

# CITY OF WEST LINN

## JOB DESCRIPTION

**Job Title:** HUMAN RESOURCE GENERALIST

### GENERAL FUNCTION:

Under the direction of the Director of Human Resources, this confidential position assists in the development and administration of programs, processes and procedures for the overall operation of the City's personnel function, including oversight and coordination of the recruitment and selection processes.

### DUTIES AND RESPONSIBILITIES:

*(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)*

- 1) Contributes to a positive work environment.
- 2) Assists in the administration of the City personnel system which includes recruitment and selection and salary and benefit administration.
- 3) In collaboration with the Director, may provide interpretation of labor contracts.
- 4) Assists in the preparation of reports on a variety of subjects relating to public policy, contractual agreements, delivery and cost of services and other municipal functions.
- 5) Meets regularly with Benefits Review Committee to review benefit options.
- 6) Maintains the personnel software database. Recommends changes to process or procedures to enhance the software capabilities.
- 7) Provides personnel database reports as requested.
- 8) Reviews and processes personnel action forms.
- 9) Oversees training and the development of training needs.
- 10) Works closely with the Director of HR to develop strategies on issues related to labor relations and negotiations. Participates and has an integral role in labor union negotiations.

### SPECIFICATIONS:

*(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered)*

#### 1) Job Preparation:

- a) Education:

- i) Requires an Associate Degree in human resources, public administration, business or a related field and a minimum of five (5) years of successful experience in public sector human resources.
- ii) Equivalent combination of education and experience will be considered. Requires the use of sound, problem-solving judgment.
- iii) General knowledge of laws and administrative policies governing municipal practices and procedures. Knowledge of public sector labor law and personnel administration.
- iv) Requires the successful use of good interpersonal skills to interact with co-workers, peers, management staff and the general public. Ability to communicate effectively orally and in writing. Ability to use sound judgment when formulating ideas and providing input to decisions regarding personnel matters and administrative issues. Ability to accomplish assigned administrative tasks with a minimum of supervision. Ability to work within a dynamic environment.

2) Supervision:

Received: Works under the direction of the Director of Human Resources.

Exercised: May provide supervision to technical and clerical support staff.

3) Communication:

Provides excellent communication and customer service both internally and externally consultation to department managers and supervisors regarding the formation of policies and guidelines and department procedures. Frequent communication with other agencies regarding personnel practices and policies. Required to handle sensitive and confidential information. Requires an understanding of labor union negotiations. Must represent the City at all times in a patient, positive and convincing manner.

4) Cognitive Functions:

Work is governed by City policies and State and Federal mandates.

5) Working Conditions:

This position routinely works normal business hours, but may be required to attend night meetings. Most work time is spent in an office environment.

6) Resource Accountability:

Position oversees and tracks department expenditures.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*