



The City of Moses Lake is proud to be an equal opportunity employer. Our objective is to provide equal opportunity in all terms, conditions and privileges of employment for qualified applicants and employees without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, or status as a covered veteran.

Position: Human Resources Director
Department: Human Resources
Reports To: City Manager
FLSA: Exempt

HR/1

JOB SUMMARY

The Human Resources Director serves as a key member on the management team of the City Manager in the oversight of human resources functions including recruitment, policy development, training and compensation/benefits administration for the City of Moses Lake.

ESSENTIAL FUNCTIONS

- Reviews, revises, and develops human resources and citywide policies and procedures, and maintains electronic or paper oversight for all staff.
- Conducts research and provides advice and guidance to department directors, managers, and supervisors on personnel issues and state/federal laws.
- Serves as chief negotiator for labor agreements with existing bargaining units.
- Interprets contract agreement language and ensures consistency to local, state, and federal laws.
- Assists department heads, managers, and supervisors with personnel issues as needed.
- Oversees the employee files for compliance with local and state retention requirements, including employee injury reports, training expirations, and the random drug testing program.
- Conducts or causes to be conducted, investigations for policy violations and workplace issues.
- Maintains updated job descriptions for all city staff.
- Coordinates and participates on interview panels or acts as observer during interviews.
- Reviews, revises, and oversees new hire orientation/onboarding.

- Processes unemployment claims and manages vendor contract.
- Manages electronic software and contract for Human Resource documents.
- Oversees and develops wage and classification surveys.
- Produces and performs Civil Service exam testing; maintains the Civil Service eligibility list; serves as Civil Service Commission Secretary/Chief Examiner.
- Serves as the city's Americans with Disabilities Act (ADA) Compliance Officer.
- Develops department budget requests and manages approved funds.
- Performs other duties as needed.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION

- Knowledge of federal, state, and local laws related to human resource management.
- Knowledge of collective bargaining principles and practices.
- Knowledge of human resource management principles and practices.
- Knowledge of city and department policies, procedures, and practices.
- Knowledge of the principles of management and supervision.
- Knowledge of budget management principles.
- Knowledge of records management principles.
- Skill in assessing and prioritizing multiple tasks, projects, and demands.
- Skill in establishing and maintaining effective working relationships.

SUPERVISORY CONTROLS

The City Manager assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include the Washington Administrative Code, Department of Labor rules and regulations, FLSA guidelines, bargaining unit agreements, and city and department policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management and supervisory duties. Strict regulations contribute to the complexity of the position.
- The purpose of this position is to direct the city's human resource management functions. Successful performance ensures the efficient and effective delivery of human resource services to all city staff and job applicants.

CONTACTS

- Contacts are typically with coworkers, other city personnel, elected and appointed officials, attorneys, representatives of other local governments, school officials, job applicants, business leaders, contractors, and members of the general public.
- Contacts are typically to exchange information, motivate persons, negotiate matters, resolve problems, facilitate legislative changes, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over the Human Resources Manager.

MINIMUM QUALIFICATIONS

- Baccalaureate degree in a course of study related to the occupational field; or an equivalent combination of education, experience, and training which provides sufficient knowledge to competently perform the duties and responsibilities of the position.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Public sector experience preferred.
- IPMA or SHRM CP or SCP certification preferred.
- CLRP certification preferred.

The statements contained herein reflect general details necessary to describe principal functions of this job, the level of knowledge and skills typically required and the scope of responsibility but should not be considered all-inclusive. Individuals may perform other duties as assigned, including work in other functional areas, to cover absences or relief, to equalize peak work periods or to balance workloads.

Management reserves the sole right to add, modify or exclude any duties at any time with or without notice. Nothing in this job description, nor by completion of any job requirements by the employee, is intended to create a contract of employment.

At its sole discretion, the City of Moses Lake may consider combinations of education, experience, certifications and training in lieu of specifically required qualifications contained herein.

This is an FLSA-exempt position and, as such, is not entitled to overtime. The position is also subject to an "employee at will" doctrine.
