**Senior Human Resources Manager Opportunity**

**The Washington State School for the Blind**

For assistance/accommodation with the application process after reading this announcement, please contact hr@wssb.wa.gov.

The core purpose of the Washington State School for the Blind (WSSB) is to empower blind and low vision individuals to reach their full potential.

Position Profile:  
Under the direction of the Director of Finance, Business, & HR, the Human Resources Manager is responsible for employee & labor relations, labor negotiations, performance management, policies and procedures, working with State HR, classification and compensation, recruitment and retention, benefits/retirement, risk management, and training & development in line with all governing laws, rules, policies, and regulations. The HR Manager will serve on the executive leadership team. This position will be a hybrid role with schedule subject to the discretion of the Director of Business, Finance & HR and School Superintendent.

The successful candidate will provide essential HR services needed to operate agency programs to include but not limited to:

* Managing employee and labor relations to include supporting supervisors in employee conduct matters, managing performance improvements, issuing/advising on corrective actions, conducting or assigning personnel investigations, monitoring risks, and/or participating in the tort claim process, etc.
* Participating in labor negotiations by serving as the agency’s representative on the state bargaining team. Interpreting Collective Bargaining Agreements in line with RCW’s, WAC’s, and policies.  Consulting with legal and union representatives in disciplinary matters.
* Developing/updating policies and procedures for review and approval; deploying and training employees on agency policies and ensuring general compliance.
* Participating in the legislative and budgeting processes to ensure accurate representation of the agency related to fiscal impacts for personnel-related needs.
* Making salary determinations/placement decisions for agency positions, assigning classifications within departments, and providing compensation and benefits data for salary projections. Assessing salary adjustment requests per applicable governing rules and laws.  Annually reviewing all teacher and certificated staff compensation and working with State HR/OFM to properly assess fiscal impacts.
* Monitoring all aspects of risk management as it relates to personnel placed in service areas across the state of Washington and beyond. Participating in agency safety and emergency committees and leading the continuity of operations planning committee.
* Working with staff to analyze existing and proposed positions for accuracy and agency expectations and needs. Guiding and directing department heads and managers to identify staffing levels to meet legal requirements under RCW 72.40.
* Developing, conducting, and/or overseeing agency-related training related to impacts on working environments or statutory compliance as required.
* Performing generalist functions within the department as needed including but not limited to executive and other recruitments & selections, leave, retirement, separations, etc. in line with all governing laws, rules, policies, and regulations. Will perform supervision and oversight of Human Resource personnel.
* Participating on various committees including the Executive Leadership Team, statewide bargaining team, etc. Communicate with various agencies/organizations including State HR, Office of the Attorney General (AGO), etc.

Requirements

The most successful applicants will possess:

* Bachelor’s degree in human resources, business administration, public administration, or a closely related field. Five or more years of experience managing or operating a department/unit within a state agency, public sector employer, or similar entity preferred.
* Working knowledge of state and federal laws, rules, and regulations that govern human resources.
* Experience working directly with union/labor organizations.
* A commitment to honor diversity, equity and inclusion.
* Excellent verbal, written, and interpersonal communication skills. Ability to work with diverse groups of people, have sound professional judgment, able to communicate clearly and effectively both orally and in writing, proven leadership and supervisory abilities.
* Ability to use technology including proficiency with spreadsheets, word processing, and databases.

Desired Education, Experience, and Competencies:

* Advanced degree (e.g., MBA, MPA) and/or professional HR certification (e.g., SPHR, SHRM).
* Familiarity with state processes, resources, and systems including Neogov, Projection Systems (SPS), Human Resource Management System (HRMS), Workday, BI, SUMDAY, and/or other automated system(s).

WSSB offers employees a mission-driven, positive, high-performing work environment. Our 13.2 acre campus is on the National Register of Historic Places and not only includes state-of-the-art classrooms but a fitness center with saline pool, track & field, auditorium, on-site coffee shop, braille center, low vision clinic, LIFTT program offering dorm-style housing and much more!

How to apply:

* Submit an online application at www.wssb.wa.gov/about/jobs or via www.governmentjobs.com. For any assistance/accommodation with the application process, please contact hr@wssb.wa.gov.
* In addition to completing the online application, it is recommended that applicants include the following documents:
* A letter of interest describing how you meet the qualifications for this position,
* A detailed chronological resume (preferred) and,
* Three professional references listed in the application, including at least one supervisor, with current contact information.

This position is eligible for state PEBB benefits such as medical/dental, Health Savings Account, Flexible Spending, life insurance, LTD, PERS retirement, deferred compensation plan (DCP), paid holidays, vacation, loan assistance, and much more! Detailed benefit information may be found by visiting governmentjobs.com (under the description and benefits tabs). The starting salary range for the HR Manager position is $5,578 – $10,237/month.

For questions regarding this recruitment or requests for accommodation, please contact hr@wssb.wa.gov.

WSSB is an equal opportunity employer.