



JOB ANNOUNCEMENT HUMAN RESOURCES MANAGER

Open Until Filled

SUMMARY:

Under the direction of the Director this position performs technical and analytical work in support of all human resources functions, policies, and programs within the organization. This position requires a substantial amount of confidentiality, tact, independent judgment and initiative.

MINIMUM QUALIFICATONS:

- Bachelor's Degree in Public Administration or Human Resources
- Five (5) years or more of demonstrable and increasingly responsible experience in human resources

OR

- Any equivalent combination of education, experience and training that provides the required knowledge, skills, and abilities, may be considered.

DESIRED QUALIFICATIONS:

- Human resources experience in the public sector
- Human Resources certification (SPHR or SHRM)

LICENSES, CERTIFICATIONS and OTHER REQUIREMENTS:

- Valid Washington State driver's license; good driving record

SALARY RANGE: \$109,118 - \$128,373

- Salary is dependent on experience

HIRING & SELECTION PROCESS:

Those candidates whose experience and qualifications most closely fit the requirements of this position will be invited to participate in the selection process. This process may use any or all of the following evaluation and selection elements; resume and letter of interest review, preliminary interview, structured panel interview, final interview.

Candidates should send letter of interest and resume to Roky Louie at rlouie@norcom.org.

NORCOM is an Equal Opportunity Employer and encourages applications from all persons without regard to race, creed, color, national origin, religion, gender, age, marital status, disability, sexual orientation or veteran status. NORCOM provides reasonable accommodation to its employees and the public with disabilities, including disabled veterans. For more information, please contact NORCOM Human Resources.

NOTE: the recruitment process includes the possibility of Suitability Assessment Report testing, an extensive background and criminal history check, a polygraph test, a psychological examination, several panel interviews, a medical examination (including a physical, an audiogram, and a drug screen), and finger printing.