

# HUMAN RESOURCES DIRECTOR



*Shaping  
our community  
together*

CITY  
OF **LACEY**



# The City

Situated on the southern tip of Puget Sound in the shadow of magnificent Mt. Rainier, Lacey lies in the center of a natural paradise and is currently home to approximately 50,170 residents. Five freshwater lakes within the city, miles of hiking and biking paths, several championship golf courses, more than 1,200 acres of public parkland, and the adjoining 3,700-acre Nisqually National Wildlife Refuge provide residents with virtually unlimited opportunities for outdoor recreation. Clean air, clean water, outstanding schools, a low crime rate, a healthy economy, and close proximity to major metropolitan areas make this community one of the most desirable places in the country to live and conduct business.

Incorporated in 1966, Lacey has evolved into a thriving city that promotes its sense of community through events and programs designed to celebrate its heritage and cultural diversity, enhance its neighborhoods, and preserve the natural environment. Lacey operates under a council-manager form of government. The City Council has seven members including the mayor. Councilmembers and the mayor are non-partisan elected officials. The City Manager reports to the Council.

To learn more about the history of this fabulous city, please [click here](#).

For more information on the community, please [click here](#).





# The Position

The Human Resources Director reports directly to the City Manager and is a vital member of the city's executive management team. The Human Resources Department strives to provide timely and accurate information, and properly manage the city's human resources in a cost effective and efficient manner.

The Human Resources Director leads a staff of approximately 7 FTEs and, under the direction of the City Manager, the Director plans, organizes, and oversees Human Resource functions of the city.

The essential functions of this position include:

- Advising the City Manager and Department Directors on all HR matters including grievances, contract negotiations and internal investigations.
- Overseeing the city's Human Resources Department programs and activities including risk management and loss control program, recruitment and selection, employee relations, classification and compensation, training and development, employee benefits and safety, and administering policies and procedures.
- Negotiating and administering labor and employee relations programs for the City. Advising the City Manager, Department Directors and supervisors on labor relations issues, interpretation, strategy development, policies and processes.
- Overseeing the Emergency Management Safety Coordinator position which develops and implements the City's Emergency Services Response Plan, in conjunction with support from the Police Department and the City's Emergency Operation's Committee.



# The Profile

The City of Lacey, Washington is seeking a dynamic, motivated, seasoned executive to lead its Human Resources Department. This is an exciting executive leadership opportunity to work in a dynamic and effective organization.

For this important role, the City of Lacey seeks an experienced, unifying leader who is deeply committed to the success of the City and is a strategic big-picture thinker. The ideal candidate will have a passion for public service and will lead by example to gain the confidence of city departments, city employees, and union representatives. Collaborative by nature, the Director will be an active listener, and transparent communicator with an eye for detail and a strong commitment to customer service. Utilizing a consultative approach, the preferred candidate will be relationship focused, reliable, consistent, inclusive, and supportive when working with staff, peers, their supervisor, and elected officials.

Outgoing and friendly with high EQ, the Director will set the tone for the Department providing guidance, mentoring and leadership to staff, holding people accountable as necessary, and fostering a learning organization. The Director will engage others in problem solving when appropriate while demonstrating decisiveness and resolve when necessary.

The Human Resources Director will stay ahead of the curve on trends, best practices and technological advances; recognize the broad implications of issues; show openness to new perspectives; and see the relationship between people, teams, business processes and outcomes.

The preferred candidate will have experience and demonstrated success in the following areas:

- Strategic leadership.
- Developing and maintaining a working environment that is characterized by efficiency, objectivity, cooperation, and sense of fun and excitement, and positive interpersonal working relationships that extends to all City departments.
- Resolve complex problems and mediating or facilitating cooperation among conflicting parties.
- Model and initiate a quality customer service attitude throughout the department.
- Communicate effectively orally and in writing; establish and maintain effective working relationships with the City Manager, department heads, employees, and the public.
- Strong working knowledge of the policies, principles and practices of public human resources administration.
- Champion of workforce equity and diversity.
- Integrity, honesty, compassion, patience, courage, optimism, and good judgment - particularly in situations characterized by disagreement, conflict, tension, and uncertainty.
- Creative problem solver, bringing fresh ideas and a progressive approach.
- Customer service and the ability to mentor, coach and direct the work of staff.
- Cultural competency that enables effective working relationships in cross-cultural situations.
- Successful planning and implementation of change management strategies.
- Experience managing in a unionized environment.
- A strong foundation and working knowledge of Washington State Labor Laws, federal labor laws, and Washington State Public Employment Relations Commission's Rulings.

# Desirable Qualifications

A Bachelor's degree in business administration, public administration, human resources, political science, communications or related field is highly desirable. An advanced degree such as a Master's degree or Ph.D. in Human Resources, Labor Relations, Business Administration, Public Administration, Management or a closely related field is a plus, as is a professional certification such as PHR, SHRM-CP, or SHRM-SCP.

The ideal candidate will have demonstrated success as a human resources professional in a public sector agency with a minimum experience of five years in human resource management, employee and labor relations, contract negotiations, policy development, grievance resolution, benefits administration, and training and development. Or, the candidate may possess an alternative combination of education and experience that demonstrates the required level of knowledge and abilities.

# Opportunities for Impact

**Establishing Relationships:** Reach out to HR staff, the City Manager, other Department Heads, union representatives, and other City staff at all levels and in all departments with the intent of earning trust and respect and establishing positive, professional working relationships.

**Contract Negotiations:** Get up to speed on the progress of contract negotiations that will start later in 2019 and, potentially, play a role in completing the new contract.

**Forecasting/Succession Planning:** Collaborate with other Department heads to create an accurate forecast of future hiring needs based on anticipated retirements and other factors then craft succession and staffing plans to ensure continuity of services.

**Department Assessment:** Evaluate the structure and staffing levels of the department, make recommendations for changes or adjustments (if warranted), support HR staff through any changes, and establish professional development plans for HR staff to ensure success and effectiveness in their roles moving forward.



## Opportunities for Impact cont.

**Recruitment:** Assess recruitment strategies and methods to ensure the City remains competitive in attracting talented and skilled candidates to fill the City's open positions.

Emphasis also on creating new recruitment programs and partnerships that will help advance diversity in the city's workforce.

**Policy/Procedure Updates:** Evaluate and update policies, procedures, and job descriptions across the City including reviewing and potentially revising the City's Civil Service Rules.

**Training & Development:** Gain familiarity with existing city-wide training and development programs, such as the recently launched Leadership Academy then play a leadership role in advancing these efforts in the future.

**Technology Assessment:** Appraise the current use of technology throughout the HR Department and help to identify and implement tools to 1) make better, more informed metrics driven decisions, and 2) augment the departments deployment of technology for enhanced service delivery.

## Compensation

The annual salary range for this position is \$111,000 to \$140,000. The City offers a competitive benefits package including health, vision, and dental insurance, as well as vacation and sick leave. The City participates in the State of Washington retirement system.

## To Be Considered

The City of Lacey is a progressive employer and is committed to a policy of equal employment opportunity for all. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. The City encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with diverse life experiences. For immediate consideration, please complete the brief application that can be found [here](#). Alternatively, you may send a cover letter of no more than two pages and a resume to Mr. Ed Rogan, Principal Consultant, Square Two Consulting at [ed@sqr-2.com](mailto:ed@sqr-2.com). You may direct your questions to Mr. Rogan via email or by calling 206.697.8428.

