

Lucy Flores Mendez

From: Laura Tschabold
Sent: Monday, May 16, 2016 2:44 PM
To: Mary Starrett; Stan Primozich; Allen Springer
Cc: Lucy Flores Mendez; Chuck Vesper; Ken Huffer
Subject: Request for Reclassification of HR Office Specialist
Attachments: 20160516123217754.pdf

Commissioners – please see the attached memorandum requesting the reclassification of the .60 HR Office Specialist position to a .60 Human Resources Assistant – effective July 9, 2016. As the County’s workforce continues to grow, along with the complexities of the many aspects of the office, we feel that this will assist the HR office keep up with the constantly increasing workload of the office.

The Administrative Services budget can absorb the cost increase (\$1,864) within its existing budget without additional discretionary dollars.

Please let me know if you have any questions about this request. Lucy, please add this to tomorrow’s Informal Session agenda for the Commissioner’s consideration.

Thanks, Laura

Laura Tschabold, MPA

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Accepted by Yamhill County
Board of Commissioners on

5.19.16 by Board Order
16-185

Yamhill County



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OFFICE OF COUNTY ADMINISTRATOR

LAURA TSCHABOLD
COUNTY ADMINISTRATOR

CHARLES G. VESPER
DEPUTY ADMINISTRATOR

Date: May 16, 2016
To: Board of Commissioners
Laura Tschabold, County Administrator
From: Ken Huffer, Human Resources Manager/Deputy County Administrator
Subject: Reclassification Request for Dolores 'Dee' Johnson, Human Resources
Attachment: Human Resources Job Classification Description

I would like to request authorization for Human Resources employee, Dolores 'Dee' Johnson, be reclassified from her current position as Office Specialist 1 (Range 7) to a Human Resources Assistant (Range 12), effective July 9, 2016.

Dee has worked as an Office Specialist with Human Resources since December 2013. Originally, Dee's current position was created for facilitating the completion of all of the DHS-required background checks for our Health and Human Services Department; however, increased HR duties have been given to Dee in support of work performed by the HR Manager and HR Specialist. With Dee's willingness to help and learn, her responsibilities in the Human Resources office have expanded over the past year. Dee now assists with personnel records management, benefits administration, and increased data entry tasks and leave tracking. Dee also works with benefits providers and manages the HR Division's inventory of benefit information and enrollment forms, as well as orders and posts BOLI required postings. This position provides coverage for the HR Specialist as required and assigned, and Dee is currently being trained on recruiting processes.

The plan is to continue this position as a 0.60 FTE at this time. Dee's current annual salary as an Office Specialist is \$17,215.87. A reclassification to the position of HR Assistant would increase her annual salary to \$19,079.88. The budgetary impact would be an increase in Dee's salary of \$1,864.01 annually.

Dee Johnson meets and exceeds the required knowledge, skills, and abilities of the Human Resources Assistant job classification and is a valuable asset to HR and Yamhill County. Additionally, her duties are significantly different than the current Office Specialist Position description. Further adding to the justification for this request, the number of county employees continues to increase and as a result, requests for a wide variety of personnel services have also increased. Currently the HR office is comprised of 2.6 FTE's and the County currently has more than 600 employees (including full-time, part-time, temporary, seasonal, hourly and contract employees), so increasing the scope of work for Dee's position will greatly enhance HR's ability to meet these diverse needs. Therefore, I am requesting authorization to proceed with this reclassification request.

Sincerely,

A handwritten signature in black ink, appearing to read 'KH'.

Ken Huffer
Human Resources Manager/DCA



WORKING TITLE: HUMAN RESOURCE ASSISTANT	CLASSIFICATION: HUMAN RESOURCE ASSISTANT
DEPARTMENT: ADMINISTRATION	DIVISION: HUMAN RESOURCES
PAY RANGE: NBYCM 10	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8810
PPE: PER WORK LOCATION	REVISION DATE: JUNE 2013

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Performs complex and confidential administrative and clerical support to Human Resource (HR) operations. Assists the HR Manager in functional areas including training and development, employment, Human Resources Information Systems (HRIS), benefit administration, employee relations, compensation, and organizational development. Conducts criminal records checks. Participates in coordination of activities, projects and ongoing maintenance of organized, efficient systems which support HR functions. Provides internal and external customer service.

SUPERVISION RECEIVED:

Work is performed with independent judgment under supervision of the HR Manager.

SUPERVISION EXERCISED:

Supervision is not a requirement for this classification. May provide leadership to interns and volunteers.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- **Human Resources Development**
 - Participates in developing HR goals, objectives, and systems.
 - Supports HR projects and team activities.
 - Prepares and maintains periodic and routine reports to support the HR function.
 - Participates in and attends related meetings and seminars as necessary.

- **Training and Development**
 - Schedules new employee orientation sessions as required.
 - Tracks and maintains employee orientation and HR-related training records.

- **Employment**

- Assists with advertising employee job openings consistent with recruitment policies/practices as required, inclusive of writing and placing print and electronic advertisements, sorting and reviewing application forms and retention of qualified applications in the appropriate filing system.
- Assists with new-employee orientation, inclusive of preparing paperwork required for new hires and establishment of personnel file.
- Maintains personnel records in compliance with applicable legal requirements.
- Maintains the HRIS database and generates scheduled or requested reports.
- Updates and maintains employee records such as benefit and personal information changes, employment verifications, leave tracking.
- Periodically audits the database to ensure accuracy of information.
- Assists in the development and updating of the Human Resources section of the County Intranet.
- **Benefits Administration**
 - Assists in conducting benefit orientations and other benefit training, as needed.
 - Processes enrollments, changes, and terminations of participants in all benefit plans and programs.
 - Assists employees with benefit issues or concerns.
- **Employee Relations**
 - Assists in development of new personnel policies and procedures.
 - Assists with filing of state and federal compliance reports.
 - Assists with tracking of relevant safety and health programs.
- **Compensation**
 - Assists with acquiring and providing data for salary surveys as necessary.
- **Organization Development**
 - Participates in committees, as required, to provide HR support and provide service to employees.
 - Makes recommendation to the HR Manager for system or process improvements.
- **Assumes other related duties as assigned.**

JOB SPECIFICATION

KNOWLEDGE OF:

- State and federal employment laws and/or the source of information.
- Office procedures and alphabetical filing.
- Confidentiality rules, especially those specific to the HR function.
- State rules and regulations regarding conducting criminal history checks in support of County programs.
- Related document retention schedules.

SKILL IN:

- Organizing materials and documents.

- Developing and maintaining professional relationships.
- Communicating orally and in writing, including demonstrated skill in reading and interpreting documents, writing reports, and speaking effectively to individuals and groups.
- Basic Mathematics, sufficient to perform simple calculations.
- Interpreting data, e.g., charts, graphs, ratios and percentages.
- Adapting to change.

ABILITY TO:

- Respond to general & specific questions regarding employee benefits, employment law, administrative policies and collective labor agreements.
- Display high degree of judgment, discretion and confidentiality.
- Effectively deal with persons in difficult and stressful situations.
- Maintain cooperative professional relationships with customers, peers, supervisors, managers, and the community in general, while projecting a professional image through in-person and telephone interaction.
- Perform administrative tasks via electronic systems.
- Operate in the Microsoft Windows environment inclusive of using Word, Excel, Outlook and Publisher.
- Collect data and create documents to support data findings.
- Manage multiple priorities and work accurately and independently in a fast-paced environment with limited supervision. Handle variation in work load and subject matter.
- Operate and succeed within a team.
- Attain and maintain designation as an Authorized Designee (AD) for the purpose of conducting criminal records checks of prospective and current employees.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

High school diploma (or equivalent) and two or more years' related experience demonstrating ability to maintain operational integrity, support department projects, and provide administrative support to a manager or department required. Training and experience with Microsoft Suite required. Experience in a human resource environment and supporting HR functions highly preferred. Any combination of experience and training which provides evidence of the ability to perform the duties will be considered.

OTHER REQUIREMENTS:

Ability to work Monday through Friday. Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

Successful completion of related background check(s) including qualifying as an Authorized Designee for the purpose of conducting criminal records checks of employees.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the work day.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public in home or office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.