



CITY OF WASHOUGAL

Human Resources & Risk Management Director

WASHOUGAL, WASHINGTON
cityofwashougal.us



AT A GLANCE



16,950 population



Incorporated 1908



20 minutes from PDX



Small town charm

HISTORY Washougal traces its history to the early 1800's when the Lewis and Clark "Corps of Discovery" spent considerable time camped on the shores of the Columbia River, near the present-day site of Captain Clark Park. They remained at this location while provisioning for the arduous return trip up the Columbia River and over the Cascade Mountains. Upon incorporation, Washougal became the site for one of the first Pendleton Woolen Mills manufacturing facilities.

ECONOMY Washougal "lies in the path of progress" based on the out-migration of metropolitan residents, the burgeoning economies of Clark County and Southwestern Washington; the high quality-of-life as well as excellent and affordable housing.

EDUCATION Washougal has become a magnet for younger families seeking a small-town atmosphere and a less stressful lifestyle. Washougal School District has two high schools (one alternative education), two middle schools and three elementary schools serving over 2,900 students.

SERVICES Public transportation is provided by C-Tran out of Vancouver, Washington and quality medical services are available in the Clark County and Portland area, including several, multi-specialty clinics and two hospitals in Clark County and several in Portland.

RECREATION Washougal offers significant recreational and community service amenities. Fishing on the Columbia or Washougal Rivers, windsurfing in the Columbia River Gorge or hiking and biking the numerous trails readily available to all residents in the Gorge and surrounding areas provide welcome diversions and a chance for a rigorous outdoor lifestyle. The ocean beaches of Washington and Oregon are less than a two-hour drive and skiing on Mount Hood is also convenient. The Bonneville Dam and Locks are a short drive away and the urban amenities of the Portland-Vancouver metro area are within a 20-minute drive. Beauty and opportunity abound in and around Washougal; a community that is based on pride and tradition and a City with infinite potential.

PARTNERSHIPS The City of Washougal has numerous cooperative agreements with its neighbor the City of Camas and Clark County regarding fire and emergency medical services, animal control, municipal court, the sharing of equipment, mutual aid in the public safety areas, exchange of technology and other programs of mutual benefit. The Port of Camas-Washougal is a separate authority that operates a General Aviation Airfield (Grove Field Airport), the Parker's Landing Marina and a 450-acre industrial park.



CITY HALL

Washougal City government has a strong operating philosophy based on responsiveness to citizens, quality of customer service and the desire to maintain the community's unique character and charm.

FORM OF GOVERNMENT The City of Washougal is a full-service city operating under the Council-Manager form of government. The City Manager is the Chief Executive Officer who is assisted by five department heads. The Council is comprised of seven members elected on a non-partisan basis for four-year overlapping terms. Council Position #1 is designated as Mayor and one member of the City Council is elected by the Council to serve as Mayor Pro Tem.

Advisory boards to the City Council include:

- Arts Commission
- Cemetery Board
- Parks Board
- Planning Commission
- Lodging Tax Advisory Commission

Other commissions that are not advisory to Council include the Civil Service Commission and Salary Commission.

REPRESENTATION Washougal employees are represented by two collective bargaining units: Local 307W of the Washington State Council of County and City employees, and Washougal Police Officers Association.

DEPARTMENTS The City has enjoyed a stable leadership team with the City Manager and department heads working for the City for over 11 years. In addition to the City Manager's Office, the City is organized into five operating departments. These include Police, Public Works, Community Development, Finance and Human Resources.

AT A GLANCE

**COUNCIL/
MANAGER**

Form of Government

7

Member council

5

Department heads

76

FT employees

\$16,476,618

General fund

\$57,989,871

Budget

AT A GLANCE



EDUCATION AND/OR EXPERIENCE

Graduation from an accredited four-year college or university with a degree in Human Resource Management or a closely related field

5-8 years of progressively responsible experience administering human resources and risk management programs including policy development, training and development, classification, benefits administration, safety, civil service, contract negotiations and risk claims or any equivalent combination of education, experience, and training that provides the required knowledge, skills and abilities.



COMPENSATION

\$7,135-\$9,724/mo
depending on qualifications



BENEFITS

Excellent medical, dental and vision coverage with minimal cost sharing

Long term disability and life insurance fully paid for by the City

State of Washington Public Retirement System and two options for deferred compensation plans

14 paid holidays; vacation and sick leave.



GENERAL POSITION SUMMARY Under the general direction of the City Manager, the Human Resources and Risk Management Director is responsible for planning, developing and administering the human resource function and its performance. The Director develops and implements policies, procedures and practices for a range of personnel functions, including recruitment and selection, training and development, salary and benefits administration, and employee services. The Director ensures compliance with federal, state, and local laws pertaining to employees, and is responsible for labor relations including contract negotiations, grievance and arbitration hearings and the administration of collective bargaining agreements. This position also serves as the City's Risk Manager.

JOB SCOPE This position involves a wide diversity of work situations. The Human Resources & Risk Management Director is responsible for developing policies and objectives that govern the Human Resources & Risk Management function of the City. The incumbent also has total budgetary preparation and compliance accountability for the department. A high degree of complexity is involved in balancing the many different responsibilities of the Human Resources & Risk Management department, in developing policies and procedures, in dealing with complex contractual or employee relations issues, and in navigating new and high impact issues. The incumbent performs duties with little direction given.

IDEAL CANDIDATE The ideal candidate is someone who will provide innovative, forward-thinking, collaborative leadership for all human resources and risk management functions in partnership with the extended leadership team, and who easily connects with people. A strong leader, proficient problem solver and expert in government policy, the ideal candidate will have a thorough understanding of HR and risk management policy and procedures. Experience in optimizing accessibility and adapting systems and barriers/bias to inclusion is a plus. This is a "hands-on" position that works very closely with the extended leadership team to define, create and execute upon strategies, ensuring employees, managers and leaders are capable of supporting the continued growth and success of the City of Washougal. The ideal candidate will be able to seamlessly adapt between detailed program work and higher-level organizational strategic engagement.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES

Recruitment, Selection, Training, Development and Performance Management

- Develop and administer recruitment strategies and programs, including determination of future and current staffing needs and identification of creative and cost-effective external recruitment sources for candidates at all levels
- Work in cooperation with hiring managers to recruit, interview, and recommend qualified candidates
- Conduct background and professional reference checks
- Develop an effective orientation program that emphasizes critical importance and value of welcoming and integrating new employees; coordinate departmental orientation with supervisor to ensure beneficial starting experience for new employees
- In partnership with the management team, identify knowledge and competency gaps and identify/develop specific programs for filling gaps
- Advise management to ensure compliance with all federal, state and local laws related to employment and training
- Coordinate succession planning for key contributor and management positions
- Provide training and development programs for preparing employees for more significant responsibilities and general development programs to enhance employee knowledge within a general or specific area
- Establish and administer performance evaluation system; evaluate and review employee performance evaluations and provide coaching to managers and supervisors in providing complete and objective performance appraisals



Labor and Employee Relations

- Act as Chief Negotiator during contract negotiations; research and prepare for collective bargaining sessions
- Investigate and assist in finding solutions for problems such as working conditions, disciplinary actions, and employee appeals and grievances
- Provide guidance and recommendations for problem resolution to City Manager, department heads and supervisors
- Serve as internal consultant to managers and advisor/mediator in employee situations

Benefits and Compensation

- Advise management to ensure compliance with all federal, state and local laws related to employee benefits and compensation
- Oversee employee benefit programs and claims administration/resolution including: medical, dental, life, long term disability, unemployment and workers compensation
- Oversee retirement benefits including State Retirement System and deferred compensation programs
- Research and recommend new cost-effective benefits
- Coordinate local presentations by content experts and answer general employee benefit questions
- Conduct job analysis and compensation studies to establish specific requirements of individual jobs and internal and external equity for compensation; write and update job descriptions as necessary

Human Resources & Risk Management Administration

- Establish and maintain personnel record keeping related to new hires, employee reviews, promotions, transfers, salary, benefits, separations and exit interviews
- Manage budget and other financial measures of the Human Resources & Risk Management Department
- Develop, revise and implement policies and procedures; prepare and maintain personnel policies handbook
- Other duties as needed

Risk Management

- Plans, organizes and manages the risk management program, services as the agent to receive claims for damages and as the delegate to the City's insurance authority with related responsibilities
- Process claims and work with insurance companies for reimbursement costs
- Assists City's insurance authority with claims made against the City

SECONDARY FUNCTIONS

- Establish, facilitate, and/or participate on both the Civil Service Commission and Salary Commission:
 - Serve as the Civil Service Examiner for recruitment, testing and other hiring processes in accordance with Civil Service Rules and Civil Service Commission direction.
 - Facilitate the Salary Commission in providing data that informs their review and decisions as it pertains to the salaries for all council members.
- Translate strategic and tactical business plans into HR strategic and operational plans; establish annual goals and objectives in line with strategic and operational plans
- Serves as the Chairperson for the City's Wellness Committee



Position Overview

SPECIFIC JOB SKILLS

Job Specific Skills and Knowledge

- Energetic and forward-thinking mentality
- Operationally focused
- Well organized, detail oriented, and self-directed
- Good educator, mentor, and facilitator
- Policy and budget development skills
- Strong decision-making skills
- Trustworthy with the ability to maintain a high level of confidentiality
- Knowledge of and ability to interpret and apply federal, state, and local laws governing employment
- Knowledge of major City department functions and the operational aspects of municipal government
- Knowledge of and ability to operate Microsoft Office Suite programs
- Ability to use tact and communicate and negotiate effectively with coworkers, various employees, and in union negotiations

SUPERVISORY RESPONSIBILITY This is the head position of the department, operating under the general direction of the City Manager. The job is supervisory to the extent that daily work direction, advice, and mentoring are provided to personnel in subordinate classifications.

INTERPERSONAL CONTACTS This position involves frequent communication with others both inside and outside the City. Internal contacts are made with employees in all City departments. External contacts are made with various job applicants, officials from other cities, contracted attorneys, consulting agencies, and others. Contacts are made on the incumbent's own initiative, and frequently contain confidential or sensitive information, necessitating discretion at all times. The majority of these contacts occur on the phone or by e-mail but may also be in person.

Application Information



HOW TO APPLY

Visit our Jobs website for further information:
<https://www.governmentjobs.com/careers/washougal>



TIMELINE

This position is open until filled. To be considered, please submit your application by the next resume review date of October 13, 2021.



QUESTIONS

Please direct questions via email to: jeanette.cefalo@cityofwashougal.us

EOE/M/F/D/V – Equal Opportunity

