

# HUMAN RESOURCES & RISK MANAGEMENT ADMINISTRATOR

THE CITY OF RENTON, WA



## WHY APPLY?

This is an exciting opportunity to join a growing, diverse city in Washington's Puget Sound region. The City of Renton is a hub for aerospace manufacturing, professional sport team facilities, healthcare and technology campuses. The successful candidate will lead a department of 13 FTEs, serve on the dynamic, cohesive and talented executive team and serve as the key advisor to the Mayor and Chief Administrator Officer (CAO) on all human resource and risk management matters. The City has over 650 full-time employees and its location provides easy access to the greater Puget Sound metropolitan area. The HRRM Administrator has a critical role in supporting the organizational systems of the City that enable a committed workforce to deliver on the outcomes of the City's Business Plan.





# WELCOME TO RENTON

Renton is a thriving and diverse city of 107,900 tucked alongside the 22-mile long Lake Washington. Residents enjoy the best of urban and suburban living, surrounded by the beauty of the Pacific Northwest and easy access to both the I-5 and I-405 corridors.

Renton is a city on the rise. The city is recognized for its talented and well-educated workforce in high-tech, manufacturing, medical, biotech, and service industries. Long-term employers include Boeing, PACCAR, Wizards of the Coast, Providence Health Systems, Group Health, UW Medicine/Valley Medical Center, and Federal Reserve Bank. Recently, the city has welcomed exciting new organizations such as Top Golf and the Seattle Sounders Headquarters. Renton is also popularly known for being home to the Seattle Seahawks training center and the only IKEA store in the state.

Recently, Renton has seen significant growth in its technology sector, with companies like Amazon and Blue Origin establishing a presence in the city. Centrally located between major metropolitan areas, Renton's prime location also provides access to over 2,000 software companies within a 30-mile radius.

With 59% of residents identifying as persons of color, Renton prides itself on its diversity and strong sense of community. Residents appreciate their city's warm and welcoming home-town feeling, sense of culture, charming downtown with public art, and proximity to amenities such as The Landing—Renton's \$300 million, 46-acre village-style shopping center.

The city boasts over 2,800 acres of parks and playgrounds, an 18-hole golf course, aquatic center, two lake-front beaches, and a public boat launch. Regional assets include Renton Technical College with over 50 professional-technical programs and nearby Seattle-Tacoma International Airport, only 6 miles away.

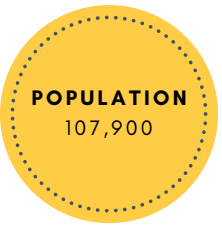
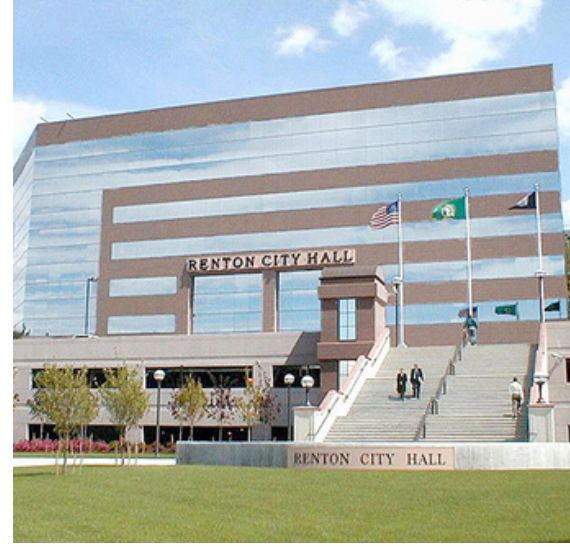


# THE CITY OF RENTON

Incorporated in 1901, the City of Renton operates under a Mayor-Council form of government with an appointed Chief Administrative Officer. The Mayor and seven-member City Council are elected at large to a four-year term. With a population of 107,900 in 2023, Renton is the 8th largest city in the state, and the 4th largest in King County.

The City provides a full range of municipal services across 23.7 square miles with a team of 656 FTEs. Services include police, street construction and maintenance, planning and zoning, municipal court, general administrative services, municipal airport, golf course, and parks and recreational facilities that includes an aquatic center, senior center, community and neighborhood centers, and a museum.

Departments include City Attorney, Community and Economic Development; Executive Services; Finance; Human Resources & Risk Management; Police; Municipal Court, Parks & Recreation; and Public Works. The City has three unions and Fire and Emergency Services are provided by the Renton Regional Fire Authority.



## HUMAN RESOURCES & RISK MANAGEMENT

The Human Resources and Risk Management staff works in partnership with department heads and their teams, with individual employees and groups, and with employee representatives and the community to provide programs and services that create a work environment that is positive and productive and allows all employees to serve the needs of Renton residents. In addition, the department works to protect and preserve public assets, and provide a safe workplace that minimizes occupational risk and financial loss.

Operating with a 2024 budget of \$25.6 million and a team of 13 FTEs, the Department provides a comprehensive array of programs: recruitment and selection, classification and compensation, employee/labor relations, employee training and development, property/liability, workplace health and safety, and employee benefits. Divisions include Employee Relations, Benefits, and Risk Management.





# THE HUMAN RESOURCES & RISK MANAGEMENT ADMINISTRATOR

Reporting to the Chief Administrative Officer, the Human Resources & Risk Management Administrator establishes and oversees the strategic direction for the Human Resources & Risk Management Department. The Administrator serves as a member of the Mayor's executive leadership team and ensures the Human Resources & Risk Management Department operations are administered in a manner that achieves the City's business plan and goals and delivers outcomes important to the community.



## THE IDEAL CANDIDATE

- Knowledgeable about principles and practices of human resources management administration, including recruitment and onboarding, classification systems, compensation and benefits, employee performance management, and labor management.
- Courageous, credible, and deeply committed to developing authentic relationships at all levels of the organization to foster a culture of belonging and a positive workplace.
- Outstanding communication skills and is an empathetic and skilled listener with a proven reputation for being accessible, responsive, honest, and transparent.
- Experience with, and knowledge of, federal, state, and local labor laws, statutes, ordinances, and reporting requirements (e.g EEO, FLSA, FMLA, HIPAA).
- Proven success of working collaboratively with labor management to move the organization into the future.
- Experience with, and knowledge of, risk management, risk reduction, and risk transfer practices and policies.
- Contemporary understanding of Human Resource Information Systems (HRIS) and the experience to lead, guide, and manage change through system improvements/implementation.
- A visionary, innovative, and strategic leader who forecasts the future needs of the Department based on the changing needs of the City and its workforce.
- Strong communication skills including an ability to speak and present information publicly and to facilitate small, medium, and large group meetings and training opportunities.
- Strong interpersonal skills and the ability to handle sensitive and confidential situations.
- Has an understanding and appreciation of the importance of diversity, equity, and inclusion; has demonstrated ability and success connecting with diverse groups of people; and possesses the desire to advance the City's achievements in this area.



# OPPORTUNITIES & CHALLENGES

## **Continuation of the Human Resources Diversity, Equity and Inclusion Tactical Plan**

The HR Diversity, Inclusion, and Equity Tactical Plan ([HR-DEITP](#)) was created to assist the City to meet the goals of the City of Renton Business Plan. The HR-DEITP was updated in 2021. In 2023, the City Council approved a new HRRM position to support the Administrator in implementing the HR-DEITP.

## **Replacement of the City's Human Resource Information System (HRIS)**

The City is embarking on a two-year implementation plan to replace its current HRIS system. This project will require coordination and partnership with the Finance, Information Technology, and Human Resource/Risk Management Departments. The new Administrator will need to ensure that HR staff integrate implement labor agreement provisions in the new payroll system and that an organizational communication plan is developed to keep City employees informed on the status, process and impacts of the HRIS implementation.

## **Minimum Wage Voter Initiative Implementation**

In February 2024, Renton voters passed an initiative that mandates a local minimum wage with annual escalation. The initiative also requires that covered employers "distribute additional hours to its part-time workers prior to hiring new employees, contractors, or temporary workers if its existing part-time workers have the skills and experience to perform the work." The new Administrator will need to implement policies and practices throughout the organization to ensure that the City organization complies with this new initiative.

## **Human Resources and Risk Management (HRRM) Department**

The previous Administrator, who recently retired, built a cohesive and effective department team that is trusted and utilized throughout the City organization. The new Administrator will need to continue fostering a departmental culture that prioritizes effective and collaborative relationships throughout the department and organization, building on the City's commitment to excellent customer service. The new Administrator will need to continue to work with HRRM staff to identify opportunities for growth and stretch assignments that align with the City's long-term organizational goals and priorities.

## **2025-2026 Biennial Budget**

The Mayor will present his proposed 2025-2026 Biennial Budget to the City Council in October of 2024. The new Administrator will need to work with HRRM staff, the Executive Team, CAO, and Mayor to formulate a proposed budget for the HRRM Department and the City overall to meet the priorities and goals of the City's Business Plan.







# EDUCATION & EXPERIENCE

- Bachelor's degree in business, public administration, or related field.
- 10 years human resources and risk management experience involving labor relations, training and development, discipline, recruiting, testing, classification, and risk management.
- 5 years direct management experience.
- Or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to successfully perform the job.

# COMPENSATION & BENEFITS

The City of Renton is offering an annual salary range of \$171,696 to \$209,184 for this position, dependent upon experience and qualifications, along with a comprehensive [benefits](#) package.

# RESOURCES

[2023-2024 City Budget](#)

[City Business Plan 2024-2029](#)

[City Org Chart](#)

[Human Resources & Risk Management Department](#)

[Human Resources & Risk Management Org Chart](#)

[HR Diversity, Inclusion, and Equity Tactical Plan](#)

[Visit Renton](#)



# TO APPLY

Apply Online: [gmphr.com](http://gmphr.com)

First Review: **June 2, 2024**

More Info: Debbie Tarry, GMP Consultants  
dtarry@gmphr.com / (425) 308-2957

