

**Skagit Transit is seeking an accomplished
professional to serve as**

Manager of Human Resources

**94,600 - \$102,833 Annual Salary
(Depending on Qualifications)**

APPLICANT INSTRUCTIONS

Thank you for your interest in the Skagit Transit and the **Manager of Human Resources** position. Kara Turner, Turner HR Services, Inc. will be assisting us in this very important selection process.

As part of the application process, please complete the items listed below and submit them directly to kara@turnerhrservices.com:

1. Skagit Transit Application Form
2. Minimum Qualification Checklist (below)
3. Resume & Cover Letter

Your cover letter should address the following areas:

- *Why are you interested in working for Skagit Transit in this position?*
- *What experiences, skills and traits make you a good fit for this position?*

Questions regarding materials may be referred to Kara Turner by email or phone (360) 739-5531.

First preference given to application packets received by **5pm on December 3, 2021**.
Position will remain open until filled.

MINIMUM QUALIFICATIONS CHECKLIST

Manager of Human Resources

| QUALIFICATIONS | Yes | No |
|--|-----|----|
| I have a Bachelor's Degree in Business, Public Administration, Human Resources Management, or related field. | | |
| I have a Human Resources professional certification either through the Society for Human Resources Management (SHRM-CP or SHRM-SCP) or the Human Resources Certification Institute (PHR or SPHR) <i>highly preferred</i> . | | |
| I have a minimum of five (5) years progressively responsible experience in human resources management. | | |
| I have experience and responsibility for recruitment and selection, employee relations, policy writing, benefits administration, compensation administration, and worker's compensation administration. | | |
| I have experience working in the public sector and union labor environment, including contract administration and negotiations (<i>highly preferred</i>). | | |
| I have the knowledge and ability to develop, implement, and manage sound Human Resources programs and administrative practices and procedures. | | |
| I have knowledge of federal, state and local laws pertaining to Human Resources management, including leaves of absence, labor relations, Equal Employment Opportunity and Affirmative Action, etc. | | |
| I have strong leadership skills, including building and maintaining rapport, effective coaching, and conflict resolution. | | |
| I have demonstrated effective communication skills (both written and verbal presentation). | | |
| I have the ability to obtain a valid Washington State driver's license by the time of hire for work-related travel and pass the background check. | | |
| I meet all other "Qualifications" as listed in the job description. If not, please describe: | | |

I hereby certify that all statements made above are true and correct.

Signature

Date



Position Description
MANAGER OF HUMAN RESOURCES

| | |
|------------------------|--|
| REPORTS TO: | Executive Director |
| SUPERVISES: | HR Generalist; HR-related Contract Services |
| FLSA STATUS: | Exempt |
| TESTING STATUS: | Not safety-sensitive |
| PAY LEVEL: | Level 2 |

JOB SUMMARY:

Develops and manages the Agency's Human Resources Programs including recruitment, selection, labor relations, compensation and benefit administration, staff development, drug testing program and records management in accordance with state, federal and local laws. Serves as a member of the Agency's management team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide strategic Human Resources guidance to meet current and future business needs
- Manage recruitment and selection program including effective employment branding, recruitment efforts, selection and hiring processes consistent with local, state and federal laws
- Oversee onboarding and new employee orientation activities
- Develop and manage a competitive and equitable compensation system by preparing and updating job descriptions, performing job audits, coordinating job evaluations, obtaining comparable salary information, coordinating agency's performance management system and recommending annual salary adjustments
- Manage organization's health benefits programs
- Coordinate the benefits committee, facilitate meetings, recommend benefit plans and oversee implementation of benefit plan changes
- Serve as principal liaison with insurance providers and brokers
- Ensure proper employee enrollment process and ongoing benefits maintenance
- Participate in wellness program design and activities
- Provide lead role in labor relations including coordinating contract lead negotiator and negotiating team, preparation of negotiation strategy and proposal language documents
- Assist with contract interpretation and assure consistency in enforcement
- Assist in grievance resolution
- Participate in all aspects of agency personnel procedures including investigations, discipline and termination
- Develop and revise personnel policies, employee handbooks and implementation procedures for various special programs such as FTA drug and alcohol testing
- Oversee consistent application of policies and procedures
- Direct the preparation, maintenance and distribution of records, reports, statistics and other materials for local, state and federal agency use as required
- Work with the Manager of Finance and Administration and the Executive Director to develop the Human Resources budget and agency-wide budget as it relates to personnel costs including salaries, wages and benefits
- Manage, organize, coordinate, direct and implement the agency-wide training and development program and succession planning activities

- Proactively identify on-site and off-site professional development opportunities for leadership team
- Manage various personnel programs, including but not limited to, federally-mandated drug and alcohol testing, Worker's Compensation, FMLA and Washington State leave programs
- Assure compliance with relevant state and federal employment laws and regulations including labor law postings
- Ensure contractors comply with applicable drug and alcohol program requirements per Skagit Transit policy and federal regulations
- Oversee maintenance of employee personnel and medical files and records assuring confidentiality, accuracy, well-documented changes and compliance
- Track employee pay increases, benefit deductions, promotions, transfers and other status changes
- Prepare and present various information, reports or programs to the Board of Directors as needed
- Ensure compliance with relevant state and federal employment laws and regulations through research and consultation with legal counsel as needed
- Serve as the Agency Equal Employment Opportunity Officer (EEO) and Americans with Disabilities Act Coordinator (ADA)
- Responsible for preparation and maintenance of the EEO Plan and Affirmative Action Program
- Maintain agency's web presence related to recruitment and employment branding as well as other relevant HR activities
- Conduct research and collect data on human resource programs and practices as needed
- Perform other related duties as assigned

QUALIFICATIONS:

Any equivalent combination of education and experience that provide the knowledge, skills and abilities required to successfully perform the job. A typical way to meet this requirement would be:

- Bachelor's Degree in business or public administration, Human Resources Management or related field
- Five years of progressively responsible experience in human resource management
- Experience and responsibility for recruitment and selection, employee relations, policy writing, benefit administration, compensation administration and worker's compensation administration
- Experience working in the public sector and union labor environment, including contract administration and negotiations *preferred*
- Certified Professional or Senior Professional in Human Resources through SHRM (SHRM-CP or SHRM-SCP) or through HRCI (PHR or SPHR) *highly preferred*
- Ability to obtain a valid Washington State Driver's License by time of hire
- Maintain acceptable driving record

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Modern principles and practices of Human Resources Management
- Federal, state and local laws pertaining to Human Resources management, leaves of absence, labor relations, Equal Employment Opportunity and Affirmative Action

Ability to:

- Demonstrate strong internal and external customer service skills in order to meet the Agency's expectations
- Proficient in Microsoft Suite products and ability to quick learn other software

- programs (HRIS, etc.)
- Maintain confidentiality of sensitive data and information
- Work under pressure, address problems and tasks that arise simultaneously or unexpectedly
- Develop and implement goals, objectives and budget for Human Resources department
- Effectively lead Human Resources staff
- Serve as a knowledgeable resource to the management team
- Develop, implement and manage sound Human Resources programs and administrative practices and procedures
- Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations
- Organize and maintain filing systems including electronic and physical files
- Ability to collect, compile and analyze information to formulate recommendations and programs
- Communicate effectively and professionally, both orally and in writing, with employees at all levels of the organization, customers, vendors and contractors
- Relate effectively to individuals of various cultural, ethnic and social-economic backgrounds as well as individuals with special needs
- Operate various types of office equipment such as telephone system, copier, fax and scanner
- Use courteous and professional telephone and e-mail etiquette

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential functions require performing duties in the office setting 80 percent of the time, with balance of time spent traveling to various locations within Skagit Transit office building, climbing stairs, stooping, reaching, bending, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions and carrying up to 20 pounds. Exerting up to 20 pounds of force occasionally and moving up to 10 pounds of force frequently.

WORKING CONDITIONS:

Duties performed primarily in an office environment with moderate noise level. Duties are primarily performed in an office environment. Office work is performed while sitting at a desk or computer terminal, with some standing, walking, kneeling, crouching, and stooping within the office area.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Approved:

Executive Director

October 2021

APPLICATION FOR EMPLOYMENT



SKAGIT TRANSIT

600 County Shop Lane | Burlington, WA 98233

POSITION APPLIED FOR:

Directions: Print or type all requested information. Do not submit a resume in lieu of completing any portion of this application. An incomplete application may delay action or disqualify you.

If you have a disability that requires assistance and/or reasonable accommodation with the job application process, please contact Human Resources at 360-757-5178.

| | | |
|------------------|---------------|--|
| Name (Last) | (First) | (M.I.) |
| Address (Street) | (City) | (Zip) |
| Phone (Home) | Phone (Work) | Phone (Cell) |
| Email Address | Applying for: | <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary |

| | | |
|--|-----|----|
| 1. Are you a U.S. citizen or are you eligible for lawful employment in the U.S.? | Yes | No |
| 2. Do you possess a valid Washington State Drivers License? | Yes | No |

| TYPE OF SCHOOL | NAME & LOCATION | MAJOR SUBJECT | MARK # YEARS COMPLETED | | | | | GRADUATE Yes or No | |
|----------------|-----------------|---------------|------------------------|----|----|----|-----|-----------------------|----|
| | | | 9 | 10 | 11 | 12 | GED | Yes | No |
| HIGH SCHOOL | | | | | | | | Yes | No |
| COLLEGE | | | 1 | 2 | 3 | 4 | Yes | No | |
| COLLEGE | | | 1 | 2 | 3 | 4 | Yes | No | |
| GRAD SCHOOL | | | 1 | 2 | 3 | 4 | Yes | No | |

| | | | |
|----------------------|--------------------|----------|-----------|
| Military Background: | Branch of Service: | Date In: | Date Out: |
|----------------------|--------------------|----------|-----------|

| OTHER RELEVANT COURSES AND TRAINING | NAME & LOCATION OF INSTITUTION | DATES ATTENDED |
|-------------------------------------|--------------------------------|--------------------------------|
| | | Date In: _____ Date Out: _____ |
| | | Date In: _____ Date Out: _____ |
| TRADE, OTHER MILITARY | | Date In: _____ Date Out: _____ |

| PRO. LICENSES OR CERTIFICATES | SERIAL NO. | DATE ISSUED | EXPIRATION |
|-------------------------------|------------|-------------|------------|
| | | | |

WORK HISTORY -----

Beginning with your **present or most recent employment, list your work/experience history for the past 10 years, accounting for gaps in employment** Use additional paper if necessary.

Paid Volunteer May we contact this Employer? Yes No Notify Me First

| | | | | | | | |
|---|----------------------------|--------------|-------|-----|--|--|--|
| From (Mo & Yr) | Title or Position You Held | Company Name | Phone | | | | |
| To (Mo & Yr) | Company Address | City | State | Zip | | | |
| Total Yrs/Mos. | Primary Duties | | | | | | |
| Hours Worked Each Week | | | | | | | |
| Number of Employees You Supervised: | | | | | | | |
| Name and Title of Immediate Supervisor: | | | | | | | |
| Reason for Leaving or Considering Change: | | | | | | | |

Paid Volunteer May we contact this Employer? Yes No Notify Me First

| | | | | | | | |
|---|----------------------------|--------------|-------|-----|--|--|--|
| From (Mo & Yr) | Title or Position You Held | Company Name | Phone | | | | |
| To (Mo & Yr) | Company Address | City | State | Zip | | | |
| Total Yrs/Mos. | Primary Duties | | | | | | |
| Hours Worked Each Week | | | | | | | |
| Number of Employees You Supervised: | | | | | | | |
| Name and Title of Immediate Supervisor: | | | | | | | |
| Reason for Leaving or Considering Change: | | | | | | | |

Paid Volunteer May we contact this Employer? Yes No Notify Me First

| | | | | | | | |
|---|----------------------------|--------------|-------|-----|--|--|--|
| From (Mo & Yr) | Title or Position You Held | Company Name | Phone | | | | |
| To (Mo & Yr) | Company Address | City | State | Zip | | | |
| Total Yrs/Mos. | Primary Duties | | | | | | |
| Hours Worked Each Week | | | | | | | |
| Number of Employees You Supervised: | | | | | | | |
| Name and Title of Immediate Supervisor: | | | | | | | |
| Reason for Leaving or Considering Change: | | | | | | | |

Paid Volunteer May we contact this Employer? Yes No Notify Me First

| | | | | | | | |
|---|----------------------------|--------------|-------|-----|--|--|--|
| From (Mo & Yr) | Title or Position You Held | Company Name | Phone | | | | |
| To (Mo & Yr) | Company Address | City | State | Zip | | | |
| Total Yrs/Mos. | Primary Duties | | | | | | |
| Hours Worked Each Week | | | | | | | |
| Number of Employees You Supervised: | | | | | | | |
| Name and Title of Immediate Supervisor: | | | | | | | |
| Reason for Leaving or Considering Change: | | | | | | | |

I certify under penalty of the laws of the State of Washington that answers given are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that should investigation disclose false or misleading information given in my application or interview(s), it may result in disqualification from employment or discharge. I understand that all employees of Skagit Transit are considered at-will employees and may be terminated from Skagit Transit employment at any time with or without notice.

SIGNATURE OF APPLICANT _____ **DATE** _____



The information requested below will be used for the statistical purposes only, as required by the Equal Opportunity laws and regulations. The information requested is **voluntary and confidential**.

Thank you for helping evaluate the effectiveness of our equal opportunity effort.

Name _____

Position Applied For _____

| |
|--|
| Ethnicity <input type="checkbox"/> HISPANIC or LATINO <input type="checkbox"/> WHITE <input type="checkbox"/> BLACK or AFRICAN AMERICAN <input type="checkbox"/> ASIAN AMERICAN <input type="checkbox"/> NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER <input type="checkbox"/> AMERICAN INDIAN or ALASKA NATIVE <input type="checkbox"/> MULTIRACIAL <input type="checkbox"/> I DO NOT WISH TO SELF-IDENTIFY |
|--|

- Sex Female Male
- Are you disabled? Yes No
- Are you a veteran? Yes No
- Are you a disabled veteran? Yes No

How did you learn about this position? Please identify source:

- Newspaper (**specify**) _____
- Internet website (**specify**) _____
- Referral/Friend/Relative (**specify**) _____
- Worksource Website or Office (**specify**) _____
- Radio Advertisement (**specify**) _____
- Walk-in _____
- Other (**specify**) _____