

HUMAN RESOURCES & RISK MANAGEMENT ADMINISTRATOR RENTON WASHINGTON



HUMAN RESOURCES & RISK MANAGEMENT ADMINISTRATOR (HRRMA)

Renton, WA seeks an experienced Human Resources and Risk Management expert to join the City of Renton under the executive leadership of Mayor Armondo Pavone and the Legislative guidance of the seven-member City Council. Under the supervision of Chief Administrative Officer Ed VanValey, the new HRRMA will ensure the execution of the Department's strategic goals, will coach and mentor Department staff, will ensure that outstanding customer service is provided to all users of Human Resources and Risk Management services, and will provide sound counsel to the Executive Leadership Team, which is comprised of the Mayor, Chief Administrative Officer, and other Department Administrators. The new HRRMA will be responsible for building new and improved Human Resources and Risk Management programming and systems and for supporting and strengthening the HRRM team in the process.

SALARY + DEFERRED
COMPENSATION:
\$184,000-\$224,640

DIRECT REPORTS: 5

DEADLINE: OPEN
UNTIL FILLED.

FIRST REVIEW 1.15.25

[CLICK HERE FOR FULL
JOB DESCRIPTION AND
BENEFITS](#)



The HRRMA will lead in three key areas:

DEPARTMENT LEADERSHIP

- Forecast the Department's future needs based on the City's changing needs and workforce.
- Demonstrate courage, credibility, and a strong commitment to building relationships, fostering equity and inclusion, and retaining a talented workforce.
- Serve as spokesperson for the Mayor's agenda among staff members and as a key advocate for his priorities.
- Collaborate with organized labor to ensure fair practices in the workplace and effective partnerships.
- Lead and manage HRRM development through improvements and implementation of a new ERP system.
- Demonstrate strong interpersonal skills and handle sensitive and confidential situations.
- Develop solutions and implement innovative strategies for recruitment, retention, succession planning, training and development, leave administration, employee benefits, and safety.
- Advocate for and manage financial resources.

EFFECTIVE COUNSEL

- Serve as a member of the Mayor's executive leadership team, delivering outcomes consistent with the City's business plan and goals.
- Provide guidance regarding disciplinary matters, recruitment and onboarding, classification systems, compensation, benefits, employee performance management, and labor management.
- Effectively communicate difficult, complex, and at times unpopular information both publicly and privately.
- Serve as Renton's expert on federal, state, and local labor laws, statutes, ordinances, and reporting requirements (e.g. EEO, ADA, FLSA, FMLA, HIPAA).
- Serve as Renton's expert on risk management, risk reduction, and risk transfer practices and policies.
- Be a strategic partner to help the City achieve its vision, mission, and goals.
- Provide technical and policy information to the public, council, staff, and other affected parties.

RISK MANAGEMENT

- Work with third parties to assess the risk of loss encountered by the City.
- Develop risk reduction, transfer, and prevention practices and policies.
- Determine the feasibility and cost-effectiveness of transferring risks through insurance services.
- Evaluate and recommend risk retention levels.
- Oversee the administration and adjudication of all non-litigation claims.
- Direct the maintenance of claims and lawsuit summaries.
- Direct scheduled analysis of property, casualty, and workers' compensation claims.



RENTON KNOWS ITS DESTINATION

FIVE YEAR BUSINESS PLAN: 2024-2029

The selected candidate has a unique opportunity to contribute to the full implementation of this strategic working document.

GOALS

- Provide a safe, healthy, and vibrant community.
- Promote economic vitality and strategically position Renton for the future.
- Support planned growth and influence decisions to foster environmental sustainability.
- Build an inclusive, informed, and hate-free city with equitable outcomes for all in support of social, economic, and racial justice.
- Meet service demands and provide high-quality customer service.

MISSION STATEMENT

The City of Renton, in partnership and communication with residents, businesses, and schools, is dedicated to:

- Providing a safe, healthy, and vibrant community.
- Promoting economic vitality and strategically positioning Renton for the future.
- Supporting planned growth and influencing decisions to foster environmental sustainability.
- Building an inclusive, informed, and hate-free city with equitable outcomes for all in support of social, economic, and racial justice.
- Meeting service demands and providing high-quality customer service with measurable outcomes.

Renton, the
center of
opportunity in the
Puget Sound
Region where
families and
businesses thrive

CITY OF RENTON VISION
STATEMENT





RENTON, WASHINGTON

THE PLACE- THE EMPLOYER

Found along the shores of Lake Washington, Renton is the most diverse city in East King County, with nearly 3 in 10 residents of foreign origin. That diversity is first and foremost reflected by the numerous, vibrant communities from across the world that call Renton “home.” Over a quarter of Renton residents are of African-American descent, while 42% are of Asian descent and 16% are of Latino/Hispanic descent.

But that diversity is also reflected in Renton’s economic contributions. The city’s proud reputation as a culinary hub is a direct result of its residents’ eclectic cultural backgrounds. Along with these small businesses, the city is also home to international enterprises that support local employment. Renton has attracted leading names in tech, manufacturing, medical, biotech, and service industries, including Amazon, Blue Origin, Wizards of the Coast, UW Medicine/Valley Medical Center, Top Golf, Seattle Sounders, and IKEA among others.

With a local median age of 37 and a household median income of \$93K, Renton residents enjoy an exceptional quality of life that is unique to Washington state. Only a stone’s throw away from Seattle, Renton also has direct access to 14 miles of the Lake Washington waterfront and it is just six miles away from the 9th busiest airport in the nation, SeaTac International.

From its stunning natural beauty to its projected job growth rates, Renton is a city built on a close-knit community, led by intrepid leadership, and on track for a bright future.

The City of Renton is an enterprising city with close to 700 full-time employees. Three unions represent police (commissioned, non-commissioned) and members of other departments. Renton utilizes a strong mayor form of government, with Mayor Armondo Pavone, who was first elected to the City Council in 2013, serving his second term. Mayor Pavone relies on his Chief Administrative Officer and the Executive Leadership Team for the daily operations of the City. As part of the Leadership Team, the HRRMA will be part of a high-performing group of professionals that strategically manages close to \$3 million for HR and Risk Management resources each year.

Did you know?
Jimi Hendrix is
buried at the
Greenwood
Cemetery in
Renton. Up to
20,000 fans visit
the site each year.



Relevant Adjectives: Cooperative, Customer-driven, Advocate, Loyal, Connector, Supportive, Witty, Partner, Promoter, Listener, Thoughtful, Transparent, Adaptable.

WHO ARE WE LOOKING FOR?

The successful candidate will demonstrate the following attributes:

- Effective proactive verbal and written communication skills and experience presenting to diverse audiences.
- Demonstrated leadership skills and fierce commitment to collaborations and partnerships.
- Unshakable ability to inspire outstanding customer service, accountability, responsibility, and innovation.
- Unique diversity of professional experiences that demonstrate adaptability, creativity, and resiliency.
- Proven skills as a mentor and coach to direct reports and demonstrated ability to be an effective advocate for staff.
- Demonstrated contributions to management and or leadership teams.
- Solid political acumen.
- Bachelor's degree in business, public administration, or related field.
- 10 years in training, risk management, labor relations, recruiting, testing, classifications and compensations, and/or personnel regulations.
- 5 years of direct management experience.
- Society for Human Resources Management Certified Professional (SHRM-CP), Human Resources Certification Institute (HRCI): Professional in Human Resources (PHR) Certification or Senior Professional in Human Resources (SPHR) certification- preferred.
- Unionized environment experience is a plus.

SIX MONTH MILESTONES FOR THE NEXT HRRMA

During the first six months, the right HRRM Administrator will build strong relationships with the Executive Leadership Team, will analyze priorities to be tackled in the short, mid, and long term, and will establish themselves as the HR and Risk Management authority in Renton.

Other tangible deliverables include:

WITHIN TWO MONTHS:
Conduct department assessment to build on assets, work on areas of growth, seize opportunities and mitigate challenges.

WITHIN FOUR MONTHS:
Develop a work plan and timeline to adopt the HRRM Department's first Strategic Plan.

WITHIN SIX MONTHS:
Hire a Diversity, Equity, and Inclusion Senior Analyst. Create and launch employee customer service satisfaction surveys and present findings and recommendations to the Mayor.

**IF YOU CAN DELIVER THESE,
PLEASE APPLY!!**





PROCESS AND NEXT STEPS

Human Resources Risk Management professionals interested in this position should apply at:

<https://www.governmentjobs.com/careers/rentonwa>

Applications will be screened as they are received. Candidates are encouraged to apply immediately and without delay. Munitalent will screen candidates and recommend to the City of Renton applicants who possess the desired qualifications and experiences. The City will determine which applicants will be granted panel interviews.

To apply, access job description and benefit information:

[RENTON CAREER CENTER](#)

TIMELINE

FIRST REVIEW 1/15/25
SECOND REVIEW 1/27/25

POTENTIAL INTERVIEW DATES:
JANUARY 31, FEBRUARY 2 & 10, 2025

MUNI 
TALENT
