

## CITY OF BELLINGHAM

### JOB DESCRIPTION

**JOB TITLE:** Human Resources Deputy Director

**E-PLAN**

**SG: E2-16**

**CS:N**

**FLSA:N**

**DEPARTMENT:** Human Resources

**EEO4/SOCCODE:PR/113121**

#### **JOB SUMMARY:**

Supports the Human Resources Director in providing strategic leadership, direction, and oversight of Human Resources operations and employees. Manages departmental functions and staff to ensure high-quality service delivery, policy implementation, and compliance with applicable laws. Acts as a key advisor and partner in advancing the City's organizational effectiveness, workforce strategy, and values, including diversity, equity, and inclusion. Serves as a member of the City's leadership team and represents the Human Resources Department in high-level discussions and initiatives in the absence or at the direction of the Director. Assists in aligning human resources programs with the City's goals and long-term strategic vision.

#### **SUPERVISORY RELATIONSHIPS:**

Reports to the Human Resources Director. Work is performed under general direction. Acts on behalf of the Director in their absence or as assigned. Supervises professional, technical, and administrative staff within the Human Resources Department. Collaborates with department leadership and works under federal and state law, inter-local agreements, and City policy.

#### **ESSENTIAL FUNCTIONS OF THE JOB:**

1. Departmental Leadership and Support: Serves as a member of the Human Resources and City leadership teams. Assists the Director in planning, organizing and overseeing the Human Resources Department's daily operations, programs and services. Participates in leadership team meetings and strategic discussions citywide. Serves as Human Resources Director in the Director's absence.
2. Program Oversight and Coordination: Plans, oversees and coordinates a variety of professional human resources core program areas, such as recruitment and retention, classification and compensation, labor relations, training and development, Human Resources Information Systems (HRIS), benefits, payroll and DEI strategies. Maintains knowledge and best practices in program areas to ensure compliance, efficiency and continuous improvement.
3. Labor and Employee Relations: Manages labor relations for the City, including the development and implementation of labor strategies in close coordination with City

administration. Facilitates labor-management meetings, addresses and resolves complaints, disputes, and grievances, and ensures consistent and accurate application of labor contract provisions. Provides expert guidance and interpretation of labor agreements to both management and employees. Serves as advisor to managers and supervisors, providing professional guidance to Directors, managers, supervisors and employees on human resources programs and services.

4. Strategic and Workforce Planning: Collaborates in the development and implementation of department goals, workforce strategies and performance metrics. Gathers, interprets, analyzes and prepares HR data to support planning, policy decisions and operational improvements. Ensures compliance with applicable laws, collective bargaining agreements and the Civil Service System.
5. Policy Development and Compliance: Participates in the development, implementation, interpretation and administration of Department and Citywide human resources policies, while responding to market and employee needs. Ensures policies, procedures and practices comply with federal, state and local laws, while reflecting organizational values.
6. Diversity, Equity, and Inclusion: Partners with the Director to lead, champion and advance diversity, equity and inclusion strategies and initiatives. Leads and supports DEI initiatives and actively contributes to and implements strategies and programs to foster an inclusive workplace, ensuring equitable practices and bias reduction. Collaborates with staff Citywide to create a culture of respect and belonging.
7. Personnel Management: Plans, organizes, directs and evaluates the work of assigned staff. Develops and maintains a workforce committed to, and with highly developed competencies in, customer service, results orientation and teamwork and cooperation. Supervises assigned staff; provides training, mentorship, and accountability measures. Manages employee relations by promoting open communication, collaboration and accountability. Establishes systems for staff engagement and ensures timely completion of performance appraisals. Actively supports strategies and programs to foster an inclusive workplace and create a culture of respect and belonging.
8. Fiscal Responsibility: Supports the Director to ensure the financial well-being of the Department. Prepares annual budget requests for review and ensures assigned areas of responsibility are performed within budget. Monitors expenditures to ensure sound fiscal control, assuring effective and efficient use of budgeted funds, personnel, materials, facilities and all other resources within assigned program areas.
9. Interdepartmental and Public Engagement: Serves as a key liaison between the Human Resources Department, other City departments and external partners to ensure effective communication, collaboration, and alignment of Human Resources initiatives. Represents the City and the department in meetings, committees, and community or professional groups. Builds and maintains strategic partnerships to support organizational goals, promote transparency, and enhance the City's reputation as an employer of excellence.

### **ADDITIONAL WORK PERFORMED:**

1. Performs other duties and special projects as assigned by the Human Resources Director.

### **PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):**

#### **Knowledge of:**

- Public sector human resources administration and best practices.
- Employment law, labor relations, Civil Service Rules and collective bargaining principles and practices.
- Organizational development, workforce planning, and DEI strategies.
- HR systems and technology.
- Best practices for fostering equitable practices and an inclusive workplace.
- Current trends, principles and practices of public human resources administration, including position classification, compensation and benefits, recruitment and retention, training, HRIS and payroll, labor relations, health and safety, and workforce planning.
- Principles and practices of labor relations, including negotiations and contract administration practices, and developing human resources trends, especially as they apply to the areas of employee and labor relations.
- Managerial principles, techniques and practices.

#### **Skill in:**

- Leadership, supervision, and team development.
- Problem solving, analytical thinking, and decision-making.
- Communication and negotiation across multiple audiences.
- Change management and cross-functional collaboration.
- Excellent communications skills and the ability to establish and maintain effective working relationships.
- Highly effective team building and leadership skills including consensus-building to resolve conflicts, negotiate agreements and gain cooperation among competing interest groups.
- Strong business and fiscal management skills.

#### **Ability to:**

- Exercise sound judgment with a high level of discretion.
- Maintain professionalism, integrity, and confidentiality.
- Communicate clearly in writing and verbally.
- Work effectively in high-pressure or politically sensitive situations.
- Foster a respectful, inclusive, and service-oriented team culture.
- Establish and maintain effective working relationships with employees, city officials, labor unions and the general public.
- Negotiate agreements and reach consensus with diverse and disparate interests.
- Plan and organize the work of others and delegate and manage project/ activity deadlines of self and others.
- Quickly grasp and manage highly complex and technical issues in a fast-paced environment and in a context of inter-related issues, systems, projects and strategies.

- Interpret, explain and apply complex guidelines, codes, regulations, policies and procedures.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
  - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone and fax machine;
  - Frequently remain stationary for long periods of time;
  - Frequently travel between worksites;
  - Frequently communicate accurate information and ideas with others.

### **WORKING ENVIRONMENT:**

Work is primarily performed in a standard office setting subject to frequent interruptions and includes remaining stationary for extended periods of time. The work requires occasional off-site meetings. May be exposed to stressful situations, conflict and individuals who are irate or hostile. Evening or weekend work may be required for Council meetings, public events, or emergencies.

### **EXPERIENCE AND TRAINING REQUIREMENTS:**

- Bachelor's degree in human resources, public administration, business administration, or a related field; Master's degree preferred.
- Five (5) years of increasingly responsible professional human resources experience in a comprehensive human resources program in a unionized environment.
- At least two years of Human Resources management experience.
- Public sector experience strongly preferred.
- Professional certification such as SPHR, SHRM-SCP, or PHR preferred.
- Demonstrated experience advancing DEI principles and strategies in the workplace is strongly preferred.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills, and abilities to successfully perform the essential functions of the job will be considered.

### **NECESSARY SPECIAL REQUIREMENT:**

- Employment contingent upon passing a criminal background check.

**PREPARED BY:** K. Lund  
J. Keller  
E. Weinberg  
6/25

**REVIEWED BY:** \_\_\_\_\_  
Kim Lund  
Mayor