



(509) 525-9140 • FAX (509) 525-9142 • www.valleytransit.com

1401 West Rose, Walla Walla, WA 99362

February 26, 2024

Dear Applicant:

We are seeking a Human Resources Manager to be responsible for a wide variety of professional-level human resources services.

This packet contains a job description, application, and a voluntary personal information form to complete. If you decide to apply, you will need to provide a complete work history and explain any gaps in employment.

The salary range for this position is \$38.97 to \$51.04 per hour. Information on Valley Transit's benefits package can be found in the attached job description.

Satisfactory completion of a pre-employment drug/alcohol screen and criminal background check is a condition of employment for this position with Valley Transit.

Return your completed application and cover letter to our Main Office at the address above or by e-mail to angie@valleytransit.com. This position is open until closed with first consideration for applications received by March 15th. Successful applicants will be contacted to proceed to the next level in our hiring process.

Thank you for your interest in Valley Transit employment. We look forward to hearing from you.

Sincerely,

Melanie Hall
Human Resources Manager



Human Resources Manager

Department:	Administration
Employee Group:	Non-Represented
Reports To:	General Manager
Supervises:	Administration Staff
FLSA Status:	Exempt

At Valley Transit our Mission is to provide high-quality and efficient public transportation services that are responsive to the needs of our entire community; promoting quality of life and a healthy economy.

Position Summary

This position is responsible for a wide variety of human resources-related activities and programs in an organization of approximately 60 employees. Activities include recruitment and selection, employee benefits, administration of various state and federal mandates, employee and labor relations activities, classification, compensation, human resources policies and procedures, HR Information Systems, and related duties that may be assigned. This position supervises the day-to-day workflow of the administration staff and works closely with the entire management staff.

Essential Duties and Responsibilities

- Oversees recruitment and selection activities for Valley Transit (VT), plans and implements recruitment strategies, designs and administers selection processes, and administers the employment and orientation processes for new employees.
- Manages various programs to ensure compliance with various federal and state laws, including but not limited to FMLA, WFLA, EEO, Title VI and ADA.
- Oversees VT's employee benefits programs; advises the Finance Manager regarding benefit use, changes in laws or regulations, and needed benefit revisions; and works with insurance providers and regulatory agencies.
- Administers and maintains VT's classification and compensation systems, including conducting surveys; analyzing position classifications for accuracy; and recommending policy, system, and process changes to comply with VT's goals.
- Stays current with VT's human resources information system, ensuring that appropriate data and files are maintained.
- Conducts and assists with VT's employee training programs, which includes working with training specialists, external consultants, and trainers.
- Provides employee relations advice and recommendations to managers, supervisors, and employees regarding VT's policies and procedures.
- Administers and maintains VT's workers' compensation program, including processing and monitoring of claims, coordinating efforts to utilize light duty assignments and/or return injured employees to work as quickly as possible, coordinates alternate duty

assignments, maintains computer and paper files, and prepares reports as required or necessary.

- Provides direction and training to other staff that assists with human resources functions.
- Assists with labor relations activities, including preparation for negotiations and contract interpretation.
- Oversees employee wellness and morale programs and related activities.
- Works with the Finance Manager to ensure VT complies with Federal and State Labor and Employment Laws and Regulations.
- Administers Drug/Alcohol Policy, schedules and monitors drug/alcohol screenings in compliance with FTA regulations, maintains confidential records, documents compliance with Drug/Alcohol Testing Program, prepares annual drug/alcohol testing reports for Federal Transit Administration.
- Performs administrative and clerical support for department managers, attends Board of Director meetings as required, interacts with customers by phone and in person to provide customer information, receives complaints, comments, and compliments from the public, and refers same to department managers for investigation.
- Perform all safety and health responsibilities for Safety Committee members as detailed in the Public Transit Agency Safety Plan (PTASP).
- Serves as Valley Transit's Public Records Officer, first point of contact for Title VI and first point of contact for ADA.

Qualifications

Any equivalent combination of education and experience, which provides the knowledge, skills, and abilities required to perform the job.

- A bachelor's degree in human resource management, industrial relations, public administration, business administration, or a related field is preferred.
- A minimum of five years of increasingly responsible professional-level experience in a human resources department, or an equivalent combination of education and experience.
- Experience in the public sector and a unionized environment is preferred.
- A valid Washington State Driver's License and a driving record acceptable to VT's insurance carrier.

Skills Needed

- Ability to maintain confidentiality of sensitive information and materials.
- Ability to read, interpret, explain and follow rules, regulations, policies and procedures.
- Ability to use computer and basic software programs such as Microsoft Office programs.
- Ability to use English, spelling, punctuation and grammar skills to communicate effectively with coworkers and the public.
- Ability to use, and knowledge of, modern office practices, procedures and protocols.
- Ability to make routine computations and tabulations with speed and accuracy.
- Ability to schedule and organize multiple projects.

Essential Functions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, hear and talk. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Wages & Benefits

Salary Range: \$38.97-\$51.04 per hour, plus longevity Steps: 10yr, 15yr, 20yr.

Valley Transit provides “employee-only” fully paid premiums for medical, dental, life and long-term disability through the Public Employees Benefits Board (PEBB). Qualifying dependents may be enrolled at the employee’s expense, these premiums are determined annually subject to the Employer Contribution Cap and Employer Pooling Assistance. A \$24,000 Basic Life insurance policy is provided through the Washington Counties Insurance Fund. Employer and employee contributions are made to the State of Washington Public Employees Retirement System (PERS). Employees have the option to enroll in the State of Washington Department of Retirement System’s deferred Compensation program. Employees also have the option to enroll in additional benefits which include Employee-Paid Long-Term Disability, Employee-Paid Flexible Benefits through American Family Life Assurance Company (AFLAC) and additional Employee-Paid Life Insurance coverage through MetLife.

Valley Transit grants annual paid vacation to regular full-time employees which starts at 8 hours per month and increases with continuous employment. All Employees are eligible to accrue Washington Paid Sick Leave at a rate of 1 hour for every 40 hours worked, in addition, full-time employees will accrue Valley Transit Paid Sick Leave at a rate of .02115 per eligible paid hour. Employees will also receive six (6) paid Holidays and three (3) paid Floating Holidays each calendar year. The number of paid Floating Holidays increases with continuous employment.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

1401 West Rose Street
Walla Walla, WA 99362



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www.valleytransit.com

EMPLOYMENT APPLICATION (09-2022)

INSTRUCTIONS

An incomplete application may disqualify you from further consideration. 'SEE RESUME' will not be accepted

Valley Transit is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. Valley Transit follows the requirements of the "Fair Chance Act", under RCW 49.94. Valley Transit will not inquire about prior arrests and convictions until after determining if an applicant is otherwise qualified for the position for which the applicant applies, except as allowed under RCW 49.94.10.

APPLICANT INFORMATION

Position Applied For:		Wage or Salary desired? \$	
Having reviewed the recruitment announcement and the position description, are you able to perform the essential functions of the position for which you are applying, with or without accommodation?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Last Name:	First Name:	M.I.:	
Mailing Address:			
City:	State:	Zip Code:	
Phone:	Email:		
Are you authorized to work in the U.S. on an unrestricted basis? YES <input type="checkbox"/> NO <input type="checkbox"/>	Are you over 18 years of age? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Have you ever worked for Valley Transit? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, provide position(s), date(s) of employment, and why you left Valley Transit.			
Are you related to/in a relationship with any current Valley Transit employee that could result in a conflict of supervision if you were subsequently hired? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, provide name and relationship with employee(s).			
Are you willing and able to work the following hours and/or days (as required by the position for which you are applying)? Check all that apply.	Full-Time <input type="checkbox"/>	Weekends <input type="checkbox"/>	
	Part-Time <input type="checkbox"/>	Holidays <input type="checkbox"/>	
	Overtime <input type="checkbox"/>	Split Shifts <input type="checkbox"/>	
	Evenings <input type="checkbox"/>	Irregular Hours <input type="checkbox"/>	

EMPLOYMENT REFERRAL SOURCE

How did you learn of this employment opportunity?

MILITARY SERVICE

Branch:	From: (MM/YY)	To: (MM/YY)	Rank at Discharge:
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TRAINING/PROFESSIONAL CERTIFICATION

Please list any training (including the number of hours) you have attended and any professional certifications that are relevant to the position for which you are applying.

EDUCATION

High School:		City, State:	
Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If NO, do you have a GED/equivalent? YES <input type="checkbox"/> NO <input type="checkbox"/>	
College:		City, State:	
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	If YES, degree/certification earned: If NO, number of credits earned:		
Other Training/Education:			

EMPLOYMENT HISTORY

Please provide your chronological work and relevant volunteer history for the previous 10 years (do not use "See Resume").

Current or Most Recent Employer:			
Address:			Phone:
Date Started:	Date Left:	Hours Per Week:	
Name and Title of Supervisor:			
Description of Duties:			
Reason for Leaving:		May we contact your supervisor? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Previous Employer:			
Address:			Phone:
Date Started:	Date Left:	Hours Per Week:	
Name and Title of Supervisor:			
Description of Duties:			
Reason for Leaving:		May we contact your supervisor? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Previous Employer:			
Address:			Phone:
Date Started:	Date Left:	Hours Per Week:	
Name and Title of Supervisor:			
Description of Duties:			
Reason for Leaving:		May we contact your supervisor? YES <input type="checkbox"/> NO <input type="checkbox"/>	

Previous Employer:		
Address:		Phone:
Date Started:	Date Left:	Hours Per Week:
Name and Title of Supervisor:		
Description of Duties:		
Reason for Leaving:	May we contact your supervisor? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Previous Employer:		
Address:		Phone:
Date Started:	Date Left:	Hours Per Week:
Name and Title of Supervisor:		
Description of Duties:		
Reason for Leaving:	May we contact your supervisor? YES <input type="checkbox"/> NO <input type="checkbox"/>	
EMPLOYMENT GAPS AND OTHER INFORMATION		
Please explain any gaps of employment and attach additional pages as necessary.		
DISCLAIMER AND SIGNATURE		
<i>I certify that the facts set forth in this Employment Application are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize Valley Transit to make an investigation of any of the facts set forth in this application.</i>		
<i>I understand that employment at Valley Transit is "at will," which means that either I or Valley Transit can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager or executive of Valley Transit, other than the General Manager has any authority to alter the foregoing. I also understand that this application and all submitted attachments become the property of Valley Transit.</i>		
Signature: <div style="text-align: right;">signed electronically</div>		Date:
ADDITIONAL INFORMATION		
Please note that contact is made PRIMARILY THROUGH EMAIL, so be sure to check your email often, including your "junk" email to prevent you from missing a communication from Valley Transit regarding your application. Your patience during the selection process is appreciated. Thank you for your interest and best wishes.		



Applicant Voluntary EEO Self Identification Form

Valley Transit is an equal employment opportunity employer. Discrimination in employment is prohibited under Washington State Law, Title VII of the Civil Rights Act of 1974, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. As an equal employment opportunity employer, Valley Transit is committed to providing a work environment free from any form of discrimination.

For the purpose of effectively implementing Valley Transit's Equal Employment Opportunity Program, we would appreciate your assistance in providing the information listed below. This information will enable Valley Transit to evaluate its recruitment process in light of State and Federal equal employment opportunity laws.

Completion of this form is voluntary.

THIS FORM WILL BE SEPARATED FROM YOUR APPLICATION PACKET PRIOR TO THE APPLICATION SCREENING PROCESS.

Position applying for:

Date:

Name (First, MI, Last):

Gender: Male Female I do not wish to disclose this information

Definitions of race/ethnicity are on the next page (*as defined by the Equal Employment Opportunity Commission*).

Race/Ethnicity Identification Categories (choose one):

White/Caucasian

Black/African American

Native Hawaiian/Pacific Islander

Asian

Hispanic/Latino

American Indian/Alaskan Native

Two or more races

I do not wish to disclose this information

Definitions of Race/Ethnic Categories:

Hispanic or Latino: a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race

White or Caucasian: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

Black or African American: A person having origins in any of the black racial groups of Africa

Native Hawaiian or Other Pacific Islander: A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam

American Indian or Alaska Native (not Hispanic or Latino): a person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment

Two or More Races: All persons who identify with more than one of the above races