

WASHINGTON

HUMAN RESOURCES ADMINISTRATOR

\$85,263 - \$103,783

Plus Excellent Benefits

Apply by

September 19, 2021

(First Review, Open Until Filled)

PROTHMAN



WHY APPLY?



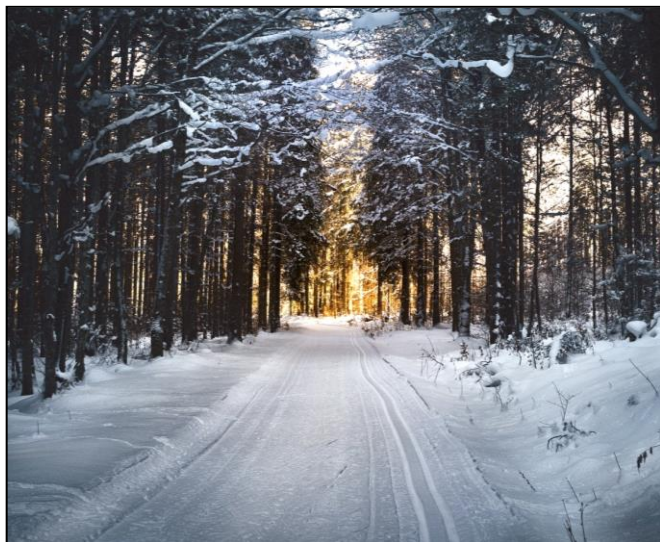
The Mason County Commissioners have recently voted to have a County Administrator work with them to lead the County’s government and guide the

County into the future. This is a rare and exciting opportunity for a talented human resource professional to utilize one’s experience and leadership to work alongside a new County Administrator and provide high quality and effective services to Mason County and its citizens.

THE REGION

Located between the Puget Sound and the Olympic Mountains, Mason County has approximately 67,000 residents and covers 1,051 square miles. The City of Shelton is the only incorporated city within Mason County, with the surrounding communities of Allyn, Grapeview, Belfair, Hoodport, Kamilche, Skokomish, and Union offering residents breathtaking views, world-class activities including scuba and skydiving, a thriving culinary scene from locally sourced and wild-caught food, and an active social calendar packed with live music and multiple community events.

Shelton is the county seat and occupies an area of 6.1 square miles. With over 10,000 residents, the city is the population center and service provider for the region. Logging and lumber milling have long been the economic foundation for Shelton, but the economy has expanded in other areas as well.



Shelton is in close proximity to Hood Canal, the only true saltwater fjord in the lower United States. Its clear deep waters provide world-class clamming, shrimp and salmon fishing, scuba diving, and miles of pristine shoreline for boaters, kayakers, and beachcombers to enjoy year-round. Immediately west of Shelton is Olympic National Park and Olympic National Forest. Here you will find mountain trails, thrilling vistas, temperate rainforests, waterfalls and more. Lake Cushman, the Mt. Ellinor Trail and the Staircase entrance to Olympic National Park are just three of the top attractions.

The school district is composed of seven schools: three elementary, one middle school for sixth and seventh grades, one junior high for eighth and ninth grades, one high school, and one CHOICE alternative school. Olympic College, a two-year community/technical college, has a campus in the northeast part of town.

THE COUNTY

Mason County is governed by a three-member Board of County Commissioners serving four-year staggered terms. The County employs 381 FTEs and has a 2021 budget of \$125,853,487 including a general fund of \$53,464,511. County departments include: Board of Equalization, Civil Service, Community Services (Building, Fire Marshal, Planning, Public Health), Emergency Management, Facilities and Grounds, GIS/Mapping, Hearing Examiner, Human Resources, Information Technology, LEOFF Board, Parks and Trails, Juvenile Probation, Public Defense, Public Works/Roads, Utilities/Waste Management, and WSU Extension. Elected County positions include the Assessor, Auditor, Clerk of the Court, the Commissioners, Coroner, District Court, Prosecutor, Sheriff, Superior Court, and Treasurer.

THE POSITION

Under the direction of the County Administrator, the Human Resources Administrator supervises two personnel, including a Risk Safety Compliance Manager and a Personnel Analyst. The Human Resources Administrator provides planning, leadership, and direction to the Human Resources Department, and develops short- and long-range plans, goals, and objectives. This position provides assistance and guidance to the County Administrator, Elected Officials, Department Heads, supervisors, and employees on a wide variety of human resources, training, risk and safety issues in concert with the County's mission, vision, business goals and operational objectives.

The Human Resources Administrator ensures human resources activities are aligned with industry best practices in the areas of recruitment, classification, benefits, disciplinary actions, labor-management relations, performance management, personnel policy, leave administration, training, risk management and safety, working cooperatively with the County Administrator.



Other responsibilities including reviewing the development and management of staff to ensure proper evaluation, control, and documentation of liability and insurance claims, and supervising staff that maintains claims and incident reports. The position will assess liability to the county and minimize exposure to accidents and injuries, and manage county compliance with all state and federal regulations associated with worker health and safety issues. For a full job description, please view the attachment found [here](#).

IDEAL CANDIDATE

Education and Experience:

It is preferred that candidates will have a bachelor's degree in human resources, public administration, or a related field, a minimum of five (5) years of progressively responsible experience in public sector human resources service delivery, including two (2) years as supervisor or manager of a human resources program or department, and a minimum of three (3) years' experience as the lead negotiator in public sector labor negotiations. PHR/SPHR Certification may substitute for college level human resources education. Knowledge of media and communication techniques is also highly sought. Certification requirements for Risk Management as required by the WA Counties Risk Pool must be obtained within two years of employment

Necessary Knowledge, Skills & Abilities:

- Knowledge of the practices, principles and procedures of personnel management, labor relations, labor contract negotiations, risk management, employee safety and workers compensation.
- Knowledge of Federal, State and Local laws, rules, and regulations applicable to assigned operations, County government or complex organizational structures, and employee benefits including employee group insurance.
- Knowledge of mathematical concepts sufficient to accurately assess the cost of changes in wages and benefits.
- Ability to conduct employment investigations, investigate grievances, write clear and effective policies and procedures, and establish and maintain accurate records of assigned activities and operations.
- Ability to communicate effectively, both orally and in writing, regarding complex/sensitive issues.

COMPENSATION & BENEFITS

- **\$85,263 - \$103,783 DOQ**
- Medical, Dental, and Vision Insurance
- Life Insurance and AD&D
- 12 Days of Vacation
- 12 Days of Sick Leave
- 12 Paid Holidays
- 2 Paid Personal Holidays
- Washington PERS
- Employee Assistance Program



Please visit:
www.co.mason.wa.us

Mason County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **September 19, 2021** (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 "**Mason County, WA – Human Resources Administrator**", and click "**Apply Online**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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