



# CASCADE LAND CONSERVANCY

615 Second Ave Suite 600  
Seattle, WA 98104

## JOB ANNOUNCEMENT

### BACKGROUND

CLC fills a unique and important niche as the largest conservation and community building organization dedicated solely to this region. As a national leader, CLC is shaping a future that will flourish environmentally and economically. We partner with thousands of leaders and residents across the region to create healthy, livable and prosperous communities. For over 20 years, CLC has led efforts to conserve more than 172,000 acres of forests, farms, shorelines, parks and natural areas and restore critical landscapes.

*Cascade Land Conservancy is an Equal Opportunity Employer. CLC actively seeks candidates from a variety of backgrounds, who are committed to the mission and vision of the organization.*

**OPEN POSITION:** HUMAN RESOURCES SPECIALIST

**REPORTS TO:** Chief Operating Officer

**LOCATION:** Seattle, Washington

**SALARY:** Salary Range: \$38,000 - \$44,000

**BENEFITS:** Eligible, Class II

**SUMMARY OF POSITION:** The Human Resources Specialist (HRS) is responsible for the day to day implementation of CLC's personnel programs. S/he will oversee the recruitment process, employee orientation, performance evaluations and other personnel programs. S/he will coordinate employee events and implement CLC's internship and volunteer programs. The HRS will also be responsible for managing CLC's office facilities, including the Seattle headquarters and two regional offices. S/he will act as the first point of contact for building management and other facility related vendors. This position requires excellent customer service and the ability and willingness to address a wide variety of systems and HR needs within the organization.

**TO APPLY:** Email: [jobs@cascadeland.org](mailto:jobs@cascadeland.org)

Subject Line: "HR Specialist"

*Or send cover letter and resume to:*

Cascade Land Conservancy

615 Second Ave, Suite 600

Seattle, WA 98104

Fax: (206) 577-9956

ATTN: Operations Director

**APPLICATION DEADLINE:** 11/4/2011

### APPLICATION PROCESS

Carefully review the attached job description and qualifications for this position. Typically, we only consider candidates who meet or exceed the qualifications outlined. Email submissions are preferable; however we do accept resumes via post and fax. When emailing resumes, please save your document as a PDF, Microsoft Word document or in text format.

CLC's Human Resources department thoughtfully reviews every resume submitted. Unfortunately due to the high volume of resumes we receive, we only contact applicants who we plan to interview. If we contact you for an interview, please be prepared to provide us with your full employment history and to undergo a thorough background and professional reference check. If we do not contact you, you were not considered for the position. You will know a position has been filled when we update the "Career Opportunities" page on our website: [www.cascadeland.org](http://www.cascadeland.org).



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## JOB DESCRIPTION

<b>POSITION:</b>	HUMAN RESOURCES SPECIALIST
<b>REPORTS TO:</b>	Chief Operating Officer
<b>DEPARTMENT:</b>	Business Services
<b>LOCATION:</b>	Seattle, WA
<b>POSITION TYPE:</b>	Full-time, Salary-exempt
<b>SALARY RANGE:</b>	Start at \$38,000 – \$44,000, D.O.E.
<b>BENEFITS:</b>	Eligible, Class II

### SUMMARY OF POSITION

Under the direction of the COO and Senior Management, the Human Resources Specialist (HRS) is responsible for the day to day implementation of CLC's personnel programs. S/he will engage in the full life cycle of recruiting for vacant positions, perform compensation analysis, oversee the performance evaluations and ensure compliance with federal, state and local employment laws. S/he will coordinate employee events and oversee CLC's robust internship and volunteer programs.

The HRS will also be responsible for managing CLC's office facilities, including the Seattle headquarters and two regional offices. S/he will act as the first point of contact for building management and other facility related vendors.

### SPECIFIC DUTIES

#### *Benefits Administration & Employee Programs*

- Administer, audit and reconcile employee benefit programs (FSA, ORCA, medical, dental, disability, etc.);
- Coordinate the annual open enrollment process for employee benefits;
- Assist in the development and implement a 360 degree performance review program to ensure the effectiveness, compliance and equity in evaluation metrics ; oversee the ongoing and timely completion of quarterly, 6 month and annual reviews;
- Under the guidance of Sr. Management Team, develop and implement a professional development and mentorship program for all staff;
- Coordinate a variety of company communications, announcements and employee and intern events and trainings;
- Maintains the job classification system and updates salary and benefit information in response to salary surveys;
- Answers questions and advises CLC employees regarding job openings, benefits, personnel policies and procedures; Work with department supervisors and management to address personnel matters.

#### *Employee and Volunteer Recruitment*

- Works with the hiring managers to development a recruitment plan for open positions; including the implementation of an advertisement and outreach strategy, creation of job

descriptions, announcements, prescreening resumes, scheduling interviews, conducting reference and background checks and responding to general employment inquiries;

- Assists managers with the development of new positions, qualification requirements, grade levels, classifications, transfers and promotions;
- Oversee and implement CLC's robust intern and volunteer program which includes fall, winter and summer sessions. Initiates a call for interns, review position descriptions and work plans, post announcements, provide intern support and orientation;
- Create and manage the on-boarding process to assist new employees and interns in their comprehension of CLC's policies and procedures, culture and staff resources. Coordinate with IT department and Finance to ensure that new employees/interns are

#### *Administrative Duties*

The HRS is responsible for a wide variety of administrative and facilities coordination tasks such as –

- Maintaining and updating CLC's personnel policies, organizational charts, staff directories and HR related forms;
- Ensuring the accuracy and timely update of HR and personnel related items on CLC's shared resources such as the wiki, shared file server, website, etc.
- Create, maintain and audit personnel files to include employee records, I-9 documentation, EEO and benefits files in accordance to state and federal laws;
- Ensure that all required pamphlets, posters, materials are readily available to the employees;

#### *Facilities Management*

- Manage relationship and communication with building management and other outside vendors;
- Draft, publish and implement internal procedures that ensure smooth operations of CLC's office systems;
- Manage and budget for space planning in all CLC offices, including working with building management to address facility needs; managing and coordinating vendors in any office configuration changes;

*Perform duties as assigned.*

#### **REQUIRED QUALIFICATIONS:**

- 3+ years of human resources experience with knowledge of relevant federal and state employment laws and other HR compliance issues;
- Exceptional organizational skills and ability to multi-task.
- Ability to take a task to successful completion with minimal supervision;
- Strong interpersonal, administrative and organizational skills; Ability to develop a positive working relationship with a variety of people;
- Ability to maintain confidential information;
- Expertise in Microsoft Office programs, including Word, Excel, Outlook, and Adobe Acrobat.
- Excellent verbal and written communication skills including successful proposal and report writing experience.
- Ability to organize and manage diverse activities and set priorities. Flexible and able to work well under pressure.
- Demonstrated resourcefulness and strong problem-solving skills.
- Must be able to work occasional non-standard hours, including evenings and weekends;

## **SUMMARY OF BENEFITS**

### **PAID TIME OFF (PTO)**

- Employees accrue 160 hours of PTO annually. Employees who have worked for CLC for more than 5 years accrue PTO at a higher rate.
- 10 paid holidays – New Year's, MLK, President's, Memorial, Independence, Labor, Thanksgiving Eve/Day, Christmas and Christmas Eve or Boxing Day.
- Employees working a full calendar year must use at least 80 PTO hours annually. Employees working more than six months in a calendar year must use at least 40 PTO hours annually.

### **MEDICAL**

- Group Health PPO (in-network) and First Choice Health Network (out-of-network).
- In/Out-of-Network office visit co-pay – \$25. Calendar year employee deductible at \$500; family at \$1,500.
- Employee portion of the medical/dental premium is deducted pretax. Contribution is based on class level:

Class I: Executive Management - \$100,  
Class II: VP and Directors - \$75,  
Class III: Program Managers & Other Staff – \$50  
Class IV: Hourly Employees – \$25

- Family/dependent coverage is available at employee expense.
- Health Reimbursement Arrangement.

### **DENTAL**

- Washington Dental Service – Delta Dental PPO;
- Preventative care paid in full; no deductible;
- Basic care at 80% coverage; major care at 50% coverage, annual maximum \$2,000.

### **VISION**

- Eye exams covered once every 12 months – must be a GHC provider.
- Hardware benefits of \$100 in any 24 consecutive month period.

### **LIFE INSURANCE and AD&D**

- \$35,000 Life and \$35,000 Accidental Death & Dismemberment insurance.
- CLC pays full premium.

### **SHORT TERM DISABILITY**

- Benefit pays 60% of pre-disability salary, subject to policy cap.
- 14 day elimination period, 11 week maximum coverage.
- CLC pays full premium.

### **LONG TERM DISABILITY**

- Benefit pays 60% of pre-disability salary, \$4,000 monthly policy cap.
- 90 day elimination period, 24 month maximum coverage.
- CLC pays full premium.

### **MISC BENEFITS**

- Subsidized transportation pass offered – ORCA Passport with Home Free Guarantee.
- Employee Assistance Program (EAP)
- 401K eligibility after 6 months of employment
- COBRA Benefits – 60 day post termination election period.
- Flexible Spending Account

*Benefits are effective the first full month of employment. Information contained herein is intended as only a brief summary of the benefits offered at Cascade Land Conservancy and is not all-inclusive. Actual benefits are subject to certain contracts and restrictions and may change without notice. Detailed features and limitations are available in the Administration Office.*