



MINIMUM QUALIFICATIONS CHECKLIST

Human Resources Manager

QUALIFICATIONS	Yes	No
I have a Bachelor's Degree in Human Resources, Business Administration or related field.		
I have a Human Resources professional certification either through the Society for Human Resources Management (SHRM-CP or SHRM-SCP) or the Human Resources Certification Institute (PHR or SPHR) <i>highly preferred</i> .		
I have five (5) or more years management-level experience in various Human Resources program management.		
I have successful experience managing recruitment and selection, employee relations, policy development, benefits administration, compensation administration, and worker's compensation.		
I have experience with union labor relations (including grievance handling, contract negotiations, and contract administration) <i>highly preferred</i> .		
I have solid knowledge of the local, state and federal laws governing employment.		
I have experience with Covid-19 Safe Work Plan development and management.		
I have proficient computer skills including experience working with Microsoft Suite products and HRIS systems.		
I strong problem-solving, communications and strategic skills to effectively perform this critical role.		
I have the ability to obtain a valid Washington State driver's license by the time of hire for work-related travel and pass the background check.		
I meet all other "Qualifications" as listed in the job description. If not, please describe:		

I hereby certify that all statements made above are true and correct.

 Type Name (equivalent to signature)

 Date