

## Labor Relations and Personnel Operations Manager (WMS Band 3)



Salary: \$91,042.00 - \$116,332.00 Annually  
Location: Thurston County – Lacey, WA  
Job Type: Full Time - Permanent  
Department: Dept. of Ecology  
Job Number: 2018-HR3933-06433  
Closing: Continuous

### Description

Protecting Washington State's environment for current and future generations is what we do every day at Ecology. We are a culture that is invested in making a difference. If you want to join a team that is highly effective, collaborative, has leadership that embraces the value of people, and believes in the fun factor, Ecology is a good fit.

The Human Resources Office (HRO) at the Department of Ecology in [Lacey, WA](#) is looking to fill a **Labor Relations and Personnel Operations Manager (WMS Band 3)** position.

The Department of Ecology is a medium sized agency with 1600+ employees and 10 environmental programs. We employ a large group of highly educated people who are passionate about the environment.

This position serves as the **Labor Relations and Personnel Operations Manager** in the Human Resources Office, providing leadership, direction and management for labor relations and personnel operations in the Department of Ecology. The position is responsible for providing expert human resources (HR) and advanced labor relations consultation and advice, both directly and through a team of senior consultants, and for providing overall management of the day-to-day personnel operations of the agency. Major functions include managing labor relations, classification, compensation, recruitment, hiring, promotion, leave management, personnel records and transactions, layoffs, investigations, disciplinary actions, agency personnel policies, reasonable accommodations, state and federal employment and labor laws and regulations, civil service rules and collective bargaining agreements.

The position is responsible for representing the agency on labor relation issues, including grievances, arbitrations, bargaining and actions before the Public Employment Relations Commission; investigations, employment-related litigation; and on actions before the State Human Resources Director or the Personnel Resources Board, acting on behalf of the Human Resources Director and the agency. This position reports to the Human Resource Director and has delegated authority to act in the HR Director's absence.

As an agency, our mission is to protect, preserve and enhance Washington's environment for current and future generations. We invest in our employees to create and sustain a

working environment that encourages creative leadership, effective resource management, teamwork, professionalism and accountability. Maybe you've seen some of our recent stories on [Twitter](#), [Facebook](#), [Instagram](#) or our [blog](#).

To learn more about our agency, please visit our website at: [www.ecology.wa.gov](http://www.ecology.wa.gov).



### Duties

The mission of Ecology's Human Resources Office (HRO) is to develop successful employees, promote healthy and productive relationships, ensure a safe work environment and recruit great talent to achieve Ecology's mission.

Some of the key work activities of the **Labor Relations and Personnel Operations Manager** include:

Providing leadership for the HR Operations Team. This includes:

- Supervising staff with a focus on coaching, mentoring, leading process improvement efforts and employing change management principles.
- Developing strategies and approaches to solving complex business and workforce challenges. Positively influencing agency managers and supervisors to gain support and commitment for actions and decisions that support agency policies and goals.
- Managing the agency's labor relations function with a focus on anticipating, planning and responding to labor relations issues, representing Ecology in formal labor processes and developing a collaborative and positive relationship with labor representatives and shop stewards.
- Consulting with appointing authorities, managers, staff, supervisors, and Human Resource Consultants regarding sensitive or complex workplace investigations.

This position develops strategic and tactical workforce and labor relations strategies that support the Human Resources Office's mission of developing successful employees, promoting healthy and productive relationships, ensuring a safe work environment and recruiting great talent to achieve Ecology's mission. The position leads the development of workforce policies and practices that support Ecology's business goals and HR's mission.

**Interesting aspects of the position include:**

- Solving challenging problems. At times there may be no precedents and problem solving and decision making is based on the incumbent's analysis, critical thinking and judgment.

- Serving in a leadership role with significant influence and contribution to creating a workplace that promotes and supports employee engagement and a performance based culture.
- Provides leadership opportunity and experience that will prepare you for an executive level HR position.
- Influencing and contributing to the agency's workplace and employee policies and strategies.

**Culture of the team:**

- Fast paced, team environment that promotes teamwork and collaboration to create shared success.
- Highly effective partnerships with agency leaders and managers.

**This recruitment will remain open until filled. The initial screening will be July 11, 2018. In order to be considered for the initial screening, please submit an application on or before July 10, 2018. The agency reserves the right to make an appointment any time after the initial screening date.**

[Qualifications](#)

**Required Qualifications:**

A Bachelor's degree with focus on human resources, labor relations, political science, organizational development, business, social or behavioral sciences,

**AND**

Five (5) years of broad-based, senior level professional human resources experience advising and consulting on complex human resources and labor relations issues. Experience must include:

- Demonstrated ability to research, analyze, interpret and apply labor case law, arbitration decisions, and Public Employment Relations Commission decisions; and
- Demonstrated ability to train, educate and advise managers and supervisors on collective bargaining agreements, employer policies, state and federal employment and labor statutes, regulations, guidelines and related processes and their relationship to managerial decisions and evaluate potential impacts of management decisions on labor relations and precedents.

**AND**

Two (2) years of experience supervising professional-level human resources staff. Experience must include:

- Demonstrated ability to supervise staff who must effectively and appropriately analyze, interpret, apply and communicate laws and rules, federal and state labor and employment laws, employer policies and procedures, and collective bargaining agreements; and

- Demonstrated ability to effectively influence organizational change; provide consultation on the development of change strategies; align changes with the organization's strategic direction and objectives; and support leaders in embracing change management principles when implementing changes impacting the workforce.
- Supervision and management of personnel investigations and disciplinary processes including just cause analysis.

A master's degree may substitute for one (1) year of the human resources experience, and a law degree may substitute for two (2) years of the human resources experience. There is no substitute for the supervisory experience however the supervisory experience may be gained concurrently with the five (5) years of senior level professional human resource experience.

**Desired Qualifications:**

- PHR, SPHR, or CLRP certification.
- Training and / or certification in mediation, alternative dispute resolution, arbitration, and collective bargaining.
- Experience with managing labor relations, including processing grievances, preparing for arbitration, formulating bargaining strategy and establishing and maintaining collaborative relationships with union representatives for a public employer with 500 or more represented employees.
- Experience supervising the HR operations for a public employer with 500 or more employees.

[Application Instructions](#)

Please view the full job announcement and application instructions online

<https://www.governmentjobs.com/careers/washington/jobs/2125795/labor-relations-and-personnel-operations-manager-wms-band-3>