



# Human Resources Director

## Our Mission

We are a results-oriented organization, which values its employees, provides for growth potential, focusing on core values and excellence.

## ■ THE POSITION

The Human Resources Director is a high-level management professional, responsible for directing and managing broad, comprehensive human resources and risk management programs and services for the City. Serving as a member of the City's Executive Staff, the Human Resources Director is responsible for making recommendations to the City Council and City Manager for organizational planning and development, creating and implementing policy initiatives, establishing the department vision and strategic plan, ensuring compliance with statutory responsibilities and directives, and developing multi-jurisdictional approaches.

### **Our Vision**

To make a better tomorrow by being a professional organization that provides a vibrant, caring, efficient and safe community.

### **Our Values**

Integrity, Vision, Accountability, Leadership, United, Excellence (IValue)

## ■ THE COMMUNITY

Grants Pass is located in the "Sun Belt" of Southern Oregon astride the banks of the Rogue River, one of America's premier white-water rivers. Nestled among a series of mountains giving the valley a scenic backdrop, Grants Pass is situated in Southwestern Oregon on Interstate 5. With a current estimated population of 39,475, it is the county seat of Josephine County and serves as the major commercial center for the county population of more than 88,728.

Grants Pass and its surrounding valleys have a colorful past forged by Native Americans, trappers, loggers, gold panners, celebrities, and writers who were attracted to the river and who contributed to its legends. The local community boasts their "can-do" attitude that encourages leveraging resources, raising strong leaders, and encouraging entrepreneurial approaches which keep Grants Pass always moving forward. The people in Grants Pass invest in and care about their community and are always looking for ways to improve and add character to the already distinguished town.



Grants Pass includes Rogue Community College's "Redwood Campus", a two-year accredited public community college, with Southern Oregon University, one of nine state university campuses, located just 40 miles south of Grants Pass in Ashland.

Grants Pass is conveniently located right off Interstate 5, just one hour north of the California border. It is a hub to many nearby attractions, including two National Forests and one of the largest wilderness areas in the West, the Kalmiopsis, where rare and unique botanical wonders abound. The nearby Oregon Caves National Monument is a year-round attraction and Grants Pass is a short drive away from Crater Lake National Park, the Pacific Ocean, and Redwood National Park in California.

The area offers beautiful riverside parks, a revitalized downtown with a thriving historic district, diverse dining and retail, antique shops, and a variety of entertainment venues. Residents and visitors enjoy endless recreational opportunities, including water sports, jet boat rides, kayaking, hiking, fishing, golfing, cycling, wildlife watching, wine and beer tasting, and much more. The gorgeous scenery and world-famous Rogue River beckon residents and visitors to enjoy the outdoors.

To learn more about beautiful Grants Pass, visit: [www.grantspassoregon.gov](http://www.grantspassoregon.gov) and [www.travelgrantspass.com](http://www.travelgrantspass.com)

## ■ THE CITY

The City of Grants Pass is a High-Performance Organization that has a well-defined Mission, Vision, and Values, and believes that the best solutions come from empowered teams with the knowledge and shared vision of the community's goals. Grants Pass is governed by an elected City Council and Mayor.

In the council-manager form of government, the Mayor and City Council volunteer their time to serve the community and are responsible for hiring the City Manager to carry out decisions and manage the City on a daily basis. The Mayor is elected by Grants Pass residents to a 4-year term and presides over Council meetings. Eight Council Members, elected at-large, represent four wards, and are elected to 4-year terms of office. The City has a total operating budget of \$48.9 million for Fiscal Year 2023. Grants Pass provides a variety of services including City Planning, Engineering and Building Services, Fleet, Water Plant and Distribution, Wastewater Restoration and Collection, Streets and Stormwater, Parks, Police and Fire. City departments include Administration, Human Resources, Finance, Police, Fire, Public Works, and Community Development.

If you want to make a difference in a special community with unique opportunities and would like to lead a dedicated staff in an organization that places a high value on providing outstanding service, this is the position for you!



## ■ THE DEPARTMENT

The Human Resources Department works strategically with all City Departments to provide equitable administration of policies and procedures and to ensure that employment matters are handled appropriately, effectively, and fairly. The department strives to attract and hire qualified personnel and foster a positive work environment. This activity is responsible for the administration of personnel policies, classification and compensation plans, benefits, and workers compensation. Staff creates, maintains, and retains records in compliance with policies, laws, and regulations, directs labor negotiations, and provides for employee development. It also oversees recruitment of qualified employees, provides guidance and direction regarding employee performance, and ensures adherence to State and Federal employment and labor laws.

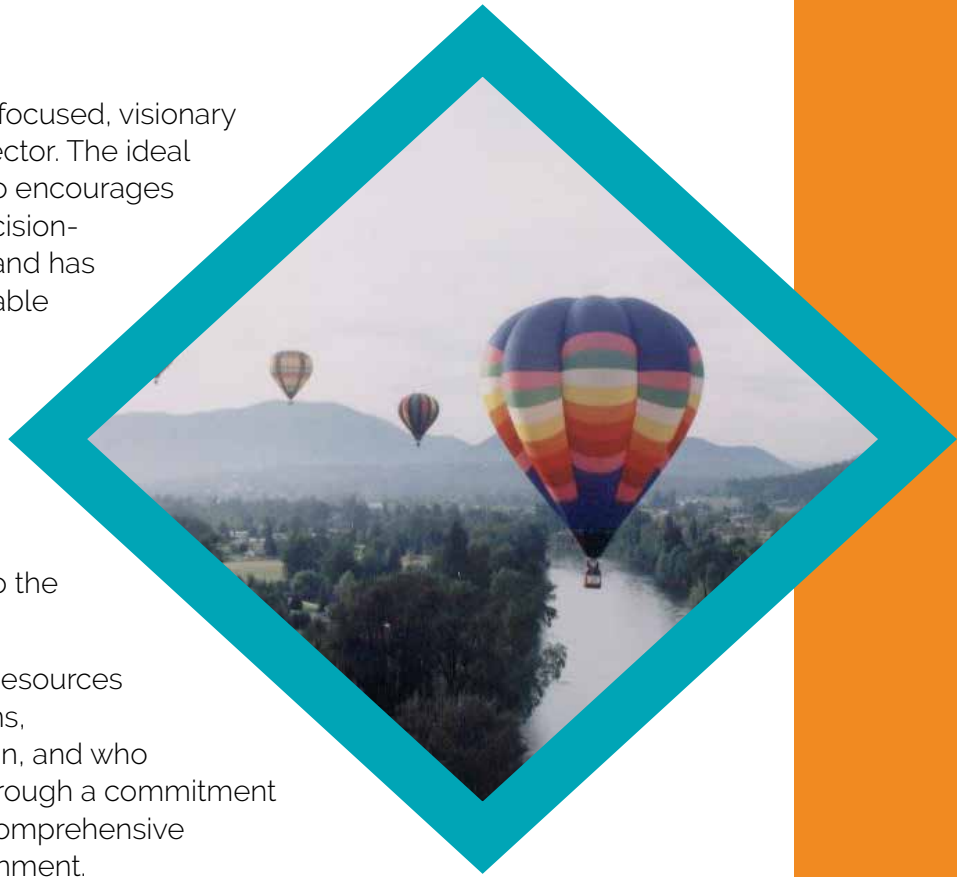


## ■ IDEAL CANDIDATE

The City of Grants Pass is seeking a people-focused, visionary leader to be the next Human Resources Director. The ideal candidate is an excellent communicator who encourages open dialogue, engages in collaborative decision-making, possesses integrity and discretion, and has the ability to remain objective and find workable solutions.

The Human Resources Director is expected to develop and maintain a team culture that encourages active listening and sharing of ideas. The Director will lead a team that is well-known for their high standards and delivery of excellent results to the City and its' employees.

The successful candidate will be a Human Resources professional with experience in labor relations, compensation, and recruitment and selection, and who possesses the ability to influence change through a commitment to public sector best practices based on a comprehensive understanding of human resources in government.



## ■ EDUCATION AND EXPERIENCE

A Bachelor's Degree in a related field and five years of directly related experience are required; a Master's Degree is preferred; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

The City of Grants Pass applies education/experience equivalency at the rate of 2 years of service to 1 year of required education.

Preferred Certifications of one or a combination of the following:

- » IPMA-HR Senior Certified Professional
- » NPELRA Certified Labor Relations Profession (CLRP)
- » SHRM-CP
- » SHRM-SCP

### **Project Schedule**

**Applications Open:** mid-October

**First Resume Review:** November 15, 2022

**Screening interviews:** Late November

**In-person interviews:** Friday, December 16, 2022

**Anticipated start date:** February 6, 2023

## ■ COMPENSATION

The Human Resources Director hiring range is **\$97,144 - \$118,191**, which is step six of the ten-step range. The position salary range is \$97,144-\$130,441. The City may provide up to \$5,000 in reimbursement for eligible relocation expenses.

In addition to a competitive salary, the City offers a benefit package that includes:

- » Medical: Choice between two plans
- » Dental: Choice between two plans
- » Rates: Health, vision, prescription, and dental coverage in 2022 range from \$130.44 to \$135.48 per month depending on the coverage selected
- » Health Reimbursement Account: The City contributes \$234 per month
- » Retirement: Participation in the Public Employees Retirement System (PERS/OPSRP) following six months of service (unless an existing PERS member, then contributions are immediate)
- » Life Insurance: City provides one-time employee's annual salary with the option to purchase additional voluntary coverage
- » Accidental Death and Dismemberment: City provides one-time employee's annual salary
- » Long Term Disability: Income replacement of 60% of salary with a maximum monthly benefit of \$9,000 and a maximum covered salary of \$15,000 per month
- » Flexible Spending/125 Program
- » The City participates in the Social Security program
- » Deferred Compensation Program
- » Employee Assistance Program (EAP)

### **Paid Time Off:**

- » Holidays: 10 paid and 1 floating holiday off per year
- » Administrative Leave: 16-hours of use-it or lose-it leave per quarter
- » Vacation: 4.62 hours per pay period (120 hours a year)
- » Sick Leave: 3.69 hours per pay period (96 hours per year), accrued with no accrual limitations
- » Emergency Leave: Up to three days of emergency leave annually (when applicable)

*The City of Grants Pass is an Equal Opportunity Employer.*



## ■ APPLICATION AND SELECTION PROCEDURE

This position is open until filled. To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (two supervisors, two direct reports and two colleagues) by the first resume review date of **Tuesday, November 15, 2022**.

Resume should reflect years and months of employment, beginning/ending dates as well as size of staff and budgets you have managed.

Please go to our website to submit your application:

<https://www.cpshr.us/recruitment/2098>

For further information contact:



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Website: [www.cpshr.us](http://www.cpshr.us)

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultants. Candidates deemed most qualified will be referred to the City Manager. Selected candidates will be invited to participate in further interview and selection activities. An appointment will be made following comprehensive reference and background checks.