



**Oregon**

# **HUMAN RESOURCES & RISK MANAGEMENT DIRECTOR**

## **\$94,080 - \$119,052**

Apply by

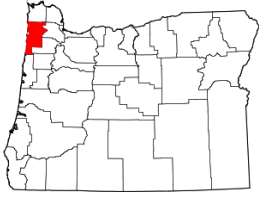
**February 3, 2025**

*(Applications Reviewed as Submitted. Open Until Filled.)*

***P*ROTHMAN**



**THE COMMUNITY**



Tillamook County, nestled along the Oregon Coast, is a place of unparalleled natural beauty where the forest meets the Pacific Ocean, and where the warmth of our tight-knit communities, local markets, and culinary and cultural opportunities create a welcoming atmosphere. Home to 27,748 residents and visited by 3.2 million visitors each year, the region is one of Oregon’s most diverse coastal destinations with its breathtaking coastline, lush forests, and pristine rivers. The County offers four adventure-filled seasons of world-class hiking, beachcombing, fishing, seafood harvesting, and surfing, along with many other recreational activities. The area is rich in culinary options from seafood to fresh local meats and produce. The County is home to 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, agricultural and fishing industries are major contributors to the local economy. Tillamook County residents enjoy a relaxed coastal lifestyle with thriving communities, excellent schools, local healthcare, and a strong sense of community.



**THE COUNTY**

Tillamook was 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 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 2024-2025 budget of \$152,040,280, the County has a workforce of approximately 260 employees, some of which are represented by two bargaining units.

The County operates with 19 departments: Parks, Library, Health & Human Services, Sheriff’s Office, Community Development, Surveyor’s Office, Public Works / Solid Waste, Assessment & Taxation, Board of County Commissioners, Clerk’s Office, Facilities, Human Resources, Information Services / Communications, Justice Court, Juvenile, Emergency Management, Treasurer’s Office, Veterans’ Services, and District Attorney’s Office.



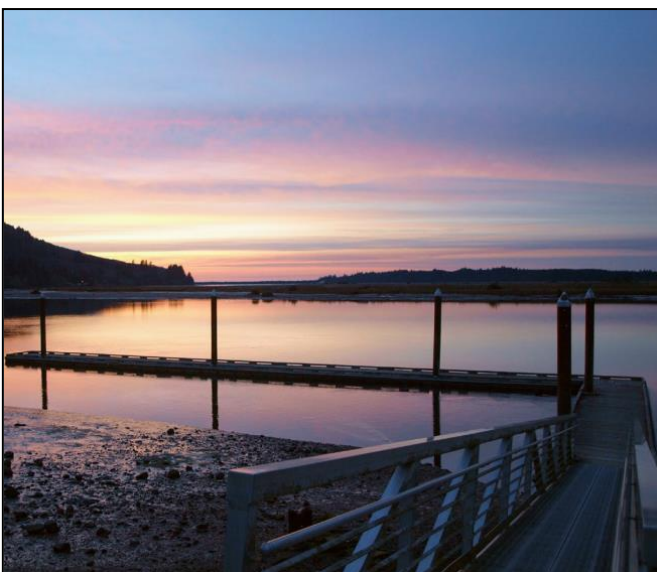
## THE DEPARTMENT

Operating with 4 FTEs on a 2024-2025 budget of \$774,050, 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, and reporting directly to the Chief Administrative Officer, the Human Resources & Risk Management Director serves as the department head of the Human Resources Department and performs strategic and operational duties in planning, organizing, directing, and evaluating County-wide programs in areas of employee recruitment, benefits, position classification and compensation, performance management, collective bargaining and labor relations, workers' compensation, personnel management, policy development and interpretation, and record keeping. The Director also serves as a staff advisor to Chief Administrative Officer, Board of Commissioners and other elected officials and department heads. The Director is a full-time, on-site position at the County.

To view the complete job description and responsibilities, please view the attachment found [here](#).



## THE IDEAL CANDIDATE

### Education & Experience:

A bachelor's degree with major course work in human resources management, labor relations, or a related field and ten (10) years of progressively responsible professional human resources experience that demonstrates competency in operational and strategic human resources management including policy development/administration, employee benefits, labor relations, and grievance arbitration is required. Five (5) years of experience must include management and/or supervisory experience. SHRM-CP or SHRM-SCP is preferred. A master's degree in human resource management is preferred.

At the time of appointment, the selected candidate must possess a valid Oregon driver's license or be able to attain one within six (6) months of hire and maintain an acceptable driving record. The selected candidate must pass a pre-employment criminal history background investigation.

### Necessary Knowledge, Skills and Abilities:

- Extensive knowledge of the theories, principles, and practices of human resources management.
- 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.
- 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, utilizing problem identification and resolution techniques, and leading the department in systems changes.
- Skill in adjusting priority changes, performing research, compiling, and analyzing internal and/or external data, and making recommendations.
- The ability to maintain confidentiality and professionalism at all times.

- A commitment to excellent customer service.
- The ability to remain calm and use good judgment during confrontational or high-pressure situations.
- The 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.
- The ability to work independently, manage time efficiently, and manage the work of a department to achieve goals and objectives.
- The ability to use initiative and judgment in completing tasks and responsibilities.
- The ability to communicate effectively both verbally and in writing.



To learn more about  
Tillamook County,  
please visit:

[www.tillamookcounty.gov](http://www.tillamookcounty.gov)

## COMPENSATION & BENEFITS

- **Salary: \$94,080 - \$119,052 DOQ**
- **Retirement:** Oregon Public Employees Retirement System (PERS) provides qualifying public employees a pension (a lifetime monthly benefit) and an Individual Account Program (IAP) account that provides income during retirement.
- **Deferred Compensation and Flexible Spending Accounts:** The County offers two (2) voluntary deferred compensation programs. A voluntary flexible spending account program is available for un-reimbursed medical expenses, dependent care expenses, as well as health care premiums.
- **Insurance:** The County provides life insurance, accidental death and dismemberment, and long-term disability as well as offers comprehensive health plan with a \$1,000 per person deductible and \$3,000 out of pocket maximum. The County covers 90% of the insurance premium for employees and their dependents.
- **HRA/VEBA:** The HRA/VEBA plan is a health reimbursement arrangement (HRA)/voluntary employees' beneficiary association (VEBA). The County makes a monthly \$115 tax-free contribution to HRA/VEBA on the employee's behalf. The funds are held in a non-profit, tax-exempt VEBA trust authorized under Internal Revenue Code - 501(c)(9).
- **Leave:** Vacation accrual is based upon years of service. Sick leave accrues at the rate of 96 hours per year. There are twelve (12) paid holidays and three (3) personal leave days annually.

Tillamook County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **February 3, 2025** (applications reviewed as submitted, open until filled). Applications will only be accepted electronically. To **apply online**, go to [www.prothman.com](http://www.prothman.com) and click on "Open Recruitments", select "Tillamook County, OR – Human Resources & Risk Management Director", and click "Apply Online", or click [here](#).

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

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