



HR DIRECTOR

Recruitment Announcement

About SEIU 775

SEIU 775 represents more than 55,000 long-term care workers providing quality home care, nursing home care, and residential services in Washington, Montana, and Alaska. SEIU 775's mission is to unite the strength of all caregivers, to create a better life for ourselves and those we care for, and to lead the way to a more just and equitable world



About This Role

SEIU 775 is seeking an experienced Director of Human Resources with strong people skills to help make SEIU 775 a great place to work and to ensure our human resources programs and initiatives are effective, efficient, equitable and aligned with SEIU 775's mission, vision, and values, and supports our organizational goals and objectives.

The Human Resources Director reports to the Secretary-Treasurer and leads a department of professional staff responsible for administration of human resources functions to include: workforce planning; talent management; classification and compensation, employee engagement and recognition; leave and benefit administration; payroll; risk and safety; employee relations; performance management; organizational development and training; and records management.



Essential Functions:

- Work to develop and maintain a union-wide strategy and program for staff recruitment and development, including coordinating new employee orientation and providing ongoing training and support to department directors and managers
- Develop, maintain, and communicate effective and efficient policies and administrative procedures for personnel programs including implementing a Human Resource Information System (HRIS)
- Manage all aspects of human resource administration: payroll & benefits administration, personnel file management, and legal compliance.
- Perform and/or supervise a wide variety of reporting and compliance responsibilities.
- Maintain a positive inclusive work environment by developing and implementing diversity, equity and inclusion initiatives, promoting employee engagement, and fostering a culture of respect and collaboration.

- Provide human resources advice, counsel, and recommendations.
- Ensure compliance with federal, state, and local legal requirements by studying existing and new legislation.

Leadership and Team Management:

- Serve as a strategic partner to management and leadership around best employee practices.
- Work closely with the Executive and Legal teams to investigate and resolve complex employee relation issues.
- Lead a team of Human Resources professionals, providing guidance, mentorship, and professional development opportunities.
- Develop and implement communication strategies that ensure all employees are informed and engaged, promote transparency and openness, and foster a culture of feedback and dialogue.

Performance Management:

- Create and oversee comprehensive performance management systems that align with the organization's goals and values. Ensure that performance expectations are clearly defined, measured, and communicated to all employees.
- Foster a culture of continuous feedback and coaching, enabling employees to excel in their roles. Implement regular performance check-ins and coaching programs to support individual growth.
- Lead the execution of performance appraisal processes, ensuring they are equitable, objective, and provide meaningful insights for career development and decision-making.
- Develop and implement programs that recognize and reward outstanding performance, promote a culture of appreciation and gratitude, and foster a sense of pride and ownership among employees.

Learning and Development:

- Collaborate with department heads to identify skill gaps and development needs. Design and implement training and development programs that align with the organization's strategic objectives.
- Develop and promote mentorship and leadership development initiatives to nurture talent from within the organization, ensuring a strong pipeline of future leaders.
- Explore and implement e-learning platforms and resources to facilitate ongoing skill-building and professional development opportunities for all employees.

Talent Acquisition:

- Develop and implement effective talent acquisition strategies to attract and retain talent.
- Collaborate with department heads to identify staffing needs and create workforce plans.

Employee Relations & Engagement:

- Manage employee relations, conflict resolution, and disciplinary actions when needed.
- Develop and implement programs that promote employee engagement, satisfaction, and retention.
- Create and support employee communication and feedback mechanisms.

Compensation, Payroll, and Benefits Administration:

- Manage compensation and benefits programs to ensure competitiveness and compliance. Stay updated on industry trends and best practices to recommend improvements. Administer and communicate employee benefit plans.
- Oversee the execution of semi-monthly payroll and benefits administration.
- Oversee weekly and monthly reporting for company broker to ensure accurate and timely open and new hire enrollments, employee changes, qualified life event changes, and termination of employee benefits and COBRA.
- Collaborate with the company broker to resolve employee benefits issues.
- Negotiate ancillary employee benefit programs while focusing on progressive and innovative benefit offerings.

HR Technology:

- Ensure Human Resources technology (Payroll, HRIS, etc.) is implemented properly, up to date, and utilized to improve effectiveness, efficiency, etc. Ensure data integrity & security.
- Evaluating existing HR technology and as necessary leading a process to upgrade systems

Compliance:

- Ensure organizational compliance with all relevant labor laws and regulations.
- Maintain employee handbook, policies, and procedures, updating them as necessary.
- Advise managers and employees on Worker's Compensation, Unemployment, and office safety issues while maintaining documentation for such actions.
- Maintain a confidential organized filing system for employee files, correspondence, policies,

standards, regulations, and employment applications with supporting data.

- Maintain and complete compliance paperwork for 401K and other benefits

Diversity, Equity, and Inclusion:

- Champion diversity, equity, and inclusion initiatives throughout the organization. Promote a culture of respect and belonging, fostering an inclusive workplace.
- Actively engage in union-wide Race and Social Justice efforts and strive for racially equitable outcomes; takes responsibility for creating and maintaining a safe and welcoming community by making room for people of color, immigrants, trans and gender-non-conforming folks, and other populations who routinely encounter systemic oppressions



The Ideal Candidate

SEIU 775 is seeking a credible, unifying, equity-centered human resources leader who is deeply committed to the success of the organization, is a strategic big-picture thinker, and will be able to establish SEIU 775 to be an employer of choice, responsive to the workforce demands of the future.

The next HR Director will bring a high degree of humility and self-awareness to the role and will have the ability to think creatively to solve problems so that HR services are effective and efficient for all employees. The ideal candidate for this role will possess a strong work ethic, excellent communication skills, a people-centered empathetic leadership style, knowledge of labor regulations and HR practices, strategic thinking abilities, pro-union progressive values, a strong commitment to equity, and excellent interpersonal skills. The position will improve Human Resources processes, implement strategies that support organizational growth, improve morale and employee retention, enhance safety and wellness, attract talent, increase equity, and promote the organization's values.



Desirable Qualifications

A Bachelor's degree and at least seven years of management experience leading a professional HR team overseeing the full array of HR services to include labor relations or any combination of experience and education which would clearly indicate the ability to perform this role. An advanced degree and SHRM are a plus.

In addition, candidates should bring the following:

- Strong organizational management and leadership skills, with the ability to mentor and develop staff.
- Experience working in a union-represented environment
- Demonstrated commitment to SEIU 775's goals and values, and an understanding of key labor-union concepts.
- Able to work well in a fast-paced, dynamic environment.
- Possesses leadership skills that include team building, coaching, problem analysis, and conflict resolution, and have strong skills in systems development and management.
- Commitment to and experience in leading organizations to increase diversity, equity and inclusion.
- Strong commitment to the values of organized labor and respect for the role of unions
- Ability to forge strong relationships with department leaders and executive team
- High energy level and strong work ethic.

APPLICATION PROCESS

Persons interested in this position must submit a cover letter and a current resume.

If you have questions regarding this announcement, please call Marissa Karras at 360-956-1336. The position will remain open until filled; however, the screening process will move quickly. Please submit your application materials as soon as possible but no later than March 19, 2025 by visiting www.karrasconsulting.net and clicking on “view open positions.”

This position is full-time, exempt. The annual salary range for the position is \$137,776 – 172,064. Benefits include vacation, holiday and sick leave benefits, fully paid health, dental, vision, and life insurance, defined benefit pension plan, and optional 401(k), WFH credit, and more.

Salary is determined based on internal and market equity and the applicant’s job-related knowledge, skills, and experience. Previous applicants need not reapply.

This is a full-time, exempt position not eligible for overtime. Hours of operation will depend on what you and your supervisor agree to. Must have flexibility in schedule during extended business hours allowing stakeholders to access services. From time to time, the Director of Human Resources may be expected to participate in Union activities outside of normal business hours, including weekends and after-hours.

This is a hybrid position. The position is normally required to be in the office (Seattle Headquarters) at least two (2) days weekly, or when needed (based on business needs).



SEIU 775 is an affirmative action employer and encourages applications from all qualified candidates without regard for race, color, religion, sex, national origin, age, creed, gender, citizenship status, disability, veteran status, marital status, sexual orientation, gender identity, gender expression, genetics, the presence of sensory, mental, or physical disability, or any other discrimination prohibited by law. SEIU 775 works to ensure fair treatment of applicants and employees and actively enforces policies against discrimination and sexual harassment.

We provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, creed, gender, citizenship status, disability, veteran status, marital status, sexual orientation, gender identity, gender expression, genetics, the presence of sensory, mental, or physical disability, or any other discrimination prohibited by law. In addition to federal law requirements, we comply with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities

