CITY OF BELLINGHAM invites applications for the position of:

Human Resources Generalist

SALES:
$4,588.00 - $5,577.00 Monthly
$55,056.00 - $66,924.00 Annually

OPENING DATE: 01/06/17
CLOSING DATE: 01/31/17 04:30 PM

NATURE OF WORK:
Closing Date/Time: Tue. 01/31/17 4:30 PM Pacific Time

The City of Bellingham Human Resources Department is recruiting for an HR professional to join our team! The ideal candidate will have a broad background in Human Resources, experience in a union environment preferred. The ideal candidate will have experience in all aspects of the recruiting process, with the ability to manage multiple processes at a time. Recruitment and selections will be the main focus of this position, along with employee relations. Exceptional communication skills is a must. Anticipated start date is April 3, 2017.

The current full salary range for this position is $4,588/month - $5,577/month. Typical starting salary is at Step 1 - $4,588/month.

This is an entry level professional Human Resources (HR) position providing general HR assistance to departments and employees under the guidance of senior staff. HR Generalists provide information and guidance on HR policies and procedures and provide professional level assistance with special projects. The Human Resources Generalist conducts job analysis sufficient to establish content valid selection methodology and identification of ADA accommodation and/or classification issues for referral to senior staff. This position typically receives and responds to salary survey requests and participates in and conducts salary surveys as well as other assignments requiring organizational and Human Resources knowledge. The City of Bellingham has a mostly unionized work force and much of the HR work is completed in harmony with one of nine bargaining units and Civil Service.

ESSENTIAL FUNCTIONS:

• Assistance To Departments And Employees: Provides advice and assistance to assigned departments based on knowledge of City policies, procedures, labor agreements, Civil Service Rules, and Human Resources principles and practices. Receives guidance from senior staff on issues and problems, depending on complexity or sensitivity.
• Receives and responds to a variety of informational and assistance requests from managers and employees over Civil Service rules, HR policies and procedures, and bargaining agreements. Troubleshoots issues and provides or coordinates assistance for departments as needed.
• Job Analysis: Performs job analysis to understand the nature of the work and the knowledge, skills and abilities required to successfully perform in a given position. Reviews position with department representatives including supervisors, incumbents and subject matter experts; observes work in progress as required. May recommend changes to job descriptions or recommend classification review. Identifies accommodation issues under the ADA and coordinates their resolution.
• Recruitment And Selection: Develops selection and testing processes using information obtained from job analysis, job announcements, consultation with Human Resources Analysts and subject matter experts. Researches available testing methodologies through professional sources, contacts with other employers and testing services and other research. Develops selection tools including evaluation criteria and scoring standards. Composes correspondence, job announcements and other advertisements. Implements affirmative action within guidelines of
policy. Identifies and procures assistance from volunteer and staff evaluators, providing training and coaching in the assessment/evaluation role.

- Presents selection/testing proposals to departments and the Civil Service Commission for pre-approval of the selection process. Develops and presents eligibility registers to Civil Service Commission for approval. Works with assigned Chief Examiner to resolve issues or disputes regarding Civil Service exams and develops appropriate information for Civil Service review and/or decision.
- Facilitates hiring and placement by providing departments with information on Civil Service and City selection policies and appointment procedures. Receives and responds to information requests from candidates about various testing and employment matters.
- Compensation: Receives and responds to requests for salary information on City jobs, including salary and benefits surveys. Conducts salary survey work for City jobs under the direction of the HR Director, Analysts, or other designee. Utilizes spreadsheets and other computer software to compile, analyze and report salary information. Provides information to departments on salary plans and salary placement procedures.
- Information And Assistance: Conducts employee orientations and exit interviews. Provides a variety of information, assistance, and advice on various HR issues within knowledge and expertise level. Clarifies issues and identifies resources for problem solving.
- Assists With Special Projects: Performs special information and data gathering projects; composes and drafts reports and documents as assigned. May serve as project manager on projects within training and expertise.

ADDITIONAL WORK PERFORMED:

- Performs related work within the scope of the classification.

Physical ability to perform the essential functions of the job, including but not limited to:

- correctable visual acuity to read a computer screen and a typeset page;
- fine finger dexterity to manipulate computer keyboard and mouse;
- move between work sites;
- lift and move objects weighing up to 35 lbs.

EXPERIENCE AND TRAINING:

- Bachelor's degree with major course work in HR, public or business administration, or a related field. PHR certification may substitute for two years education.
- Two years professional level experience in human resources.
- A combination of experience and education that provides the applicant with the knowledge and skills required to perform the job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- Valid Washington State driver's license and good driving record. Candidate must submit a three-year driving abstract prior to hire.
- Occasional travel to conferences and training sessions.
- Employment contingent upon passing a criminal conviction and local background check.

SELECTION PROCESS:

As part of the application process, a cover letter and resume are required. Within the cover letter, please answer the following questions:

1. Why does the position of Human Resources Generalist with the City of Bellingham appeal to you?
2. Provide a brief summary of your Human Resources background and professional experience, highlighting your functional area(s) of expertise such as selections and recruitment, classification and compensation, training and development, labor relations, benefits, etc.
Applications are initially reviewed for minimum qualifications and a standard degree of completeness. Candidates must provide specific, detailed information so an initial determination can be made regarding level of qualifications for this position. This includes completing all application fields and supplemental materials. Relevancy of your experience and training, together with composition, grammar, spelling and punctuation will be considered when evaluating responses. Provide as much detail as you believe will fully describe your experience and training. Resumes and work experience listed on the application will not substitute for responses to the Supplemental Questions.

**Interviews for the most qualified candidates are tentatively scheduled for the week of February 21, 2017 in Bellingham.**

Please Note: Candidates will receive updates regarding application status via email. Please be sure to check your email frequently.

**Fair Hiring Practices**

- The City provides individuals who have been arrested or convicted of a criminal offense an equal and fair opportunity to obtain employment.
- The City will not inquire about an applicant’s criminal history until after a conditional job offer has been made.
- The City will disregard the prior arrest and conviction record of an otherwise qualified individual unless the offense is directly related to the job position for which the individual has applied.
- The City will notify an otherwise qualified applicant about a potentially disqualifying conviction and give the applicant an opportunity to submit information regarding the accuracy of the criminal records as well as evidence of mitigation or rehabilitation, as appropriate.

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.cob.org/employment

210 Lottie Street
Bellingham, WA 98225
360-778-8228
hr@cob.org

**Human Resources Generalist Supplemental Questionnaire**

* 1. As part of your application, a cover letter and resume are required. Within the cover letter, please answer the following questions:

   1. Why does the position of Human Resources Generalist with the City of Bellingham appeal to you?
   2. Provide a brief summary of your Human Resources background and professional experience, highlighting your functional area(s) of expertise such as selections and recruitment, classification and compensation, training and development, labor relations, benefits, etc.

Have you attached the required documents?

- [ ] Yes  - [ ] No

* 2. Do you have a Bachelor's degree in Human Resources, Business Administration, Public Administration or a related field?

- [ ] Yes
- [ ] No

* 3. Do you have a minimum of two years of professional level experience in human resources?

- [ ] Yes
- [ ] No
4. Or, in place of the above requirements (education and experience), do you have a combination of relevant post-secondary education and experience that provides you with the required knowledge, skill and ability to be considered? If yes, please briefly describe.

* 5. Do you have public sector experience in Human Resources?
  
  [ ] Yes  
  [ ] No

* 6. Do you have experience with a union environment as a Human Resources professional?
  
  [ ] Yes  
  [ ] No

* 7. Do you have or are you willing to obtain a Washington State drivers license and provide a 3-year driving history prior to hire if required by the position?
  
  [ ] Yes  
  [ ] No

* 8. Describe how you establish and maintain effective working relationships with a wide variety of people including management, employees, labor representatives, job applicants and the general public.

* 9. Describe your experience conducting recruitment and selection processes.

* 10. Describe how you communicate with employees at all levels of the organization, and include your methods for delivering difficult messages.

* 11. Describe your experience providing advice and assistance in the areas of policy, procedure, labor agreements and general HR principles and practices.

* Required Question