

HUMAN RESOURCES DIRECTOR

\$134,007 - \$189,151

Plus Excellent Benefits

Apply by

September 15, 2024

(First Review. Open Until Filled)



THE REGION

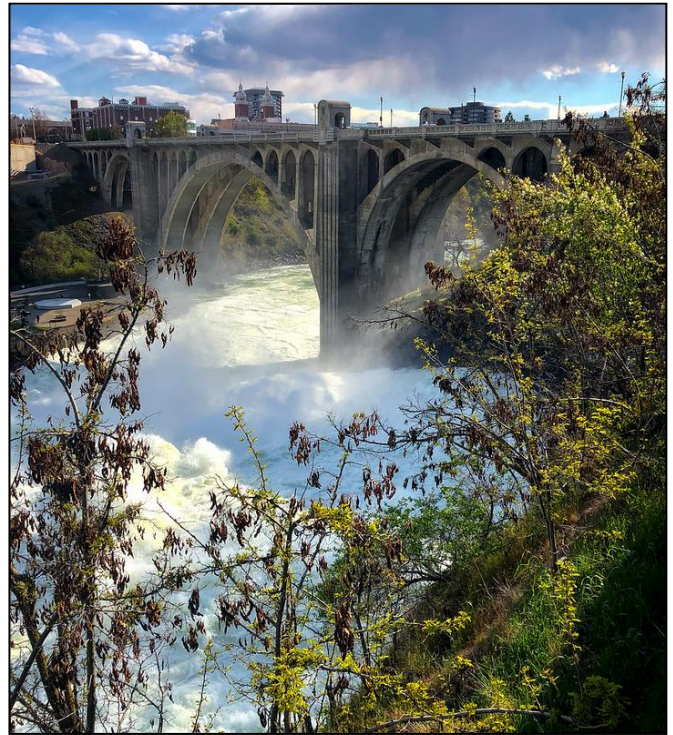


Named as one of the Best Places to Live in America by Outside Magazine, Spokane, Washington is the second-largest city in Washington state, home to approximately 210,000

residents. It is located in the eastern portion of the state, approximately 20 miles from the Washington-Idaho border. The Spokane MSA has a population of over 670,000. The city's nickname is the Lilac City and claims to fame include being the birthplace of the Father's Day holiday; the hometown of Bing Crosby; and the host of the 1974's World's Fair.

Spokane is a major commercial, industrial, educational and transportation hub for an approximately 80,000 square mile area encompassing three states and two provinces. The regional economy is well-rounded and diversified, with a strong emphasis in manufacturing, logistics, aero-space, life sciences, education and research, agri-business and professional services. The region also has a rich military history dating back to pre-World War I regiments and is home to Fairchild Air Force Base, who has one of the largest fleets of tanker aircraft in the country.

Spokane boasts a diverse cultural landscape deeply connected to its indigenous communities, particularly the Spokane Tribe of Indians. The city acknowledges and respects the ancestral lands, hosting events like the Gathering at the Falls Powwow to celebrate indigenous traditions. Beyond indigenous cultures, Spokane embraces multiculturalism, welcoming residents from various backgrounds.



The city fosters inclusivity through festivals, cultural celebrations, and community initiatives, promoting unity and mutual understanding among its diverse population. Spokane is committed to creating an environment where people from all walks of life can thrive, contribute, and collectively shape the city's vibrant cultural identity.

Recreation abounds in Spokane County with prevalent opportunities for fishing, hiking, camping, golfing, skiing and more. There are more than 76 lakes within a one-hour drive of Spokane with more than seven championship public golf courses.

The area enjoys over 130 local parks including Riverside State Park, a 14,000-acre park along the Spokane and Little Spokane rivers that offers camping, picnicking, swimming, fishing and boating, and Manito Park, a 90-acre park with spacious manicured lawns, playgrounds, walking and biking paths, flowers, topiary shrubs, a greenhouse conservatory and multiple picturesque gardens. In the winter, excellent skiing is available at five nearby mountain resorts.

Higher education is well represented in the Spokane region by Gonzaga University, Eastern Washington University, Washington State University, Whitworth University, and the Community Colleges of Spokane.



THE ORGANIZATION

The City of Spokane operates under a Mayor-Council, or “strong mayor,” form of government. The change to the strong mayor form took place in January 2001, after 40 years under a Council-Manager form of government.

The Mayor serves as the head of the executive branch, and the Human Resources Director serves in the capacity of the City's chief operating officer. The legislative framework is managed by a seven-member City Council, handling the creation and oversight of city policies. The Council is comprised a council president who is elected at large, and six council members, elected from three representative city districts.

The City operates with a \$1.2 billion budget for FY 2024 including a General Fund of \$242 million and employs 2,444.8 FTEs. City's departments include Administration, City Clerk, Civil Service, Community and Economic Development, Finance, Fire, Human Resources, Innovation Technology Services, Legal, Neighborhoods, Housing and Human Services, Office of the Mayor, Parks & Recreation, Police, Public Library, and Public Works.

THE MAYOR

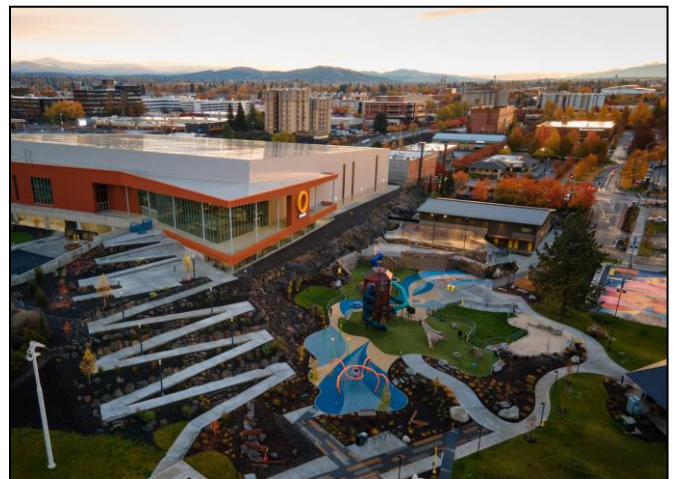
Mayor Lisa Brown has been a dedicated advocate and leader in Spokane since 1980, starting as an Associate Professor of Economics at Eastern Washington University. She has championed community causes, including dental benefits for low-income individuals, domestic violence awareness, and LGBTQ+ rights. As an educator, she also taught in Gonzaga University's Master of Organizational Leadership program.



Lisa's political career spans 20 years, representing the Third Legislative District in the state House of Representatives and the state Senate, where she became the first Democratic woman Senate Majority Leader in 2005. Her tenure focused on economic development, environmental cleanup, and job creation.

She served as the Chancellor of WSU Spokane, leading the development of the health sciences campus and the establishment of the Elson S. Floyd College of Medicine. Most recently, as the Director of the Washington State Department of Commerce, Lisa spearheaded initiatives in small business support, broadband expansion, and affordable housing. As an economist, educator, and civic leader, Lisa has brought significant resources and investments to Spokane, and enjoys the city's vibrant cultural scene and outdoor activities with her family.

To learn more about Mayor Lisa Brown, please read her bio found [here](#).



THE DIVISION & POSITION

The Human Resources Division oversees and manages employee and labor relations, compensation and benefits, employee development and training, personnel activity actions, performance management, investigations and disciplinary actions, unemployment compensation, and exempt recruitments. The division operates on a FY2024 budget of \$44,799,000 with 11 FTEs.

Working under the general direction of the City Administrator, the Human Resources Director (HR Director) is an active and contributing member of the senior leadership team. This position administers, plans, organizes, directs, and reviews department activities including exempt recruitments, employee and labor relations, compensation and benefits, employee development and training, workers compensation, and safety. This position coordinates assigned activities with other departments, bargaining units, and outside agencies, and leads the labor relations and collective bargaining agreement (CBA) negotiations for the City. The HR Director also provides highly responsible and complex administrative support to the Mayor and City Administrator.

The HR Director will promote effective employee relations by providing full spectrum labor relations duties by understanding and demonstrating knowledge of laws, rules regulations, practices and principles related to negotiating and administering various labor agreements. The Director will have experience with grievance management, fact finding to resolve employee relations issues, investigations, reviewing complaints or grievances and advising leadership on disciplinary issues, grievance, and appeal letters.

To view the full responsibilities, please view the attachment found [here](#).



THE IDEAL CANDIDATE PROFILE

The ideal candidate will be a mentor, coach and guide for directors, managers and supervisors relating to labor relations, CBA interpretation, and personnel issues. It is expected that the incoming HR Director prepares the labor package including costing, management requests and interests, well in advance of the beginning of CBA negotiations. This individual will actively engage in professional associations to remain current on trends and regulations. The selected candidate will be able to take a big picture and global approach to personnel policies and decisions, yet have the understanding and empathy to guide individual personnel decisions as well. The HR Director must be an active participant in partnering with Senior leadership in helping develop a comprehensive organizational long-term people strategy.



Key skills and abilities for the role include strong labor relations expertise, senior leadership HR skills, and a deep understanding of the technical and financial aspects of human resources, particularly within the governmental or public sector. The ideal candidate will have the skill to develop trust through transparency and responsiveness and be capable of adapting HR practices to support all departmental operations. In incoming HR Director is also expected to stay updated on changes in laws and regulations that affect personnel and the organization. The ideal candidate is a strong leader, exceptional decision-maker, and communicator who is composed and maintains grace under pressure. The selected candidate will display creativity, a forward-thinking mindset, and excellent organizational development skills are crucial. This person will be approachable, willing to listen and seek input from others, and advocate for a healthy work-life balance for all staff. The ideal candidate will bring a sense of humor to create a pleasant work environment, show a high level of integrity and ethics, and foster trust across all levels of the organization. Being visible and actively engaging with employees are also important traits.

EDUCATION & EXPERIENCE

Education and Experience:

- Graduation from an accredited four-year college or university with major course work related to business administration, human resources, public administration, labor relations, or a closely related field is required.
- A minimum of ten (10) years or more over increasingly responsible experience involving all aspects of Human Resources administration, which should include a minimum of five (5) years of supervisory experience is required.
- Experience working with public safety collective bargaining units is preferred.
- Any combination of equivalent education and experience that would likely provide the relevant knowledge and abilities may be considered.

Necessary Knowledge, Skills, and Abilities:

- The ability to develop trust with labor leadership through transparency and responsiveness.
- The ability to understand the operations of all agency departments and adapt human resource procedures and policies to assist departments.
- An understanding of the financial elements of personnel costs to an agency, including compounding expenses of fiscal decisions made relating to personnel.

To learn more about the community and City of Spokane, please visit:

my.spokanecity.org
www.visitspokane.com

- The ability to develop processes to stay informed on changing laws and regulations relating to personnel and the organization.
- Experience with, and the knowledge to ask the right questions and listen to understand relating to human resource issues.
- Proven experience working in a collaborative manner with peers and teams to seek the ideal solution to issues.
- Skill as a mentor and coach for department staff as well as agency leadership and supervisory staff, and an advocate for a healthy work/life balance.
- Forward thinking, with the ability to anticipate impending issues.
- Strong communication skills, including the ability to gather and present information in a way that is easily understood.

COMPENSATION & BENEFITS

- **\$134,007 - \$189,151 DOQ**
- Medical, Dental, and Vision Insurance.
- Life Insurance - Employee and Dependent.
- Long Term Disability.
- Flexible Spending Accounts.
- Employee Assistance Program.
- Voluntary Life Insurance.
- 457 Deferred Compensation Plan.
- Spokane Employees Retirement System (SERS) – 11% Employer Contribution of Salary, 11% Employee Contribution of Salary.
- Additional Voluntary Benefits.
- Vacation Leave
- Illness Leave
- Paid Holidays
- Moving Expenses - Equivalent of two times the employee's monthly salary, or up to \$20,000, whichever is less.

The City of Spokane is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **September 15, 2024** (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 "Human Resources Director – City of Spokane, WA" and click "Apply Online," or click [here](#). Resumes, cover letters, and supplemental questions can be uploaded once you have logged in. Photography credit to James Richman.



www.prothman.com

206.368.0050