SNOHOMISH COUNTY JOB DESCRIPTION

DEPUTY DIRECTOR HUMAN RESOURCES/LABOR RELATIONS

Spec No. 1184

BASIC FUNCTION

To develop and execute inclusive Human Resources (HR) policy and county-wide labor relations strategies, including performing as Chief Labor Negotiator and liaison between all stakeholders in Executive, Council and Prosecutor Civil Division. To act on behalf of the Human Resource Director in their absence or as directed.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Serves as Chief Labor Negotiator; responsible for the negotiation and implementation of the county’s labor agreements and the interpretation and explanation of labor laws, contracts, memoranda of understanding, and ordinances.

2. Exercises considerable initiative, sound judgment, tact, and diplomacy when consulting and building relationships with county management officials, elected leaders, union organization representatives and individual employees.

3. Supervises assigned staff. Supervisory responsibilities include but are not limited to hiring, training, performance feedback and improvement plans, and recommending corrective action, discipline, and termination to the Human Resources Director.

4. Proactively builds a culture of diversity, equity, and inclusion within the team, the department, and Snohomish County; applies an equity lens to the oversight of assigned functions, models appropriate behavior, and keeps current with developments and practices in diversity, equity, and inclusion.

5. Assists in the preparation of the annual departmental budget; contributes to the preparation of departmental program plans, goals and objectives, and funding requests.

6. Keeps abreast of the latest data concerning wages and salaries, medical and other benefits, hours of work and working conditions for use in preparing recommendations and in conducting discussions with employee organizations, develops related policies and procedures.

7. Maintains awareness of laws, ordinances and statutes affecting labor relations; keeps abreast of arbitrator decisions and changing labor relations concepts and unions’ doctrines and philosophies; applies this knowledge to labor relations and negotiations strategies.

8. Provides public testimony and presentations as appropriate.

9. Works closely with Prosecutor’s Office regarding pending legislation that may impact collective labor agreements and negotiations.
10. May investigate employment related misconduct, grievances and issues in dispute.

11. Maintains confidentiality of all personnel, payroll, accounting and finance records and reports along with any other records, reports and/or information deemed to be sensitive in nature.

STATEMENT OF OTHER JOB DUTIES

12. Performs other related duties as needed to accomplish goals and objectives.

MINIMUM QUALIFICATIONS

A Bachelor’s degree in Business or Public Administration with course work in labor relations and labor law and a minimum of six (6) years of progressively responsible experience in contract negotiations; OR, any equivalent combination of education, training and/or experience that provides the required knowledge and abilities. Master’s degree may substitute for two (2) years’ experience.

PREFERRED QUALIFICATIONS

Professional Human Resources certification, such as SHRM-SCP, SPHR, or IPMA-SCP.

SPECIAL REQUIREMENTS

Must sign a confidentiality agreement as a condition of employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles and practices of public employee collective bargaining, multi-program administration, and supervision;
- prevailing federal, state and local ordinances, policies, standards and practices in labor relations activities;
- the principles, objectives, and methods of public administration;
- budgeting techniques and principles;
- statistical analysis principles and techniques.

Ability to:
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- work professionally and respectfully with diverse groups of individuals (internal and external), elected officials, and the general public;
- lead a service delivery team and act as a resource in problem resolution;
- negotiate agreements and adjust differences in labor or employee relations;
- win the confidence and cooperation of county officials and union or employee representatives;
- communicate clearly and concisely, orally and in writing;
- collect and interpret data through administrative studies and surveys, and exercise sound judgment in arriving at conclusions;
- supervise, coach, and evaluate the work of assigned staff;
- develop a sound course of action or strategy based on a thorough understanding of available information and data;
- build consensus among individuals with varying opinions and agendas;

SUPERVISION

The position reports to and receives direction from the Human Resources Director. The work is performed with considerable independence and is reviewed through meetings, status reports and results obtained.

WORKING CONDITIONS

The work is performed remotely and in an office environment with field trips to work sites throughout the county. The employee may be required to work evenings, weekends, and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer. Accommodations for individuals with disabilities are provided upon request. EEO policy and ADA notice

Class Established: January 2022
EEO Category: 1 – Officials and Administrators
Pay Grade: 113 – Management Exempt Pay Plan
Workers Comp: 5306 – Non-Hazardous
FLSA Status: Exempt