

**Port of Port Angeles
POSITION DESCRIPTION FORM**

CHECK THE BOX THAT APPLIES:		
<input type="checkbox"/> New Position	<input checked="" type="checkbox"/> Vacant Position	<input type="checkbox"/> Filled Position
POSITION TITLE: Human Resources Manager II		
DEPARTMENT or DIVISION: Admin		
FLSA STATUS: Exempt	SALARY GRADE: 13	SALARY RANGE: \$84,498 - \$114,320
EMPLOYMENT CLASSIFICATION:		
<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Part-time %	<input type="checkbox"/> Seasonal

JOB SUMMARY

This is a multifaceted role requiring advanced expertise in Human Resources, Public Relations, and general Administration. The position demands a high degree of confidentiality, legal knowledge, independent judgment, initiative, and strategic communication skills.

SUPERVISORY RELATIONSHIPS

SUPERVISOR'S TITLE:

Director of Finance and Administration

1. What type of supervision is required for this position while performing assigned duties?

This position requires limited supervision from the Director of Finance and Administration and close collaboration with the Port's managers and directors.

2. What responsibility, if any, is there for directing or supervising the work of others?

- Provide guidance and training to all Port staff on HR and Public Records law and best practices.
- Provides subject matter expertise for policy development and review.

ESSENTIAL FUNCTIONS

Percentage* <input type="checkbox"/> By month <input checked="" type="checkbox"/> By year <input type="checkbox"/> Other:	Essential Functions
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70%	<p>Human Resources:</p> <ul style="list-style-type: none"> • Responsible for personnel administration, policy and procedure revisions, and benefit plan changes. • Maintains required training records/licenses and ensures training and licenses are renewed in a timely manner (Commissioner open public meetings, CDLs, TWIC cards, etc.). • Administers the Worker's Compensation filings, including communications with the Department of Labor, coordinating the light-duty/return to work program, OSHA monitoring and reporting (labor posters, accident logs, annual reporting). • Identifies areas of risk and suggested improvements in worker safety. Coordinates and files yearly hearing tests. Attends Safety Committee meetings. • Administers other various personnel programs, including but not limited to Employee Recognition Programs, New Hire Orientations, etc. • Processes various types of employee documentation (hiring, termination, training, FMLA, etc.) and assists with maintaining personnel files. Prepares 1095-B Health Insurance Coverage forms. • Advertises job openings, receives and records applications, maintains application files, and records of the recruitment/hiring process. • Arranges yearly harassment training. • Provides employee orientation. • Processes L&I claims, unemployment compensation paperwork, workplace safety, and other related employee documentation. • Compiles salary surveys and reviews job descriptions with managers to ensure accuracy. • Supports managers with maintaining and updating policies and procedures by managing the electronic policies in an easy-to-access location, tracking the dates related to when policies should be updated, and other related items. • Maintains confidential information and appropriately handles sensitive topics. • Serve as lead negotiator for the Collective Bargaining Agreements with Teamsters and International Longshore and Warehouse Unions.
30%	<p>Public Relations & Communications</p> <ul style="list-style-type: none"> • Develop and implement a Public Relations and communication strategy. • Coordinate messaging across departments to ensure consistency and alignment. • Build and maintain strong relationships with local communities, civic groups, businesses, and elected officials. • Plan and manage public outreach. • Oversee production of newsletters, social media content, speeches, op-eds, and annual reports. • Enhance the Port's image by managing branding, messaging consistency, and public perception. • Monitor public sentiment and respond to misinformation or negative publicity. • Manage contracts with external PR firms, graphic designers, or videographers for campaigns or special projects.

QUALIFICATIONS

Knowledge, Skills, & Abilities Required:

- In-depth knowledge of and the ability to administer, implement, and/or execute the following:
 - Federal and Washington State laws, rules, and regulations required in all human resources functions and actions.
 - Practices, principles, and techniques of recruitment and selection processes.
 - Labor agreement interpretation and administration.
 - Labor and employee relations, conflict resolution, and best practices.
 - Employee benefits: medical, dental, vision, LTD, life, and VEBA insurance programs.
 - Workers' compensation reporting requirements, L & I recording and posting requirements, OSHA 300 filing requirements; light duty, ADA accommodation, and return to work procedures.
 - Techniques and tools used in the development and administration of position classification systems, compensation plans, and market surveys.
 - Public Records Act law, components, and best practices
- Ability to effectively present detailed information to employees, customers, and the public. Must have impeccable customer service skills and strategies.
- Ability to present to the public and the Board of Commissioners in open public meetings.
- Ability to effectively use computer software, including Microsoft Word, Excel, Outlook, PowerPoint, and website administration tools.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to write reports and fill out forms accurately.
- Ability to proficiently utilize calculators, copy machines, and other office equipment
- Ability to read, write, and speak the English language at a level for efficient job performance.
- Ability to read, analyze, and interpret business periodicals, government regulations, and company handbooks.

Preferred Work Experience:

- A minimum of five (5) years of increasing responsibility in human resources management, including supervisory or strategic leadership roles
- Two (2) years' experience working in the public sector.

Preferred Education and Training:

- Bachelor's Degree in Public Administration, Business Administration, Human Resources Administration, or a closely related field.
- Valid Washington State driver's license.

PHYSICAL and WORKING CONDITIONS

While performing the responsibilities of the position, the employee is generally required to meet the following physical demands:

1. **Strength**
 - a. LIGHT - Exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Physical demands are in excess of those of sedentary work. Light work usually requires walking or standing to a significant degree.
2. **Movement**
 - a. STOOPING - Bending body downward and forward. May require full use of the lower extremities and back muscles.
 - b. REACHING - Extending hand(s) and arm(s) in any direction.

- c. HANDLING - Seizing, holding, grasping, turning, or otherwise working with hand or hands.
- d. FINGERING - Picking, pinching, or otherwise working primarily with fingers rather than with the whole hand/arm.

3. Auditory

- a. TALKING - Accurately and efficiently expressing or exchanging ideas by means of the spoken word.
- b. HEARING - Receiving detailed information through oral communication by perceiving the nature of sounds.

4. Vision

- a. NEAR ACUITY - Clarity of vision at 20 inches or less.

Working Conditions

- a. OFFICE ENVIRONMENT - Work is mostly performed in a climate-controlled facility providing reasonable comfort and security. Noise level is usually low. Some travel between work locations may be required.

The job duties as defined are an accurate reflection of the work to be performed by this position.