



Kitsap Transit

Connecting Communities

Washington

HUMAN RESOURCES DIRECTOR

\$113,922 - \$153,130

Plus Excellent Benefits

Apply by

July 12, 2020

(First Review, open until filled)

PROTHMAN



WHY APPLY?



Headquartered in the City of Bremerton, Washington, directly across the Puget Sound from Seattle, Kitsap Transit offers the right candidate the opportunity to work in a positive and stable work

environment that is confirmed with a staff tenure averaging over 14 years, including the General Manager who has been with the Agency for 37 years. The region offers affordable, quality living in a spectacular water and mountain setting where the ferry terminal and Bremerton Transportation Center at the foot of downtown lead visitors into a growing community of galleries, theaters, shops, restaurants, museums, and cafes. If you want to make a difference in a unique community that offers an outstanding quality of life, and would like to lead a dedicated staff in an agency that places a high value on providing outstanding service, this is the position for you!

KITSAP COUNTY

Kitsap County is located on the Kitsap Peninsula in the south-central Puget Sound, directly across the water from Seattle. With a population of approximately 270,000 residents, Kitsap County residents and visitors enjoy nearly 300 miles of scenic saltwater coastline, and many friendly, unique, laid-back communities. The County's largest city, Bremerton, is home to 42,000 residents, and serves as the urban center for the Bremerton-Silverdale Metropolitan Area. For over a century, the City of Bremerton has been home to Puget Sound Naval Shipyard, which employs over 9,000 civilians that service U.S. Navy ships. In addition, nearly 6,000 active duty military personnel are based at this site.



There is lots to see and do in Bremerton, such as taking a stroll along the Boardwalk, touring the historic USS Turner Joy, visiting Harborside Fountain Park and PSNS Memorial Plaza, or spending the afternoon browsing through Bremerton's historic Arts District and unique shops. Bremerton is a great place to live and offers quality schools, vast recreation, a clean environment, 35 beautiful parks, cultural programs, convenient shopping, and excellent medical facilities, such as the state-of-the-art Heart & Vascular Center at Harrison Medical Center. Olympic College in Bremerton provides advanced technical and 7 baccalaureate degrees and enriches the community with many educational and community services and a Business Relations Center.

To the south of Bremerton, the City of Port Orchard serves as the seat of Kitsap County. This small city is located on the Sinclair Inlet of the Puget Sound and is home to 14,734 residents. As a waterfront community, the City offers numerous marinas that provide all who visit with convenient accommodations and a downtown corridor known for fantastic shopping, museums, entertainment, galleries, and dining.

Bordering the eastern edge of Kitsap County, Bainbridge Island is just 35 minutes from downtown Seattle via ferry, and is a vibrant, diverse community. The island's 41,000 residents enjoy unmatched views of the Olympic Mountains to the west and of Mount Rainier to the east. Bainbridge Island along with the fast ferry to Bremerton provide the closest getaway destinations by ferry from Seattle. Bainbridge Island and has a rich history, an eclectic mix of farms, wineries, multiple parks, numerous hiking trails, golf courses, museums, local arts, and many community events hosted year-round.

To the north of Bainbridge Island, the City of Poulsbo's 11,200 residents maintain a rich Scandinavian heritage, which has earned the small city the nickname "Little Norway". The City offers a picturesque downtown core of traditionally Norwegian painted storefronts and shopping areas at Poulsbo Village, along Viking Avenue, and in the College Market Place. The City also maintains several beautiful parks, a boardwalk along Liberty Bay, the Valborg Oyen Public Library, three marinas, and an abundance of interesting gift shops and locally owned bakeries.

THE AGENCY

Operating friendly, convenient public transit since 1983, Kitsap Transit is a medium-size transit agency with one of the most diverse array of modes in Washington state. The Agency prides itself on providing a reliable service to Kitsap County's commuter base and a sustainable, green travel option for the environmentally conscious. Kitsap Transit transports more than 3.8 million riders a year across a multi-modal system of routed buses, passenger-only ferries, ACCESS and Dial-A-Ride shuttles, vanpools, and Worker/Driver buses for the Puget Sound Naval Shipyard. Services are backed by a sales tax of 0.8 percent for transit and 0.3 percent sales tax for passenger-only ferries. As of 2020, Kitsap Transit serves a 395-square-mile area (pop. 270,000), operates on a budget of approximately \$58 million, and employs 372.2 FTE's.

Kitsap Transit offers routed buses in the County's urban corridors; demand-responsive buses in rural areas; foot ferry service to downtown Seattle and connecting Port Orchard and Bremerton; Worker/Driver buses serving the Puget Sound Naval Shipyard; ACCESS buses providing ADA service within the entirety of Kitsap County, Routed; Vanpool; VanLink, a partnership with social-service agencies; and a network of Park & Ride lots across Kitsap County. The Agency is one of only three transit agencies in the state certified to ISO 14001: a global standard for environmental management. Kitsap Transit's leadership is committed to the Environmental Sustainability Management System and trains operators, maintenance staff and other employees in standard operating procedures to meet our goals and continually improve. Kitsap Transit's Waterman is the first hybrid-electric ferry to operate commercial service on the Puget Sound, and the Agency is exploring infrastructure for a future electric-bus fleet.

Over the past several years, Kitsap Transit has opened modern transit centers in Poulsbo and East Bremerton, launched fast-ferry service to Seattle from Bremerton and Kingston, and made structural changes to Routed bus service to align with demand. The Agency is working to launch a third fast-ferry route between Southworth and Seattle as well as build a new transit center in Silverdale.



Kitsap Transit is governed by a 10-member Board that is comprised of nine elected officials and a non-voting member who represents the agency's labor unions, as required by state law. The nine elected members include three Kitsap County commissioners; Bremerton's mayor; a member of the Bremerton City Council; an elected official from each of the smaller cities including Bainbridge Island, Port Orchard and Poulsbo; and an at-large member chosen on a rotating basis from one of the smaller cities.

Kitsap Transit has three labor groups with five collectively bargained agreements. The collective bargaining agreement negotiations are staggered over various years. The Human Resources Director is the lead negotiator, assisted by department directors and contracted legal counsel.



THE DEPARTMENT & POSITION

The Human Resources department is a part of the General Administration of Kitsap Transit, along with the Executive Director and Finance Departments. The 2020 General Administration budget is approximately \$4.6 million, and the Human Resources Department operates with 7 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.

Under the direction of the Executive Director, the Human Resources Director 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. The Human Resources Director is a member of the executive leadership team and is expected to be an active participant, and a hands-on Director. The Director is also Kitsap Transit's risk manager and works with the Finance Director and contracted legal counsel relating to insurance and the assessment of risk with operations. For a full job description, please view the attachment found [here](#).

Other main responsibilities include:

- 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.
- 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.
- 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.

- 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.
- 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.



OPPORTUNITIES & CHALLENGES

Countywide Covid-19 Impacts: Kitsap Transit's leadership team will need to continue to manage through the current impacts of the virus as well the future impacts, which may impact public transportation indefinitely.

Technology in Transit: The Human Resources Director will lead a project that will implement new technology to improve safety and reduce accidents.

Recruitment & Retention of Transit Operators: There is a continuous need to recruit operators. The Human Resources Director will aid in looking for new mediums to advertise and promote the agency to continually develop a strong workforce.

Growth of the Agency: The Human Resources Director will work within the community to hire work-ready employees and assimilate new marine service staff into the transit operations.

IDEAL CANDIDATE

Education and Experience:

A 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 is required.

The ideal candidate will have public sector human resources experience or be familiar with public sector human resources regulations, rules, and laws, and display human resources generalist skills including risk management and safety knowledge and experience. The selected candidate will be an innovative yet collaborative, out of the box thinker who is willing to take the initiative to look at new ideas and best practices. The ability to decipher an issue and make a respectful decision, while still displaying good listening skills without making judgments is critical to success.

Necessary Knowledge, Skills and Abilities:

- The ability to be approachable with an inviting open-door policy for all employees, Confidential and trusted, and personable, with a respectful sense of humor.
- Proven empathy, and an understanding of the "human side" of personnel decisions, while willing to make the difficult decisions when necessary.
- Demonstrated experience with collective bargaining, labor relations, and positive labor relation interactions.
- Skill in communication both orally and in writing, with the ability to provide understandable information.

- A willingness to "get into the field", observe, ask questions, and listen to understand the pulse and culture of the agency from a human resource element.
- Strong analytical skills, with the ability to research and review data to make recommendations regarding new initiatives.
- Strong conflict resolutions skills.

Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities.

COMPENSATION & BENEFITS

- **\$113,922 - \$153,130 DOQ**
- Subsidized medical insurance for employees and dependents.
- Fully paid vision and dental insurance for employee and dependents.
- Fully paid disability and life insurance.
- Washington State Public Employees' Retirement Plan (PERS).
- State administered deferred compensation plan.
- 33.5 days of general leave per year.
- 11 paid holidays per year.
- Free transportation pass for dependents for services provided by Kitsap Transit.



Please visit:
www.kitsaptransit.com

Kitsap Transit is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **July 12, 2020** (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 "Open Recruitments", select "Kitsap Transit, WA – Human Resources Director", and click "Apply Now", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



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