



EMPLOYEE AND LABOR RELATIONS MANAGER

Washington County, Oregon

EMPLOYEE AND LABOR RELATIONS MANAGER

Salary range \$98,574 - \$125,756 annually

Plus generous benefits package



COUNTY POPULATION
Over 600,000

COUNTY BUDGET
Over \$1.4 BILLION

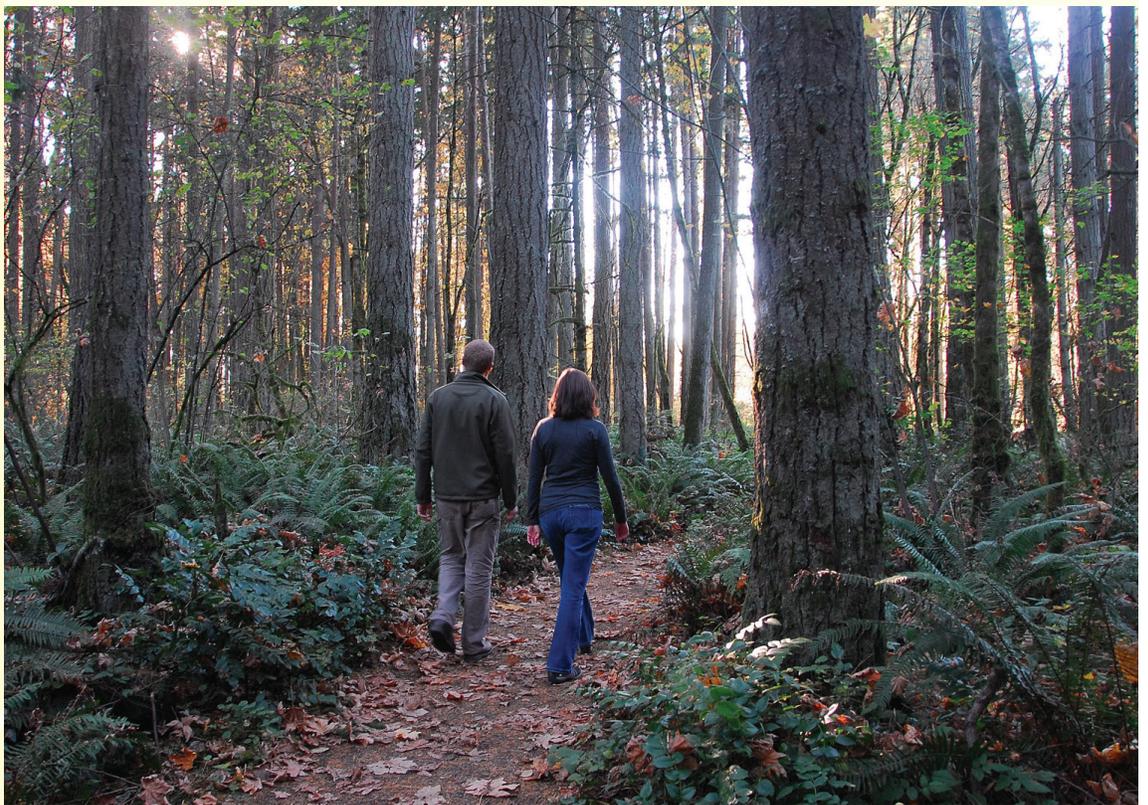
FTE POSITIONS
2,188

THE COMMUNITY

Located in the idyllic Pacific Northwest, Washington County boasts unparalleled scenic beauty with stately forests, verdant fields, and pristine rivers. A variety of recreation opportunities are easily accessible from anywhere in the county, and the Pacific Coast and Cascade Mountains are just an hour's drive away. Portland is only minutes away, with the best of a large city offering opportunities for world-class cuisine, theater, art, and music.

With over 600,000 residents, Washington County is the second largest and most ethnically diverse county in Oregon, home to the state's largest Hispanic/Latino population and largest percentage of Asians or Pacific Islanders. Washington County is a place where creativity and innovation thrive. The County hosts the state's largest and most dynamic companies, including Nike and Intel, and includes the vibrant high-tech corridor known as the Silicon Forest.

Within the County seat of Hillsboro, cultural amenities include the Walters Cultural Arts Center and the highly regarded Bag & Baggage professional theater company. Annual attractions include the Washington County Fair, the Hillsboro Latino Cultural Festival, and one of the largest Fourth of July parades in the Northwest.





The mission of the County is "to provide excellent and cost-effective services that support healthy, peaceful, safe and sustainable communities; and encourage meaningful participation in community activities and County governance."

THE ORGANIZATION

With 2,188 full-time equivalent (FTE) positions and a total budget of over \$1.4 billion, Washington County provides a full range of services to its residents. Major County functions include General Government; Public Safety and Justice; Land Use and Transportation; Housing, Health, and Human Services; and Culture, Education, and Recreation. The mission of the organization is to provide excellent and cost-effective services that support healthy, peaceful, safe and sustainable communities; and encourage meaningful participation in community activities and County governance.

The County's Human Resources Division is part of the Support Services Department within the General Government section of the County organization. The Division currently includes 26 FTEs with a budget of approximately \$42 million. Major HR Division functions include employee relations, recruitment, benefits, wellness, leave administration, job classification and compensation administration, personnel policy management, labor relations, and performance management.

THE POSITION

Under the direction of the Chief Human Resources Officer (CHRO) the Employee and Labor Relations Manager (ELRM) plans, leads, and manages the activities of the Senior Human Resources Business Partner staff. The ELRM integrates the delivery of comprehensive County-wide employee and labor relations programs; and provides expert advice and counsel to Human Resources staff, Washington County Departments and the CHRO on human resource employee relations related matters. The ELRM is responsible for managing employee relations, classification and compensation, pay equity, performance management, labor relations, assisting with policy development, and other HR projects for the County. The ELRM will have program or project oversight responsibilities.

Essential duties include (but are not limited to):

- Managing, directing, and organizing the responsibilities, activities, and service programs of the Senior Human Resources Business Partners.



HR DIVISION BUDGET

\$42 million

FTE POSITIONS

26

MAJOR HR DIVISION FUNCTIONS

Employee Relations

Recruitment

Benefits

Wellness

Leave Administration

Job Classification and Compensation Administration

Personnel Policy Management

Labor Relations

Performance Management

- Leading, managing, or supervising complex human resources programs and/or projects assigned to Senior Human Resources Business Partners.
- Establishing a workplace that promotes the organizational values of workplace diversity, equity and inclusion and actively promotes an environment respectful of living and working in a multicultural society.
- Supporting the management and oversight of the design and implementation of performance management programs.
- Supporting coordination and participation in collective bargaining negotiations, grievance investigation and resolution.
- Providing management support in HR Division strategic planning efforts relative to County HR programs, services, or projects.
- Overseeing informal/formal investigations of internal complaints, grievances or appeals filed.
- Supporting the management and oversight of the HR position classification program.
- Providing oversight of compensation surveys, reviews, reports, findings, and recommendations.
- Managing selection of consultants or vendors in support of employee and labor relations programs
- Monitoring proposed labor and employment laws and initiatives.
- Developing written reports, data analyses, policy documents, and recommendations. Presenting reports for the Board of County Commissioners.

THE IDEAL CANDIDATE

The County is seeking an experienced, visionary leader who is passionate about developing an exemplary human resources team and dedicated to providing exceptional customer service for County departments and supports the organizational values of workplace diversity, equity and inclusion and actively promotes an environment respectful of living and working in a multicultural society.

In addition to possessing strong managerial skills, the ELRM should be a self-aware, empathetic individual with high emotional intelligence; able to effectively communicate with all audiences and explain complex topics in a relatable manner.

While the ELRM will provide strategic direction for the Division, they will serve as a hands-on working manager and must be able to actively assist with “on the ground” tasks including labor negotiations and investigations.

Some of most important characteristics the County is seeking in its ELRM include:

- **Understanding and experience with DEI programs** and implementation. Washington County is committed to promoting diversity, equity, and inclusion (DEI) within its workforce, and the ELRM is expected to be a key contributor to the County’s efforts. Experience promoting and working with DEI programs within large and complex organizations will be beneficial.
- **A strategic, innovative, and forward-thinking manager** who plans long-term and works to address trends in the HR field. The ELRM will have an opportunity to be an integral leader in positioning the HR Division as a strategic asset for the County for years to come. The County is seeking a visionary leader who can guide their team in an environment of evolving priorities and increasing demands.
- **A highly experienced and knowledgeable HR professional**, preferably with a background in large organizations, either public or private. The ELRM will have the management acumen to effectively lead a diverse team with complex responsibilities within a large organization. Proficiency with all aspects and functions of employee relations will be critical to the ELRM’s success. Appreciation of HR best-practices from both a public and private sector perspective will also be beneficial.
- **A strong manager** who makes decisions, holds people accountable, addresses conflict, and is able to facilitate structural and cultural organizational change. Decisive, steadfast, and proactive leadership will be central to the ELRM’s ability to guide his/her work group through a period of growth and development.
- **A team builder** who values inclusivity and collaboration both internally within the Division and externally with departments. The ELRM must have the ability to foster effective cooperation and a spirit of camaraderie within the Senior Human Resources Business Partner team. Collaboration should also be a core value to working with other County departments.
- **An open-minded listener** with excellent interpersonal skills and strong emotional intelligence. The ability to understand, connect with, and earn the trust of employees is highly desirable. The ELRM must maintain a work environment in which team members feel valued, appreciated, and heard.
- **The ability to develop a customer-focused ethic and approach.** The ELRM must work to reinforce rigorous service expectations and a commitment to efficiency and responsiveness. The ELRM must foster collaborative partnerships with departments, working seamlessly to support County operations and goals.
- **An effective advocate** who can speak for the Division at all levels of the organization. The ELRM should be a champion for the Division in all contexts, providing an effective voice for human resources and effectively communicating the needs of the team with upper management, other departments, and external partners.
- **A commitment to transparency and open communication** to keep people informed. The ELRM should be highly visible within the County organization, proactively communicating with other departments to explain HR policies and updates. Verbal and written communication skills will be essential to success.

SIGNIFICANT PRIORITIES

Washington County’s Employee and Labor Relations Manager will have a unique opportunity to spearhead



several important initiatives critical to the Division's long-term success. These include:

- **Advancing the County's Diversity, Equity, and Inclusion Efforts.** Washington County is committed to fostering greater diversity, equity, and inclusion (DEI) within its workforce. The ELRM will be a key strategic leader to support the County's DEI initiative, in partnership with the County's Office of Equity and Inclusion, and help strengthen and foster the organizational values of workplace diversity, equity, and inclusion.
- **Establish a Comprehensive and Structured Employee Relations Approach.** The ELRM will be leading a long-standing team of Senior Human Resources Business Partners who have a broad range of backgrounds, knowledge, and employee relations experience. The ELRM will be expected to build a comprehensive, integrated, consistent, collaborative, and goal-oriented approach to the team's ongoing work.
- **Comprehensive County-Wide Training Program.** Washington County appreciates the vital importance of leadership development and succession planning for the long-term strength of its workforce. The ELRM will be a collaborative partner with the Training and Development Program Manager to help develop a comprehensive County-wide training program designed to address these needs.
- **Enhance the County's Performance Management Program.** The County is interested in exploring innovative ways to encourage high-level performance from its employees. The ELRM will have an opportunity to develop recommended strategies for linking compensation with performance.

MINIMUM QUALIFICATIONS

A typical way to obtain the knowledge and abilities would be:

- A Bachelor's Degree in business, public administration, human resources management, a behavioral science, or a related degree; **AND**
- Four (4) years of responsible Human Resource management experience that includes Human Resource functional areas, including, but not limited to, personnel management and labor relations including two (2) years of supervisory experience; **OR**
- An Associate Degree in business, public administration, human resources management, a behavioral science, or a related degree; **AND**
- Six (6) years of responsible Human Resource management experience that includes Human Resource functional areas, including, but not limited to, personnel management and labor relations including two (2) years of supervisory experience.

COMPENSATION

This is a FLSA exempt position. The salary range for the Employee and Labor Relations Manager is \$98,574 to \$125,756 annually.

Washington County offers a generous benefits package including family and domestic partner health insurance, a deferred compensation program, flexible spending accounts, life insurance, long-term disability, paid holidays, vacation, and sick leave. Retirement benefits are provided through the Oregon Public Employees Retirement System.



TO APPLY

For position details, application materials, and instructions on how to apply, please visit <https://washcojobs.org>

Applications are due November 29, 2020. Preliminary online video interviews are anticipated the week of December 14, 2020. Finalist interviews are anticipated the week of February 10, 2021.

Washington County is an Equal Opportunity Employer.