, human resources management, training, risk management and Workers' Compensation; directs employee benefits and claims management; ensures appropriate data and files are maintained for employee records; prepares or oversees preparation of contracts, statistical reports and other documentation related to human resources and risk management.

Serves as the Agency Risk Manager; ensures development of and administers safety, security and emergency response plan programs, manuals, procedures and policies; serves as or designates an advisor to the safety committee; works closely with Finance Director on issues of insurance and the assessment of agency risk.

Confers with and advises managers and employees in the resolution of personnel-related problems and responds to program administration and/or delivery questions, ensuring necessary follow-up occurs.

Monitors and evaluates legislation and other developments related to human resource management, formulates and directs the administration of appropriate policies and procedures.

Serves as negotiator in collective bargaining negotiations; provides technical assistance and support to members of the management team during labor negotiations; trains the negotiating team, coordinates the preparation of proposals and prepares final agreements.

Develops and administers the department budget; conducts a variety of special studies and projects regarding sensitive personnel management issues and problems, analyzes data and develops/recommends solutions; writes reports.

Supervises, evaluates and assigns training as appropriate for the Training Specialist and the Human Resources Associate. Determines and prioritizes work based on agency needs.

Liaisons between the Training Specialist and other departments to troubleshoot issues that come up related to training, schedule, availability of staff etc. Analyze areas for improvement and makes suggestions to the Training Specialist and other departments for better communication and higher efficiencies. Assists Training Specialist to identify opportunities for improvement as necessary.

Hires, trains, assigns work to, monitors and evaluates Human Resources staff; provides for and/or conducts staff development; establishes work methods and standards; initiates corrective and/or disciplinary action.

#### **MINIMUM QUALIFICATIONS:**

Bachelor's degree in human resource management, industrial relations, public administration, business administration or a closely related field; and five (5) years of increasingly responsible public sector professional human resources experience including three (3) years of program management and supervisory experience; or an equivalent combination of education and experience.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of:

- Principles, practices and policies of public personnel administration, including recruitment and selection, job classification, pay and benefits, training and labor relations
- Current laws and legal issues in labor and employee relations
- Risk management, workers' compensation and safety practices
- Principles and practices of public collective bargaining negotiations and labor contract administration
- Principles and practices of project management
- Principles and practices of effective leadership, management and supervision

Skill in:

- Managing public personnel administration programs, including job classification, pay and benefits, recruitment and selection, training and employee and labor relations programs
- Administering risk management, workers' compensation and safety programs
- Communicating with and impartially representing the positions of management, represented and non-represented employees
- Budget preparation and management
- Project/program development, implementation, operations and evaluation
- Analyzing, evaluating and recommending safety improvements to operations, programs and services to achieve accident reduction
- Managing, developing, motivating and evaluating professional and support staff

- Conducting research and preparing clear, concise and comprehensive reports
- Understanding and applying complex regulations, procedures and guidelines
- Communicating effectively orally and in writing
- Using personal computers and office software including word processing, spreadsheets and database programs in a Windows-based operating environment
- Working under pressure, addressing significant problems and tasks that arise simultaneously and/or unexpectedly
- Establishing and maintaining effective working relationships with other Kitsap Transit employees and the Board, representatives of other organizations and the public

**ADA AND OTHER REQUIREMENTS:**

Positions in this class typically require: fingering, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the organization.

**CLASS HISTORY INFORMATION:**

Update prepared by: Nancy Venard, Benefits Coordinator, February 2020

Reviewed: Feb 2020, Oct 2015, Feb 2014, Apr 2006, Oct 1983