

Metropolitan King County Council

Position Descriptions



Position: Human Resources Manager	FLSA: Exempt
Department: Council Administration	Salary Grade: 129
Council Approved: July 27, 2021	

Summary

The responsibilities of this position include managing human resources services and programs for the Legislative Branch and serving as the central point of contact regarding human resources matters including litigation cases, arbitrations, discrimination complaints and unemployment hearings. The position provides technical advice, recommendations, and determinations on complex and/or sensitive human resource issues; designs and implements human resource systems and processes for the Legislative Branch. The position reports to the Director of Operations and is an at-will position.

Distinguishing Career Features:

This is a stand-alone classification. Incumbent is responsible for directing and overseeing comprehensive human resources services and programs for the Legislative Branch, including supervising employees working on human resource programs.

Essential Duties and Responsibilities

- Lead and coordinate human resources functions for the entire Legislative Branch, addressing a variety of complex human resources issues and interacting with a diverse group of individuals.
- Lead the development, update and implementation of Legislative Branch personnel policies.
- Advise, consult with and train managers and supervisors regarding labor relations, classification and compensation, employment and other human resource laws, issues, policies, strategies and guidelines, labor contract and discipline administration.
- Supervise employees working on a human resources programs including planning, organizing, and directing work and evaluating employee performance.
- Provide support on litigation and/or administrative proceedings on all human resource matters and complaints.
- Direct or prepare compensation studies including necessary research and analysis, implementation cost analysis cost/benefit analysis and present recommendations.
- Plan, develop policies and procedures, implement and coordinate human resource management programs and projects that have branch-wide impact, such as layoff and recall, disability accommodation, exit interviews, supported employment, and training modules such as diversity, sexual harassment, ADA, interviewing and applicant tracking system.
- Provide mediation and conflict resolution services to managers and employees, conduct internal investigations and serve as the point of contact for external investigations, make factual determinations, prepare reports and make recommendations, and make presentations to Councilmembers and Council committees as needed.
- Design and develop a branch-wide biennial training plan. Ensure the implementation of the plan and evaluate its progress regularly.
- Manage day-to-day administration of labor agreements for the branch.
- Represent the branch in labor negotiations, grievance hearings, arbitration, and legal proceedings.
- Lead, develop and implement human resources strategic plans for the agency.
- Create and maintain standards for performance and evaluations for the entire branch.
- Perform other duties as assigned.

Qualifications, Knowledge, Skills and Abilities

- Knowledge of principles and techniques of public sector management, including organization planning, staffing, supervision, budgeting, and legislative interaction.
- Knowledge of human resources and supervisory principles and practices.
- Knowledge of project management principles and techniques.
- Analytical, planning, and organizational skills.
- Problem solving, conflict resolution and decision-making skills.
- Knowledge of principles and practical applications of classification and compensation administration.
- Knowledge of training program development and implementation techniques.
- Knowledge of principles and practices of labor contract negotiation and administration, grievance handling and arbitration processes.
- Knowledge of employment practices laws and regulations.
- 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.
- Skill in problem-solving, conflict resolution and decision making.
- Skill in making presentations to groups and committees.
- Skill in developing effective recommendations on full range of issues in one or more specialty area of human resources.
- Skill in working on several projects or assignments simultaneously.
- Skill in building consensus among a diverse group of individuals with conflicting viewpoints.
- Skill in facilitation, verbal, and written communication.
- Skill in critical thinking, problem solving, judgment, negotiating, influencing, and decision making.
- Skill in operations, supervision/management, and staff development.
- Ability to effectively engage in and sustain relations with people from diverse cultures and socioeconomic backgrounds.
- Ability to maintain confidentiality, tact, and diplomacy.
- Ability to conduct impartial investigations that are not affected by unconscious or the influence of external forces.
- Ability to work independently and as a team member.
- Ability to act as a trusted human resources consultant and advisor to leaders at all levels for the full scope of human resources in the branch.
- Applies equity and social justice principles in day-to-day work and interactions.
- Demonstrated proficiency with business applications, such as Microsoft Office suite.

Education and Experience

Education and experience may be combined to demonstrate the requisite knowledge, skills, and abilities necessary for this position.

- Bachelor's degree and/or any combination of education and progressive human resources leadership experience that clearly demonstrates the ability to perform the duties of the position.
- Experience in managing, coaching, and training employees.
- Experience working in a unionized environment.
- OR any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position.