**Class Summary**

The responsibilities of this classification include managing comprehensive human resources services and programs for a division (typically with less than 300 employees) through individual contributors, in coordination with department human resources management. Serve as the agency's central point of contact regarding human resources matters including litigation cases, arbitrations, discrimination complaints, and unemployment hearings.

**Distinguishing Characteristics**

This is the second level within a four level Human Resources manager series. This classification is distinguished from the Human Resources Supervisor in that incumbents serve as the human resources leadership position responsible for strategy of the entire human resources functions for the division. This classification is distinguished from the Human Resources Manager II in that incumbents are not assigned to oversee the human resources functions for a large division (typically more than 300 employees) or a department.

**Examples of Duties**

*Incumbents in this classification may be responsible for performing the duties within the Human Resources Supervisor and the following:*

1. Address a variety of complex human resources issues, interacting with a diverse group of individuals.
2. Act as strategic human resources advisor for the division’s senior leadership team.
3. Act as spokesperson for the division's organizational issues, policy, and human resources service delivery goals and objectives.
4. Lead, develop, and implement human resources strategic plans for the division.
5. Influence and initiate innovative improvements that affect the division and implement strategic and operational initiatives.
6. May participate in the development and implementation of county-wide policies and labor relations strategies.
7. Perform other duties as required.

**Knowledge/Skills**

Ability to build a pipeline of talent to support the county’s capability to deliver customer value

Excellent verbal and written communication skills

Ability to prepare clear and concise reports and deliver formal presentations or training

Knowledge and demonstrated experience in: employee relations, employment and labor law, compensation, staffing and employment, training and development, performance coaching and management, employee relations, and organizational development

Strong analytical, critical thinking, problem solving, judgment, and influencing skills

Ability to maintain confidentiality, tact, and diplomacy

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Bachelor’s degree and/or any combination of education and progressive human resources experience that clearly demonstrates the ability to perform the job duties of the position

Experience in managing, coaching, and training employees

OR any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification, and Other Requirements**

Valid Washington State Driver License or the ability to travel throughout the county in a timely fashion.

Additional minimum qualifications may be established based on business needs and are specified in position announcements as appropriate.

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| **FLSA Designation** | Exempt |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within same series** | None |
| **Class History** | 03/2017 - Created |