



WORKING TITLE: HUMAN RESOURCES SPECIALIST	CLASSIFICATION: EXECUTIVE OFFICE SPECIALIST
DEPARTMENT: ADMINISTRATION	DIVISION: HUMAN RESOURCES
PAY RANGE: NBYCM 14	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8810
PPE: PER WORK LOCATION	REVISION DATE: DECEMBER 2018

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. 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 judgment under supervision of the HR Manager.

SUPERVISION EXERCISED:

Supervision is not a requirement for this classification. May provide leadership and guidance to HR Assistant, and/ or interns.

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. Conducts

- **Employment**
 - Handles the advertising of 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.
 - Conducts 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.
- Updates and maintains employee records such as benefit and personal information
- Assists in maintaining 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**
 - Facilitates 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**
 - May assist 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.
- County policies and procedures as required by the position.
- 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 interact 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.

MINIMUM EXPERIENCE AND TRAINING:

Three years' experience at a level equivalent to a senior office specialist. College level course work or training in public administration or an area related to the position may substitute for one year of experience. 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 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.