

# JOB ANNOUNCEMENT

## Human Resources Manager

**Opening Date:** August 14, 2025

**Salary Range:** \$40.62/hour to \$53.21/hour

Plus longevity Steps at 10, 15, and 20 Years

**Closing Date:** Open until Filled – First Review September 08, 2025



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. 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. Eight paid holidays are provided annually. For specific operational roles, work may be required on certain holidays, with appropriate holiday compensation provided. Employees are paid four floating holidays each calendar year. The number of paid floating holidays increases with continuous employment.

**NATURE OF POSITION:** 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.

**REQUIRED MINIMUM QUALIFICATIONS:** Bachelor’s Degree in Human Resources, Industrial Relations, Public Administration, Business Administration, or related field preferred. 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.

**APPLICATION AND SELECTION PROCEDURE:** A completed Valley Transit application is required to apply. Applications are available at: <https://valley-transit.ninjabig.com/jobs/human-resources-manager/> A paper application can be obtained at our administrative office located at 1401 W Rose Street, Walla Walla, WA 99362.

Internal candidates, please submit a letter of interest to Human Resources.

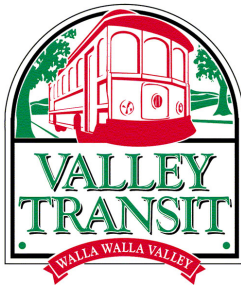
Applicants whose experience most closely meets the requirements of the position will be invited to continue in the selection process, which will consist of an oral panel interview, reference inquiries and criminal background check.

**REASONABLE ACCOMMODATION:** Valley Transit will provide reasonable accommodation to disabled applicants if requested. Please notify the Human Resources office at least 5 days prior to the need.

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NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.

Valley Transit complies with Title VI, ADA, and other applicable Federal Civil Rights Laws and does not discriminate on the basis of race, color, national origin, age, disability, religion, Veteran status, sexual orientation, gender identity, or sex in employment or the provisions of service. Equal Opportunity Employer.



## Human Resources Manager

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

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*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.*

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### **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, PFML/WFCA, 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. Facilitates the ADA Appeals Committee.
- Maintain a record of all driver's medical records, employee traffic violations, commendations and complaints, and disciplinary action.
- Conducts thorough and impartial investigations into workplace incidents, policy violations and employee complaints. Gathers, analyzes, and documents evidence in alignment with organizational policies and legal requirements. Provides expert guidance to managers and employees on policy interpretation, compliance, and best practices.
- Leads or assists in the review, development, and implementation of various new or revised workplace policies.

### **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.
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### **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: \$40.62 - \$53.21 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 (8) paid Holidays and three (4) 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.