



KCHA Job Announcement

600 Andover Park West Seattle, WA • 98188 • (206) 574-1100 (FAX) 574-1104

Please post to KCHA employees, residents and the general public.

Human Resource Manager

Open: 2/8/10

Close: 2/26/10

First Review: 2/19/10

King County Housing Authority, a high performing nationally recognized leader in affordable housing with over 300 employees is currently seeking an experienced and innovative Human Resources Manager. Work will include developing, planning, organizing and managing a variety of employment and employee relations functions including hiring for senior level positions; agency-wide training including safety training; classifying jobs using point-factor system, researching and developing policies and procedures, succession planning and leave administration. Will also serve as Safety Officer.

RESPONSIBILITIES: Under the supervision of the Director of Human Resources design and manage hiring processes for senior level positions, conduct exit interviews and counsel employees on their next steps, rights and benefits. Assist with research and implementation of databases for discipline, training, and employee accidents. Train supervisors and interpret policies, track and administer tuition assistance, FMLA and all type of leave requests. Develop new class specs, perform job evaluation using point-factor system, communicate results and resolve appeals. Coordinate safety program with outside contractor representative, risk management, safety committee and other departments. Assist with research for and develops personnel policies and procedures. Communicate any and all program changes to employees. Provide employee relations to all employees across the authority. May investigate complaints and allegations of employee misconduct. Perform other duties as assigned.

REQUIREMENTS: The ideal candidate will have a Bachelor's degree in human resources, sociology, psychology or field of study concerning humans and their behavior and five to seven years related experience in human resources or an equivalent combination of education and experience. Requires knowledge and ability to evenly apply federal, state and local statutes, principles and practices associated with the field of human resource management. Knowledge of record keeping and effective methods of communications, negotiation, and interpersonal relations. Must have intermediate skills in word processing, spreadsheet and graphics presentation software. Must be able to communicate effectively, both orally and in writing. Ability to prepare clear, concise and complete reports. Must have a good driving record and a valid WA State Driver License throughout employment. User experience with HRIS highly desirable.

COMPENSATION: The starting salary for this position is \$5,937 — \$6,969 per month DOE. The excellent benefits package includes employer paid dental; vacation, sick & holiday pay; life insurance, long term disability insurance and transit subsidy. PERS retirement (mandatory) and medical plan require employee and employer contributions. Employee paid deferred compensation (457b) and flexible spending accounts is optional. Positive corporate culture and commitment to a diverse workplace, plus more!

TO APPLY: Please send one page cover letter explaining how you meet qualifications, resume and complete application materials (available on our website @ www.kcha.org) to KCHA, Human Resources, Job #10-03, 600 Andover Park West, Seattle, WA 98188. This position is open until February 26, 2010 with first review on February 19, 2010.

For future opportunities please contact our job line at (206) 574-1103 or website at www.kcha.org. EEO/AA/M/F/V/D.