

Posting Period

December 16, 2016 –
Open Until Filled

Compensation

Starting salary range is
\$7,057/mo - \$9,173/mo

*represents min to mid of range.

Benefits

This position offers an excellent benefits package, including coverage for medical, prescription, dental and vision.

FLSA Status

Non-Represented
(Exempt)

Department

Human Resources

Reports To

Chief Human Resources
Officer



For question or inquiries, please
contact the Human Resources
Department at
hr@portoftacoma.com



Job Summary

Under the direction of the Chief Human Resources Officer, this position manages and directs comprehensive employee, labor relations and training programs for the Northwest Seaport Alliance and the Port of Tacoma. Duties include: participation in the negotiation of collective bargaining agreements (CBA); CBA administration and interpretation; providing guidance and assistance to managers on employee related issues; and managing and administering organization-wide training programs that supports the mission and the goals of the alliance and the port.

Essential Functions and Duties

- Manages and oversees administration of labor contracts and provides interpretation of labor contracts to managers, employees and other HR staff; oversees processes for review and resolution of grievances; advises managers and employees on sensitive labor relations matters, performance issues and disciplinary actions, advises and assists managers in identifying issues and determining appropriate course of action.
- Serves as the HR lead in the CBA negotiation process, labor relations committee (LRC) meetings, arbitration and grievances. Maintains collaborative working relations with management and labor, and serve as facilitator in resolving labor management issues.
- Serves as the primary HR contact for employee relations matters and performance issues. Advises and assists managers in identifying issues and determining appropriate course of action.
- Manages the development and delivery of organization wide training programs designed to advance the skills of staff and management; develops and coordinates HR compliance related training for the port and alliance.
- Develop, create and standardize department policies and procedures in functional areas of responsibility to improve efficiency and effectiveness of operations.
- Performs all other duties as assigned.

Required Experience and Education

Minimum education required is as follows: A Bachelor's degree in business, human resources, public administration or a related field.

Previous job experience required is a minimum of seven (7) years of progressively responsible professional-level HR in the areas of labor relations and employee relations. A juris doctorate is highly preferred. Experience with other functions in Human Resources including workforce planning, training, recruitment and classification and compensation is desirable.

HR Manager, Labor & Employee Relations - Recruitment #381

Knowledge, Skills, Abilities & Other Work Characteristics

The Port seeks candidates who can demonstrate thorough knowledge of principles and practices of employee and labor relations, collective bargaining and employment laws and skill in the practical application of employment laws. The desired candidate will demonstrate excellent labor contract administration practices and strategies. Strong interpersonal skills, including written and oral communications, listening, presentation, facilitation and negotiations. Experience conducting investigation of employee complaints and/or Union grievances, including detailed record-keeping and creation of reports, correspondence and statistical analysis for reporting purposes. The successful candidate will have the ability to influence and maintain effective working relationships with all departments and employees in a team-oriented environment; read, interpret apply and explain policies, union contracts and procedures; facilitate/coach and provide guidance in resolving performance management, employee relations and labor relations issues; and exercise independent, prudent judgement, discretion and confidentiality.

This individual must demonstrate a caring customer service attitude, a strong commitment to excellence and be able to display behaviors and a commitment to the organization's core values. We value an individual who also brings an impeccable work ethic, is honest and models a high level of integrity. The port wants candidates who display enthusiasm, energy and a drive to succeed. Under the direction of the Chief Executive Officer the organization's culture is built on the following values: Integrity, Customer Service, Competitive Spirit, Courage, Stewardship and Collaboration. The port seeks candidates who can align and model these values both internally and externally and understand what it means to carry out these values in their everyday work.

Benefits

As an employer of choice, the Port is proud to offer an excellent benefits package. This includes medical, prescription, vision and dental with no out of pocket employee premiums and full coverage for employee, spouse and all eligible dependents. In addition, the Port also offers vacation, twelve paid holidays, sick leave, bereavement leave, participation in the Washington State Public Employees' Retirement System (PERS) and a Port-funded Voluntary Employee Beneficiary Association (VEBA) account for out-of-pocket health related expenses for employees and their eligible dependents. The Port's excellent benefits package is valued between 45%-55% of base salary. Other excellent benefits are also available.

Employment Eligibility

In accordance with the Immigration Control and Reform Act of 1986, all persons offered employment must provide acceptable proof of identity and authorization to work in the United States. Proof will be required prior to employment.

The successful candidate must possess (or obtain within 30 days of employment) a valid driver's license. Candidate must be able to successfully complete a post-offer substance abuse test (includes both drug and alcohol) and background investigation. Candidate must also be able to obtain/maintain a Transportation Worker Identification Credential (TWIC), which is a program managed by the Department of Homeland Security (DHS). Information on this program can be viewed [here](#).

Application Process

All applicants **must** complete a Port of Tacoma application online at <https://careers.portoftacoma.com>. All applications must be submitted on or prior to the closing date. **Only applications meeting the qualifications based on the information provided may be considered for an interview.**

(The conditions of employment for this position are "At-Will" which means that either the Port or an employee can terminate the employment relationship at any time and for any reason not prohibited by statute. No supervisor, manager or director of the Port, other than Chief Executive Officer, has the authority to alter these employment conditions.)

THE PORT OF TACOMA IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO PROMOTING AND ENCOURAGING DIVERSITY IN THE WORKPLACE.

