CITY OF TACOMA
invites applications for the position of:

Senior Human Resources Analyst (Compensation & Benefits)

An Equal Opportunity Employer

SALARY

Annually
$75,836.80 - $97,240.00

OPENING DATE: 02/08/18 **CLOSING DATE:** 02/23/18 05:00 PM

POSITION DESCRIPTION:

The mission of the Human Resources Department is to provide comprehensive and innovative Human Resources services to City of Tacoma departments and employees for the benefit of our community. Under the direction of the Senior Compensation & Benefits Manager, the Senior Human Resources Analyst, (Compensation & Benefits) plays an important strategic role in administration of the City of Tacoma's health and welfare benefits and classification and compensation systems.

The successful candidate will work closely with the lead Senior Human Resources Analysts administering the Compensation and Benefits functions within the Human Resources Department. The Senior Human Resources Analyst serves as an advisor, providing advice and guidance to City Senior Leadership Teams regarding benefits and compensation issues, including making policy and system recommendations based on collective bargaining agreements, equity, best practices, fiscal sustainability, and meeting current and future needs regarding workforce recruitment and retention goals.

This position assesses compliance with federal, state and local laws, and the Tacoma City Charter and Municipal Code; provides training, produces analyses and reports and maintains relevant records and data.

WHY WORK FOR THE CITY?

Leave behind negative notions of government work; they couldn't be further from the truth. Working for the government is an enriching opportunity to work with people who are passionate about making a real, tangible difference. You'll be surrounded by innovative leaders working on a variety of issues during a formative time in Tacoma's development. In addition, you will feel satisfied knowing that your job truly matters, and has a positive impact on local communities.

The City of Tacoma also has a very generous benefit package which includes:

- Medical coverage for eligible employees, spouses and dependents, including children up to age 26.
- Vision care with VSP for employees and eligible dependents enrolled in the Regence PPO medical plan with vision benefits.
- Dental coverage for eligible employees and their elected dependents, including dependent children up to the age of 26.
- Life insurance, long term disability insurance, Employee Assistance Program, and Wellness Program offerings.
- Deferred compensation program allowing tax-deferred savings as authorized under Section 457 of the IRS Code.
- Generous amount of paid holidays and personal time off.
- AÂ phenomenal pension plan that prepares you for retirement.

For more information on the City of Tacoma's benefit package feel free to explore City of Tacoma Benefits.

City of Tacoma Recruitment
The City of Tacoma wants to employ a workforce that reflects the community we serve. We actively work to eliminate racial and other disparities and we welcome candidates with diverse and/or multicultural skill sets and personal experiences. Our goal is for Tacoma to be an inclusive and equitable place to live, work, and play.

QUALIFICATIONS:

DESIRABLE QUALIFICATIONS
Education and Training to include an equivalent combination of:

- Graduation from an accredited four-year college or university with a Bachelor's Degree with a focus on human resources, business, social or organizational sciences, public administration or a related field **and** three years of broad-based professional human resources experience, including compensation and/or benefits, and advising and consulting on human resources issues;

OR

- A minimum of four years human resources experience directly related to compensation and/or benefits.

Experience in a public or government agency is preferred.

The successful candidate will be able to demonstrate competencies and significant accomplishments from prior work experience.

KNOWLEDGE & SKILLS: **COMPETENCIES:**

Consulting
Employ expertise, credibility, and effective partnering to help clients identify, evaluate and resolve complex or sensitive issues, problems and service needs.

Analysis
Use data and information in a clear and rational thought process to assess and understand issues, evaluate options, form accurate conclusions, and make decisions.

Relationship Building
Build constructive working relationships characterized by a high level of acceptance, cooperation and mutual respect.

Strategic Thinking
Use strategic thinking to evaluate proposed actions and timelines against organizational mission and values. Make final decisions on acceptability, pertinence, and large scale value of the plan.

Communications Effectiveness
Convey clear, timely, written and verbal persuasive messages that positively influence the thoughts and actions of others.

Negotiate Agreements
Effectively work with others to understand interests and actively strive to achieve agreements or resolve differences in a timely manner.
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Results Orientation and Initiative
Focus on results and desired outcomes and how best to achieve them. Identify what needs to be done and proactively take appropriate action. Get the job done. Set high goals and achieve them. Respond to setbacks with renewed and increased efforts. Adapt to and positively handle the stress of a high-paced work environment, keeping persistent in the face of difficulty.

SELECTION PROCESS & SUPPLEMENTAL INFORMATION:

Interested individuals should apply online and attach a detailed cover letter and resume. Applications and resumes will be screened in relation to the criteria as outlined in the job announcement. Candidates whose backgrounds most closely reflect the current needs of the department will be forwarded to the hiring manager for interview and hiring consideration. Candidates selected for an interview will be contacted by Human Resources Analyst, Lynn Stehr. Reference checks will be conducted on final candidates and appointment is subject to passing a background check.

NOTE: First consideration will be given to candidates who apply by Friday, February 16, 2018.

Applications received without the required resume and cover letter will not progress in the selection process.

The online application system may require you to enter a substantial amount of information. Be prepared to spend a minimum of one hour entering the required information.

Communication from the City of Tacoma:
We primarily communicate via e-mail during the application process. E-mails from cityoftacoma.org and/or neogov.com must be placed on your safe domain list to ensure that you receive notifications in a timely manner. As a precaution, you may also want to check your junk e-mail folders.

If you have any additional questions regarding this position, please contact the Human Resources Department at 253.591.5400 before the closing date.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
http://www.cityoftacoma.org
ALTERNATIVE FORMAT MAY BE OBTAINED AT:
Human Resources Department
747 Market Street
Tacoma, WA 98402-3764
253-591-5400
lstehr@cityoftacoma.org

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Job #1131-18
SENIOR HUMAN RESOURCES ANALYST (COMPENSATION & BENEFITS)
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