



RECRUITMENT
Human Resources Director

OPENING
July 11, 2024

CLOSING
Continuous



CITY OF MILWAUKIE

COMMUNITY

Nestled along the banks of the Willamette River and steeped in a rich history, Milwaukie enjoys the comforts of a small town, as well as the benefits of its close proximity to Portland. With a population of 21,000 and a location at the heart of a dynamic metropolitan area, Milwaukie strives to stay true to itself and the often unconventional spirit of the community, while upholding a persistent sense of optimism. Milwaukie prizes creativity to get things done by finding innovative solutions, and residents embrace originality to find new ideas that better the community.

In 2017, these strengths led to the development of a 2040 Community Vision, for which Milwaukie received the Award for Public Involvement and Participation from the Oregon chapter of the American Planning Association. In 2024, that vision was translated into a new citywide strategic plan that will guide city operations over the next three years.

In addition to the city's remarkable residents, the community's strength can also be seen in Milwaukie's robust and thriving business community. With more than 1,500 companies, including Oregon Tool, Bob's Red Mill, Dark Horse Comics and Precision Castparts Corporation, Milwaukie is home to several of Oregon's largest and most iconic employers. The community's values are on display through several vibrant, city-led events held in Milwaukie each year, including the annual Umbrella Parade & Tree Lighting, Winter Solstice Celebration, and Porchfest.

Like the founders before them, the people of Milwaukie know the city is destined for great things, and all are welcome to join with the community as it forges its own path to success.

VISION

Milwaukie is a diverse and resilient city government, delivering effective public services that make our community great. We serve as stewards of our living and built environment to help create a safe and welcoming community for all.

The Human Resources Department plays a key role in advancing the city's strategic priorities including supporting our employees, working smarter together, revitalizing Milwaukie, and supporting Milwaukians most in need.



ORGANIZATION

The City of Milwaukie has a council-manager form of government. City council represents the community, while concentrating on policy issues responsive to the community's needs. The mayor and city councilors are elected at-large and serve staggered 4-year terms. City council appoints the city manager, city attorney and municipal judge. Milwaukie employs about 155 full- and part-time employees, and works collaboratively with two labor unions. The 2025-26 biennial budget of \$192 million is aligned with city council goals and the administration is committed to professionalism, efficiency, equity and customer service.

The city is made up of eight distinct departments. Externally-facing departments include police (24/7 law enforcement), Public Works (utilities, climate & natural resources, fleet/facilities), Community Development (planning, building, engineering), and Library. Internal service departments include the City Manager's Office (strategic engagement, policy, council management), City Recorder & Administrative Services (municipal court, records management, administrative support), Finance & IT and Human Resources.

Located in Clackamas County, the city regularly partners with county staff on a variety of programs and initiatives. Milwaukie is also located within the urban growth boundary of Metro, the regional government and metropolitan planning organization for the Portland metropolitan area, and TriMet, the tri-county mass transit district serving the same area. Clackamas Fire District #1 provides fire and emergency services for the city, and the North Clackamas Parks & Recreation District maintains Milwaukie's parks, while providing recreational services and programs for all age groups and incomes.

POSITION

The human resources director reports to the city manager. This position plans, directs, reviews and contributes to activities and operations of the human resources functions within the city. The director works collaboratively with others to lead in creating a diverse and inclusive work environment where all employees can thrive and do their best work for Milwaukie community members.

The functions within human resources include employee and labor relations, recruitment, classification and compensation, employee development, leave management, safety and benefits.

The director is actively involved in the day-to-day work of the human resources department while supervising one other staff member—a human resources analyst.



IDEAL CANDIDATE

The next human resources director must enjoy working in a small city government where you can get to know all the employees and build relationships throughout the organization, while also possessing the technical knowledge and skills to implement human resources best practices and innovative solutions to modern workplace problems. The ideal candidate must be comfortable with and able to contribute to the very collaborative and positive work environment that exists amongst directors and throughout the city.

The next human resources director will enjoy the flexibility of working at a high-level on policy and also being a hands-on contributor in various human resources functions.

EDUCATION & EXPERIENCE

Bachelor's degree in human resources, business, public administration or related field from an accredited college or university. Five years of progressively responsible human resources experience including two years of supervisory experience

OR

The city will consider any equivalent combination of knowledge, skills, education, certifications and experience to meet the minimum position qualifications. If you are interested in applying, the city encourages you to think broadly about your background and skillset for the role.

Human resource certification preferred through the Public Sector HR Association (PSHRA), Human Resource Certification Institute (HRCI), or Society for Human Resource Management (SHRM).

DESIRED SKILLS

1. Open-minded, positive collaborator, comfortable working alongside city management, labor unions and the equity and inclusion program coordinator to create a welcoming and inclusive environment for all current and potential future employees.
2. Innovative servant leader and collaborator who genuinely enjoys the people side of the business and has a track record of building a culture of trust while carrying out labor relations and human resource functions.
3. Transparent communicator who is open, honest and respectful, and will partake in crucial conversations to foster a culture of personal accountability.
4. Skilled human resource practitioner with the knowledge to carry out the work of the department and ability to administer ADA, FMLA, Paid Leave Oregon, and workers compensation.
5. Ethical professional committed to integrity and high-quality work.
6. Detail-fanatic passionate about accuracy and providing robust rationale for all decisions.
7. Analytical and strategic thinker ready to address modern workplace challenges.
8. Process improver, ready to propose ways we can change operating procedures, policies, rules and regulations to work smarter together.
9. Inspiring mentor, ready to coach staff citywide to reach and achieve goals.



COMPENSATION & BENEFITS

Salary Range

\$113,268 - \$145,044

with a 3% range adjustment on June 24, 2022,

Oregon Public Employees Retirement System (PERS)—City pays both the employer and employee portion

Deferred Compensation Plan
with a city contribution of 3.5%

Generous medical, dental and vision plans

City-paid life and long-term disability plans

Flexible Spending Account

Supplemental life insurance

Vacation, management leave (80 hours), sick leave programs
and generous holiday schedule

Professional employment agreement with severance

APPLICATION PROCESS

Please apply online by submitting a complete application and answering the supplemental questions. This position is open until filled with an **initial screening planned for Aug. 2** and **first-round interviews planned for the week of Aug. 19.**

ADDITIONAL INFO

Hybrid Work Options: After successful completion of probation, this position is eligible to work remotely up to one day per week in accordance with the city's telework policy.

Diversity and Inclusion: A diverse workforce strengthens our organization. The city values diversity, and supports a positive, welcoming environment where all its employees can thrive.

Equal employment opportunity: All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, marital status, familial status, gender identity and expression, sexual orientation, disability for which a reasonable accommodation can be made or any other status protected by law.

Accommodation: Reasonable accommodation is available to anyone whose specific disability prevents them from completing an application or participating in this process. To obtain confidential assistance, contact human resources 503.786.7507.

Veterans' Preference: Under Oregon law, qualified veterans may be eligible for veterans' preference when applying for positions with the City of Milwaukie. If you are a veteran and would like to be considered for a veterans' preference for this job, please attach qualifying documents in the application process.

TO BE CONSIDERED

Visit milwaukieoregon.gov/jobs to apply online, or contact Brandi Leos, human resources director, at 503.786.7507 or leosb@milwaukieoregon.gov.



