

REQUESTS FOR PROPOSALS

"Human Resources Services"



The Port of Columbia County invites proposals from human resources professionals or agencies to act as the Port's Human Resources Specialist to provide the following scope of work:

- Conduct Human Resources Audit.
- Knowledge of Compensation/Benefits.
- Develop new job descriptions, as needed. Conduct an analysis study for each specified job as it relates to specific skills from time to time.
- Provide support to executive director, commissioners, and managers in recruiting, selection, and orientation of new employees.
- Operational policies and procedures: Review existing human resources policies and provide recommendations and strategies for the development of revised and/or new processes, programs, and practices related to human resources.
- Performance management: Develop a performance appraisal process and train managers on goal setting, leadership, and communication as needed.
- Ongoing human resources support: Support for the administration of policies and procedures and managers support, including quality control such as time and attendance.
- Revise Employee Handbook from time to time, as needed.
- Identify areas for improvement of employee relations.
- Identify local workforce growth, market trends, and its correlation to the Port of Columbia County human resources needs.
- Handle workplace investigations, discrimination complaints, and terminations as needed.
- Act as Port liaison with the Equal Employment Opportunity Commission.
- Consult to protect the Port from liability in employment matters.

The Port of Columbia County is a special district of the State of Oregon created under the ORS 777 with the purpose of economic development. Our primary focus is to create and sustain jobs for our district through the use of transportation infrastructure, land sales, leases, and access to bond finance. We currently employ 20 full-time, permanent employees.

Written proposals to provide Human Resources Specialists for a period of up to three (3) years must include the following:

- Work history and work experience
- Professional certifications
- References
- Cost proposal, including hourly rates, any travel costs, and other expenses.

The deadline to submit your proposal in writing to the Port of Columbia County is 4:00 p.m. Thursday, June 2, 2022.

Please send your proposals by mail to the address below or email to Robert Gadotti @ gadotti@portofcolumbiacounty.org