
ORGANIZATION: City of Newport
DEPARTMENT: Finance

LOCATION: Newport, Oregon
DATE: June 2012

Non-Exempt

JOB TITLE: Human Resources Specialist

Finance Department

POSITION SUMMARY

Performs a variety of complex administrative, technical work in coordinating the Human Resource functions of the City under the direction of the Finance Director. These responsibilities include employee recruitment, benefits, workers compensation, leaves of absence, maintenance of personnel records, and other employee information. The employee in this position assists with a variety of special projects including salary/benefits surveys, recognition, training, and HR research. The Human Resources Specialist (HRS) also ensures that the Personnel Handbook is kept current and recommends amendments as appropriate. The HRS also keeps aware of City code changes, applicable legislation, rules, polices, and standards for the City's human resources.

To perform this job successfully, an individual must be able to perform each essential function and physical demand satisfactorily.

ESSENTIAL JOB FUNCTIONS AND EXAMPLES OF DUTIES PERFORMED:

The listed duties are characteristic of the essential functions of the job.

1. Manages all HR and personnel files and records, including confidential personnel files and discipline records. Administers HR procedures in compliance with federal, state, and local laws. Maintains the City's Performance Evaluation program. Provides and administers documents for processing personnel actions, and leaves of absence. Oversees amendments and distribution of human resources information such as personnel manuals
2. Oversees compensation and benefits programs, such as group health insurance and City and PERS retirement plans. Serves as the primary contact for all City employees in answering HR questions and assisting employees in understanding the City's HR policies, rules, and procedures, and the City's insurance and benefits plans. Communicates programs/options both in individual and group settings. Provides interpretation and advice on the City benefits and insurance plans. Conducts the open enrollment process.
3. Develops and administers policies and programs related to benefits and risk management that ensures compliance with FLSA, OFLSA, Leave Laws, and other personnel related laws and policies.
4. Coordinates recruitment activities including: preparing and placing advertisements, arranges and assembles all specialized examination materials; coordinates scheduling and recruitment and selection process, completes references, verifying applicant eligibility and maintaining recruitment and selection data. Prepares new employee orientation packets and ensures proper completion of required forms. Reviews employee paperwork for accuracy and completion. Ensures that recruitment processes are effective and in compliance with legal requirements and best practices.
5. Updates the City's Personnel Handbook on an annual basis.
6. Assists in addressing grievances and performance deficiencies including making recommendations on appropriate actions to take according to circumstances: (1) identifies described behavior, relevant policies and laws, and courses of action for resolution; (2) conducts internal investigations as directed by the Finance Director; provides instruction and resources to the Finance Director regarding policies and practices and contract interpretation and application.
7. Maintains a positive and cooperative working relationship with City Staff, other organizations, and the public.
8. Ensures that all Worker's Compensation reporting and leave paperwork is completed properly and on time; works with employees regarding their claims and possible leave times. Ensures that all paperwork is completed properly and on a timely basis.

SECONDARY FUNCTIONS:

1. Advises the Finance Director on the establishment of goals, objectives, policies, and systems for the HR functions in compliance with City guidelines by evaluating national, state, and local trends. Reviews progress and makes changes in priorities and schedules as needed to ensure achievement of goals and objectives within budgeted funds.
2. Analyzes job tasks and work processes for new positions and reclassifications, writes job descriptions, and reviews contracts. Consults with Finance Director and Department Heads on staffing issues, recruitment strategies, interviewing skills, screening processes, and selection decisions.
3. Coordinates special HR related projects. Evaluates national, state, and local trends and applies them to the City by making recommendations for developing HR policies, procedures, guidelines, and systems. Completes salary/benefits surveys. Compiles and tabulates information for special research.
4. Assists with monitoring the City-wide volunteer program by assisting in identifying volunteer opportunities within the City, writes volunteer job descriptions, and assesses volunteer liability. Monitoring and maintaining volunteer rosters
5. Performs other duties as assigned by the Finance Director.
6. Assists with the Finance department's "front desk" responsibilities including, but not limited to, cash receipting of utility bills, municipal court fines and penalties, business license applications and renewals, and other related activities and functions, as occurring and appropriate.

JOB QUALIFICATIONS AND SKILLS:

1. Associate's degree or equivalent combination of experience, education, and training in Human Resources Management, Business Management, or a related field providing the necessary knowledge, skills, and abilities to perform the essential functions of the position.
2. Bachelor's degree preferred
3. Three years of experience in performing similar duties.
4. Exceptional interpersonal skills, and the ability to work well with managers, supervisors, and employees, as well as the general public, claimants, contractors, and other HR professionals.
5. Ability to maintain confidentiality and exercise discretion and judgment.
6. Ability to thrive in an intense work environment with numerous interruptions and conflicting demands on one's time.
7. Strong oral and written communications skills with a variety of audiences. Ability to communicate complex material in a simple, understandable manner. Competence in Business English, spelling, punctuation, grammar, basic math and bookkeeping terms and concepts. Ability to produce minutes that serve as an official City record.
8. Knowledge of database management and the ability to integrate into the City's new financial system all of the Human Resources data needed to administer a complex City of nearly 150 full- and part-time employees, including firefighters, public works employees, and uniformed officers, all three groups of which belong to bargaining units.

SKILLS: Skill in the use of computers, various related software programs, and standard office equipment.

Date Revised: June 2012

Approved by: _____
City Manager