



Job Opening
Director of Human Resources, Walla Walla, WA

This new, full time position will report directly to the Chief Executive Officer and join 53 employees who serve 5,000 clients in SE Washington. The Director of Human Resources will provide technical advice and oversight in all areas of human resource management and serve as an employee advocate and workplace role model.

BMAC values diversity in its workforce, offers competitive salary and benefits and is committed to equal opportunity and affirmative action.

HOW TO APPLY: Send completed BMAC application, resume and cover letter to:

bmacHRsearch@gmail.com

The job application is available in our office or online at <https://bmacww.org/aboutus/employment>.

This position is open until filled.

Questions: Kathy Covey, CEO
509-529-4980 x 107

ABOUT BMAC: Established in 1966, Blue Mountain Action Council is a 501(c)(3) nonprofit community action partnership, located in Walla Walla and serving multiple southeastern Washington counties. BMAC is a primary community resource, consistently providing a much-needed umbrella of services ranging from housing and job training/placement to nutrition and neighborhood revitalization. Learn more about Walla Walla at <https://vimeo.com/228932365>

BLUE MOUNTAIN ACTION COUNCIL

JOB DESCRIPTION

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| POSITION TITLE: | Director- Human Resources | REPORTS TO: | Chief Executive Officer |
| EMPLOYMENT STATUS: | Exempt | SUPERVISES: | N/A |

HOURS OF WORK: Up to 40 hours per week

SALARY: Level 26 (\$26.92-\$32.18) DOQ

GENERAL DESCRIPTION/ BASIC FUNCTION: Perform as the key advisor to the CEO and management team for planning, organization, and development of BMAC human resources policies, procedures and programs that support BMAC’s inclusive and equitable work environment for all employees. Serve as employee advocate and work culture role model for a very dynamic and diverse staff. Work requires technical advice and decision-making in every area of human resource administration including benefits; training; risk management; and relevant local, state and federal regulations.

WORK CONDITIONS AND SITE: Work is performed in an office environment with frequent interruptions. Some travel (primarily local) required for meetings and other duties. Occasional overnight or multi-day regional/statewide travel for training.

ESSENTIAL FUNCTIONS *(Other duties may be assigned)*

1. Directs the functional operations of all aspects of Human Resources; develops/maintains/updates internal work procedures to assure consistent, high-quality human resources services, upholding the reputation of BMAC as an employer of choice in the region.
2. Develops, recommends, implements, and updates personnel policies and procedures, prepares and maintains handbook on policies and procedures.
3. Annually reviews and makes recommendations to CEO and Management Team for improvement of Agency’s policies, procedures, and practices on personnel matters in keeping with the Agency’s commitment to fairness and equality.
4. Maintains knowledge of industry trends and Federal and State employment legislation and ensures Agency’s compliance pertaining to all personnel matters.
5. Communicates changes in Agency personnel policies and procedures and ensures proper compliance.
6. Creates and maintains personnel files in compliance with applicable legal requirements. Maintains database and spreadsheets for necessary personnel records and management reports.
7. Implements and annually updates compensation program. Rewrites job descriptions and salary schedules as necessary. Conducts annual salary survey to analyze compensation comparisons; monitor performance evaluation program and make revision recommendations when necessary.

8. Engages in job outreach and recruitment efforts that spread a wide net for a diverse workforce, placing job recruitment advertisements and assisting Directors with recruiting efforts and interviewing, that reflect BMAC's objective hiring practices.
9. Conducts orientation for newly hired employees, supports staff through employee relations counseling and conducts exit interviews.
10. Maintains company organization charts and employee directories.
11. Conducts investigations as needed and consults with legal counsel as appropriate, and/or directed by CEO on personnel matters.
12. Works directly with department Directors and Supervisors to assist them in carrying out their responsibilities on personnel matters, including training on how to select, manage, support, evaluate and retain diverse employees.
13. Assists staff in dealing with personnel issues, benefit issues including but not limited to Worker's Compensation, Accommodation, Performance Improvement Plans, Unemployment Insurance, FMLA, PTO, and other leave.
14. Provides oversight for the agency risk management program.
15. Coordinates delivery of all staff training required by grants and contracts.
16. Manages health and benefit plans, including enrollments and terminations, and works with the Management Team to consider benefits packages that cater to all employees. Processes required documents through payroll and insurance providers to ensure accurate record keeping and proper deductions. Manage open enrollment period and assure eligible employees receive Cobra information.
17. Reinforces BMAC's commitment to diversity in the workplace by ensuring inclusive language in job descriptions and communication and addressing all kinds of harassment.

OTHER JOB FUNCTIONS

1. Respect the value of diversity, equity and inclusion in the workplace and the community.
2. Demonstrate punctual, regular and reliable attendance.
3. Present a positive, professional image; maintain cooperative and effective working relationships; assure excellent customer service with internal and external partners.
4. Execute assignments, projects and job responsibilities efficiently and within defined timeframes; work independently and effectively with little direction.
5. Demonstrate good judgment and employ critical thinking to execute duties, identify issues, seek solutions and recommend improvements in support of BMAC mission.
6. Provide assistance to staff and higher-level management; participate in resolving operational or interpersonal concerns; participate in training, meetings, and on committees as assigned.
7. Perform other duties as assigned.

ESSENTIAL ABILITIES

1. Read, write and understand the English language
2. Possess excellent communication and organizational skills
3. Possess excellent phone manners and customer service skills
4. Demonstrate proficiency in computer applications, including spreadsheets and word processing.
5. Maintain positive and respectful attitude.
6. Demonstrated ability to manage and prioritize multiple tasks while meeting deadlines.
7. Maintain BMAC privacy policies and compliance in transferring data.
8. Cultivate relationships and build trust with a large, diverse workforce.

PHYSICAL REQUIREMENTS

1. Lift up to 25 lbs. without assistance
2. Engage in a highly mobile position involving frequent driving, regular walking and standing.

3. Engage in stretching, reaching, hand/finger dexterity, stooping (bend at waist) frequently
4. Mobility and ability to sit in front of a computer screen for long periods of time.

REQUIRED MINIMUM QUALIFICATIONS

Bachelor's degree in business or public administration, human resources management, psychology, political science or a related field and three (3) years of progressively responsible experience human resources administration OR an equivalent combination of education and experience to provide sufficient evidence of the successful performance of the essential elements of the job such as those listed above. Valid State driver's license.

DESIRED QUALIFICATIONS: SPHR-CP; and/or PHR Certification

NOTE: This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of BMAC are expected to perform tasks as assigned by supervisory/management personnel, regardless of job title or routine job duties.

Revised 2/3/2020