

***THE CITY OF MCMINNVILLE, OREGON***

***INVITES TOP QUALITY CANDIDATES***

***TO APPLY FOR THE POSITION OF***

**Human Resources Manager**

**\$5,990 – 7,644 PER MONTH – DOQ**



**AN OUTSTANDING  
EMPLOYMENT OPPORTUNITY  
IN ONE OF THE PACIFIC NORTHWEST'S PREMIER COMMUNITIES**

## ***Become Part of Our City's Team***

The City of McMinnville, Oregon is seeking a dynamic and broadly experienced leader to serve on the City of McMinnville's Executive Team. The Human Resources Manager will be directly responsible for the overall administration, coordination and evaluation of various Human Resource functions. This is a unique opportunity to be a part of a growing community and an organization committed to maintaining a safe and livable environment, open governance and efficient delivery of public services.

## ***The Community***

The City of McMinnville has a great deal to offer the new Human Resources Manager, including a supportive Mayor, City Council, City Manager, staff, and community. McMinnville (population 33,000) is located in the western portion of Oregon's agriculturally rich Willamette Valley on U.S. Highway 99W. McMinnville's historic Third Street was recently honored by the American Planning Association as one of its prestigious *Great Streets in America*. The historic downtown was also recently recognized by Parade Magazine as the best downtown west of the Mississippi River. McMinnville is a progressive, easy-going city that enjoys a central location to the Pacific Ocean beaches, the big City (Portland) and the State Capitol. It's an easy scenic drive to Mt. Hood and other exciting winter activity areas. McMinnville is home to Linfield College, one of the nation's most respected small colleges.

McMinnville has a Council-Manager form of city government. It is a full service city, providing a broad range of public services, and has a statewide reputation for stability and effective governance.

A recent citizen survey rated the City's livability very high. The small-town atmosphere, the historic downtown area, and community spirit were most highly valued by those responding to the survey.

## ***Responsibilities***

The Human Resources Manager reports directly to the City Manager and is responsible for a variety of functions including, but not limited to:

- Managing and coordinating the organization, staffing and operational activities for human

resources including recruitment, classification, compensation, equal employment, orientation, and training.

- Organizes, develops, and directs activities connected with employment, recruitment, and candidate selection processes. Assures compliance with recruitment policies and procedures. Coordinates and participates in reviews of applications, candidate interviews, verification of skills and abilities, references, and pre-employment testing.
- Coordinates and/or participates in various Human Resources activities such as the development and implementation of goals, objectives, policies, and priorities for human resource programs including developing and maintaining communications materials.
- Consults with management and employees to resolve sensitive and significant personnel issues such as grievances, communications difficulties, etc. Meets with employees, supervisors, managers, and directors to resolve employee conflicts, problems, concerns, and to resolve sensitive or controversial issues. Investigates grievances and complaints and recommends resolution. Advises management on corrective action and strategies for handling corrective action and addressing performance deficiencies. Provides instruction and resources to management staff regarding good employee relations policies and practices and contract interpretation and application.





- Conducts research, develops strategies, and participates in all matters relative to collaborative labor negotiations and third party resolution to labor disputes.
- Develops and recommends personnel policies.
- Provides professional and technical assistance to City employees on personnel matters such as job design, professional development, supervisory and employee relations, compensation, and policies.
- Ensures that position descriptions are current and reflective of work performed.
- Plans and oversees periodic research of competitive wages, and personnel practices to determine changes in City programs.
- Conducts analysis and evaluation of jobs for pay determination purposes. Recommends pay grade assignments to the City Manager and appropriate department directors on all City positions.
- Plans, develops, and conducts new employee orientation programs which foster positive employee relations and understanding of the City's goals.
- Oversees training and development by identifying training needs. Locates and recommends training programs, approaches, and consultants. Coordinates external training events as needed.
- May serve as lead negotiator for planning and conducting labor negotiations.
- Establishes and maintains effective working relationships with people contacted in the course of work including managers and supervisors, union representatives, employees, representatives of other agencies and community groups, media representatives, and citizens.
- Stays informed on local, state, and federal laws and discipline procedures.
- Tracks and reviews all performance evaluations and provides guidance to managers in improving their evaluations.
- Assists the City Manager with the City's Risk and Safety Program. Provides support staff and training resources to Safety Committee. Serves as a liaison with insurance carriers and monitors the workers' compensation program. Identifies safety and health issues and ways to minimize workplace accidents. Examines accident claims.

- Coordinates workers' compensation reporting from the City to the City's insurance carrier.
- Conducts exit interviews for employees working in regularly budgeted positions and who are separating from service with the City and coordinates follow-up

The [job description](#) for the Human Resources Manager may be found on the City's website.



### ***The Ideal Candidate***

This position typically requires a Bachelor's degree in Business, Public Administration, Human Resource Management, or a related field, and three years in a related field. Any equivalent combination of education and experience that demonstrates the knowledge, skills, and abilities is qualifying. Experience working for a full service municipality is preferred.

In addition the ideal candidate should have HR experience in class/comp, recruitment and selection, benefits and compensation, safety and training, and general administration. A Master's degree in Public Administration, Human Resources, or related field may substitute for up to two years of experience.

The ideal candidate is a visionary servant leader. This position demands strong communication skills and a commitment to collaboration. The City of McMinnville is a well-managed organization with strong department managers and staff and a cohesive, fully functioning City Council. The ideal candidate will be prepared to take time to listen, learn, and build relationships within the organization and in the community.

The ideal candidate will fully embrace the City of McMinnville and their core values will be consistent with the community and organization. The Human Resources Manager will be a strategic thinker, an innovative change agent who is open to new ideas and a champion for inclusion and accessibility.

#### Licensing and Other Requirements:

Positions in this classification require the ability to possess and maintain a valid driver's license and ability to meet the City's driving standards. Certification from a Professional Human Resources Organization within the first twelve months of employment in this position is preferred.

The ideal candidate will bring to the job the following knowledge skills and abilities:

#### **Knowledge of:**

- Recruitment theories and principles.
- Job analysis techniques.
- Health benefits programs.
- Health insurance issues.
- Training theories and principles.
- City and departmental policies and procedures
- Budgeting and fiscal monitoring;
- Policy development;
- Local, state and federal laws governing human resources; and
- Personal computers and related software applications.

#### **Skills in:**

- Communicating clearly and effectively both orally and in writing;
- Analyzing problems and developing solutions;
- Interpreting and applying complex policies and procedures;
- Using resourcefulness and tact in explaining difficult procedures and regulations to elected officials, senior managers, and members of the general public;
- Screening and interviewing applicants;
- Applying excellent internal and external customer service skills
- Making presentations and developing reports that may include technical information;
- Researching, analyzing, and summarizing data;
- Preparing reports and legal documents;
- Resolving conflicts; and

- Using techniques to maintain and secure confidential information.

#### **Ability to:**

- Establish and maintain effective working relationships with employees, officials, committees, and the general public;
- Maintain high standards of confidentiality, integrity, and diplomacy; act with courtesy and tact during stressful and/or confrontational situations;
- Communicate effectively with coworkers, management, elected officials, and the general public; and display excellent interpersonal skills and awareness of controversial and/or sensitive issues;
- Read, understand, interpret, and apply complex documents such as the contracts, labor agreements, insurance documents, and state and federal regulations;
- Organize facts and present recommendations in a clear, concise, and logical manner;
- Effectively administer a variety of human resource services and activities;
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;
- Develop skills assessments;
- Perform job analysis;
- Write job descriptions;
- Conduct salary survey processes, researches and responds to salary surveys from other agencies;
- Coach supervisors and employees on conflict resolution;
- Receive work direction and suggestions;
- Operate a computer, calculator, telephone, fax machine, and other related office equipment; and
- Manage multiple priorities.

### ***Compensation and Benefits***

The current salary range for the Human Resource Manager is \$5,990-7,644 per month. Within the range, an appointment will be made based on qualifications and experience. The City's current benefit package includes:

- Medical, dental, and vision insurance in which the City and the employee share in premium

costs.

- City-paid life insurance.
- City-paid long-term disability insurance.
- Sick leave - 8 hours/ month.
- Vacation credit earned at the rate of 6.67 hours per month, with increases in accrual rates.
- Ten paid holidays and two floating holidays annually.
- 24 hours Management Leave (exempt positions).
- City-paid participation in the Public Employees Retirement Systems.
- Professional membership costs and attendance at job-related conferences.
- Optional deferred compensation plan, and other employee-paid insurances.

***The City of McMinnville is an equal opportunity employer. Applicants with disabilities who need accommodation to participate in the recruitment and selection process should request assistance by calling Erica Thomas at (503) 434-2328 or by emailing her at: [Erica.Thomas@mcminnvilleoregon.gov](mailto:Erica.Thomas@mcminnvilleoregon.gov).***

### ***Applying for the position of Human Resources Manager***

Those who are interested in applying for the position of Human Resources Manager should submit a City of McMinnville [employment application](#), cover letter, current resume that highlights the relevant experience and education related to the position. An initial review of completed application materials received by 5:00 p.m. July 13, 2018 will be conducted. Materials should be mailed or delivered to the City of McMinnville, Attention: Human Resources, 230 NE Second St., McMinnville, Oregon 97128 or submitted electronically via email to Erica Thomas at [Erica.Thomas@mcminnvilleoregon.gov](mailto:Erica.Thomas@mcminnvilleoregon.gov).

### ***Planned Recruitment Schedule***

- June 15, 2018 — Initial posting
- July 13, 2018 by 5:00 pm — Application materials due.
- July 16-20, 2018 — Review and screening of application materials.
- July 20, 2018 — Invitations to finalists to interview.
- July 26, 2018 — Panel Interviews.
- August 3, 2018 — Offer position to top candidate.
- August 20, 2018 – Tentative first day of employment.

