

Deschutes County



An Invitation to Apply for the Position of
Human Resources Director
Deschutes County Government • Bend, Oregon

The Community

For the past decade, Central Oregon has been recognized nationally and internationally as a great place to live. Ask anyone who lives here and they'll say, "it's for the quality of life!" Deschutes County is known for its majestic mountain views, never-ending outdoor recreation and the rare feeling of a small community with all the amenities of a big city.

Conveniently located within a three-hour drive of Portland, Oregon, Deschutes County sits at the base of the Cascade Mountain Range. With an average elevation of 3,600 feet, the area enjoys a dry, high desert climate with cool nights and sunny days. Annual precipitation – mostly in the form of snow during winter - averages 11.7 inches.

Tourism brings approximately 3.8 million visitors to Deschutes County each year. The Mount Bachelor ski resort and nearby Cascade Lakes attract tourists from across the nation. Other local features include a vibrant visual and performing arts community, an outstanding restaurant scene, an extensive and respected health care network, and a strong educational system.

The county's population is 171,000 people spread over 3,055 square miles. The cities of Bend (the county seat), La Pine, Redmond, and Sisters are the county's four municipalities. Roberts Field (Redmond Municipal Airport) connects Deschutes County to other major western cities. In addition to excellent public and private K-12 schools, Central Oregon is also home to Central Oregon Community College (COCC) and Oregon State University's new Cascades campus.

The Department

The Human Resources Department administers salaries and benefits for more than 1,000 Deschutes County employees. The department's responsibilities include staff recruitments, compensation, leave programs, Public Employees Retirement System (PERS), insurance (health, life, and long-term disability), retirement savings programs, employee wellness, and other programs. Additionally, the Human Resources Department maintains employee records and personnel files, facilitates employee training/development and ensures compliance with

county, state, and federal laws and regulations. The department assists in negotiating, interpreting, and implementing six employee association and union contracts. Human Resources also oversees the contracted providers of the on-site employee health clinic and pharmacy.

The Human Resources Department includes eight full-time positions. The department is part of the County's Administrative Services branch and reports to the Deputy County Administrator.

Responsibilities of the HR Director:

- Manage recruitment, selection, classification, compensation, centralized personnel records management and administration.
- Develop and recommend personnel policies and procedures.
- Provide professional and technical assistance to County employees on matters pertaining to human resources management.
- Work closely with department heads, managers, and supervisors on personnel matters including discipline, performance evaluations, and grievances.
- Manage the benefit programs; self-insured health insurance plan; life and long-term disability insurance plans; retirement plan; equal opportunity employment plan; wellness program; and personnel status changes, such as hires, promotions, transfers, and separations.
- Conduct wage and benefit surveys to determine competitive wage rates.
- Oversee and participate in analysis and evaluation of jobs for salary determination purposes. Make recommendations to the County Administrator on new classifications, pay grade changes, and other classification and compensation issues.
- Develop and coordinate training programs for managers, supervisors, and employees.
- Assist in labor relations activities including: employee relations issues, contract negotiations,

fact-finding hearings, arbitrations, and labor contract interpretation and administration.

- Ensure compliance with applicable state, federal, and local laws and regulations pertaining to equal employment opportunity and other areas of personnel administration.
- Develop and manage departmental budget.
- Work with County Legal Counsel and County Administration to investigate and resolve workplace issues such as allegations of harassment or discrimination, workplace safety, and policy violations.

Current Projects and Issues:

- Deschutes County is currently implementing a new Financial and Human Resources software system. The County is also in the process of selecting a time and attendance software package.
- Deschutes County hired a benefits consultant to review the County's employee health plan. The County will work with the Employee Benefits Advisory Committee (EBAC) to implement recommendations from the consultant.
- Work with contracted providers of the Deschutes On-site Clinic (The DOC) and DOC Pharmacy to improve the health of members on the health plan.
- Labor contract negotiations.
- Work to complete and implement a classification and compensation study for non-represented and AFSCME classifications.
- Improve the link between job descriptions, recruitments, and employee evaluations.
- Work with departments to develop and implement a new automated employee performance evaluation system.



- Continue to build on the Public Sector Partners Employee Training program. Partners in the program include the cities of Bend and Redmond, Bend Parks and Recreation District, and the Deschutes Public Library. Training is provided by Central Oregon Community College.

The Ideal Candidate:

Deschutes County seeks a person with direct experience in the major functional areas of human resources: labor relations, managing employee performance, classification and compensation, benefits management, recruitment and selection, and contract negotiations. Applicants will also be evaluated based on their knowledge and experience with technical HR topics, such as FLSA, FMLA, payroll, and interpretation of multiple union contracts.

Deschutes County seeks an approachable and collaborative leader to position the HR Department as a strategic partner and trusted advisor to County departments. The successful candidate will be approachable, exhibit tact; have strong communication skills; and be a team builder.

Experience & Education

Bachelors degree in human resources management, business, industrial psychology, labor relations or a related field; plus six years of progressively responsible experience in human resources management, including four years of supervisory experience. An equivalent combination of education and experience may be substituted.

The Compensation & Benefits

\$6,985.38—\$9,383.47 per month for a 172.67 hour work month.

Excellent County benefit package.

Deschutes County offers eligible employees a comprehensive health care package that covers medical, prescription, dental, and vision coverage for employees and their eligible dependents at a minimal cost per month. Coverage becomes effective the first of the month following 1 month of employment. Included in the health care package is the Deschutes Onsite Clinic (DOC), which provides a wide range of health, wellness, and primary care services to employees and their dependents. The DOC offers convenient hours and no out-of-pocket costs to patients. The DOC Pharmacy is a full service pharmacy available to employees and dependents to have their prescriptions filled at a discounted co-pay. In addition to the health care package, Deschutes County provides a generous and comprehensive benefits program to eligible employees.

Employer paid benefit offerings include:

- Life Insurance for employee and dependents
- Accidental Death and Dismemberment Insurance
- Long-term Disability Insurance
- Employee Assistance Program
- Retirement Program through Oregon PERS
- Time Management Leave

Employee paid voluntary benefit offerings include:

- 125 Flexible Spending Program
- 457 Deferred Compensation Program
- Supplemental Life and Accident Insurance

To learn more about Deschutes County's generous benefit offerings, please visit www.deschutes.org/hr.

APPLICATION DEADLINE: OCTOBER 16, 2016. In-person interviews will be scheduled for November 3rd and 4th, 2016.

For questions about the Human Resources Director position, please contact Deputy County Administrator Erik Kropp at 541-388-6584 or Erik.Kropp@deschutes.org.

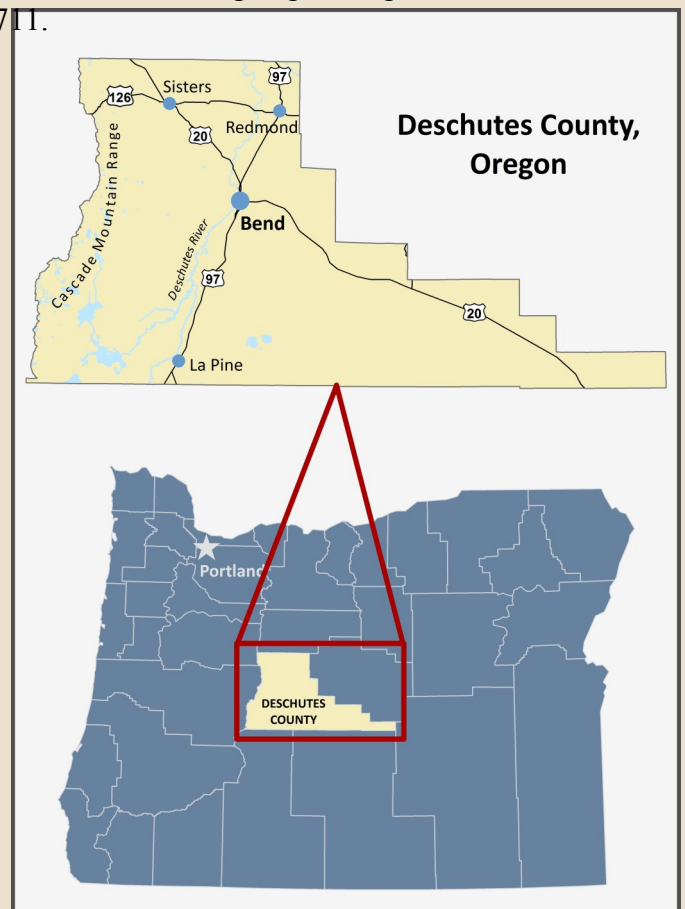
Apply to:

DESCHUTES COUNTY ONLY ACCEPTS APPLICATIONS ONLINE. PLEASE VISIT OUR WEBSITE AT www.deschutes.org/jobs.

All candidates will receive an email response regarding their application status after the recruitment has closed and applications have been reviewed. Notifications to candidates are sent via email **only**. If you need assistance, please contact the Deschutes County Human Resources, 1300 NW Wall Street, Suite 201, Bend, OR 97701, (541) 617-4722.

Deschutes County actively recruits persons from various ethnic and cultural backgrounds to enhance service to its diverse communities. Exceptional customer service relies upon a team-oriented workplace and a continuous quality improvement environment. We are an equal opportunity, affirmative action employer.

Deschutes County provides reasonable accommodations for persons with disabilities. This material will be furnished in alternative format if needed. For hearing impaired, please call TTY/TDD 711.



*Old Mill and Les Schwab Amphitheater photos courtesy of The Old Mill.
Mirror Pond & Downtown Bend photos courtesy of Anna Johnson.
Balloons Over Bend photo courtesy of Jennifer Floyd.*