



WORKING TITLE: HUMAN RESOURCES ANALYST/GENERALIST	CLASSIFICATION: MANAGEMENT ANALYST
DEPARTMENT: ADMINISTRATION	DIVISION: HUMAN RESOURCES
PAY RANGE: NBYCM 20	FLSA CATEGORY: EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8810
PPE: PER WORK LOCATION	REVISION DATE: APRIL 2021

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Performs complex and confidential administrative and clerical support to Human Resource operations. Assists the Human Resource Manager in functional areas including leave administration and compliance, training and development, employment, benefit administration, employee relations, compensation, and organizational development. 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 considerable independent and professional judgment under supervision of the Human Resource Manager and/or Department Head.

SUPERVISION EXERCISED:

Supervision is not a responsibility of this position.

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:

- Participate in and/or coordinate the full range of human resource activities including recruitment and selection, employee relations, etc., consistent with the County's personnel policies and administrative procedures.
- Provide general assistance to the Human Resources Manager and/or Department Head in the administration of assigned human resources activities.
- Serve as a consultant to departments to identify and resolve human resource issues.
- Review complaints and determine appropriate investigative approaches and methodologies.
- Perform fact-finding activities and conduct a variety of investigations on confidential and sensitive HR matters.
- Participate in progressive discipline, due process and/or layoff meetings as the human resources representative.
- Interpret and apply human resource policies and procedures, collective bargaining agreements, benefit plan provisions.
- Conduct, prepare, coordinate, or assist with orientation for new employees.
- Assist employees with leave, workers compensation, and benefit issues and/or concerns.

- Advise employees regarding benefits during periods of leave or disability and counsel employees regarding claims procedures.
- Administer or assist in the administration of human resource events.
- Facilitate and participate on committees to provide input and recommendations.
- Conduct research and surveys, compile raw data, and perform analysis to answer specific questions and respond to a variety of situations, problems, and studies.
- Evaluate the effectiveness of county human resource policies, practices, programs, and functions and suggest revisions to achieve desired outcomes.
- Review proposed and existing legislation, rules, and regulations in comparison with department policies and procedures to ensure compliance.
- Schedule and coordinate various types of training for department heads and employees to meet county or department needs.
- Design, implement, and deliver training sessions in a variety of areas.
- Communicate effectively and respectfully with all levels of the organization and outside business partners, both verbally and in writing.
- Act as project coordinator or liaison as assigned duties may require.
- Performs all other duties as assigned.

JOB SPECIFICATION

KNOWLEDGE OF:

- State and federal employment laws and/or the source of information.
- Principles and practices of human resources and personnel administration
- Confidentiality rules, especially those specific to the HR function.
- Reporting and maintenance of public records
- County policies and procedures as required by the position.

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 accurately.
- Interpreting data, e.g., charts, graphs, ratios and percentages.
- Managing and prioritizing multiple tasks and shifting priorities.

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.
- Interact effectively 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 workload 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.
- Establish and maintain effective working relationships with employees and public.
- Attend work as scheduled and/or required.
- Gather and submit requested documents in a timely manner. Analyze a variety of moderate to complex administrative/operational problems and make effective operational and/or procedural recommendations.
- Conduct research, perform analysis, and evaluate options based on findings.
- Work with outside consultants.

MINIMUM EXPERIENCE AND TRAINING:

Graduation from a 4-year college or university with major coursework in human resources, organizational development, public administration, business administration, or a related field and two (2) years of increasingly responsible human resource professional-level experience related to this position OR valid certification as a Professional in Human Resources awarded by the Human Resource Certification Institute, and three (3) years' professional-level experience related to this position OR any satisfactory equivalent combination of education, training, and/or experience relevant to the position. 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 workday.

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 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.