

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: Human Resource Manager

General Functions

Under the limited supervision of the Director of Human Resources or the Assistant City Manager, this position performs a wide variety of professional human resource services which include providing human resource services to City departments. Participates in a variety of studies; collects, monitors and analyzes data; assists in providing recommendations for recruitment/selection; point person for employee relations; provides assessment of classification/compensation plans. Oversees the worker compensation program, benefits committee, and the Safety Committee.

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) Contribute to a positive work environment.
- 2) Maintains a positive relationship with contacts specific to them and with persons outside the City organization
- 3) Coordinates and conducts the recruitment process including advertising position openings, screening applications, assisting departments with scheduling interviews. Manages the P.O.S.T. testing process, pre-employment drug testing, physical exam and psychological testing programs. Notifies applicants of selection outcome, conducts employment reference checks and addresses concerns regarding the selection process.
- 4) Administers the classification and compensation plan, including classifying and reclassifying positions. May conduct salary surveys.
- 5) Responsible for a comprehensive employee personnel records system for all employees, including personnel action forms, performance evaluations, promotions, and COLAs.
- 6) Advises employees and distributes information regarding compensation, policies and procedures; issues of employment, benefits, workers' compensation, employee assistance programs and other areas relating to human resources.
- 7) Establishes processes and administers the notification of employees of various mandates:
 - a) COBRA rights.
 - b) FMLA/OFLA rights.
 - c) Random drug screening for holders of a CDL.
- 8) Assists directors/supervisors when referring employees to the employee assistance program.
- 9) Supervision of department part-time and full-time staff, including recruitment and selection.
 - a) Provide orientation and training to new employees and continuing training to existing employees.
 - b) Provide mentoring and/or coaching to support staff.

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- c) Organize tasks, projects and routine work for delegation to support staff.
 - d) Delegate tasks to support staff.
 - e) Monitor and evaluate performance of support staff.
- 10) Assists in the provision of a centralized personnel function for the City of West Linn.
- a) Review process for compliance with state and federal laws and city policies.
 - b) Draft and review job description and develop essential functions of the position.
- 11) Assists in establishing a comprehensive program for health insurance benefits for city employees.
- a) Develop and maintain a comprehensive information management system for the employees' health benefits.
 - b) Provide advocacy for employees in their interaction with the health insurance carrier.
- 12) Analyzes and interprets organizational information.
- a) Policies, procedures and regulations from other agencies.
- 13) Coordinates, develops, and presents human resources related training programs to employees.
- 14) Develops strategies on issues related to labor relations and negotiations. Has an integral role in labor union negotiations.
- 15) Provides communication to city employees from the Human Resources Department.
- a) Notify employees of mandatory meetings, training opportunities, etc.
 - b) Produce and distribute notices regarding benefits and other aspects of conditions of employment.
- 16) Develops and manages the data entry process in order to facilitate record keeping and data analysis of the city's Human Resources Department.
- a) Gather, organize and enter data into the human resources database.
 - b) Analyze data and produce reports related to the city employees.
- 17) Develops and manages the department operating budget.
- 18) Manages information regarding workers' compensation claims.
- a) Establish the process for notification of the city's workers compensation insurance carrier of an employee injury, including the distribution and administration of the 801 form.
 - b) Monitor and manage the workers' compensation claims as they develop.
- 19) Takes action and uses initiative and judgment to see that human resource matters are handled. Attends City Council meetings when necessary.

SPECIFICATIONS:

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

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1) Job Preparation:

a) Education:

- i) The position requires an Associate's Degree with focus studies in Business/Public Administration, coursework in Human Resource Administration desirable. Certification from SHRM (PHR or SPHR) or IPMA is desirable. Requires three years of successful public sector experience preferably in a position of increasing responsibility. (Desirable qualities include: ability to learn aspects of public sector personnel; skill in communicating and remaining calm during tense or difficult situations; and the ability to problem solve.) Any combination of education and training which ensures the ability to perform the work, as determined by the hiring authority, may be substituted for the above.

b) Training:

- i) Knowledge of regulatory and professional guidelines; understands and is able to apply professional guidance and regulations (federal, state, local) to problems of selection, system development and implementation.
- ii) Knowledge of research methods and policy formulation; knowledge of insurance benefits, position classification, validation, performance appraisal, and affirmative action.
- iii) The knowledge, skill and ability to utilize word processing, spreadsheet and database software (Excel), as well as applications designed specifically for human resources.
- iv) Ability to appropriately plan and organize; administer and prioritize; monitor and evaluate the work flow of projects and activities.
- v) Ability to communicate effectively verbally and in writing; establish and maintain effective working relationships with employees and the public; apply general principles effectively to specific conditions.
- vi) Ability to maintain composure and communicate effectively under stress; ability to perform effectively under competing and/or conflicting demands on time and self; skill and tact in dealing with others.
- vii) Ability to work with minimal supervision and take initiative in pursuing departmental responsibilities. Ability to perform complex research work.

2) Supervision:

Received: Work is performed independently with the Department Director providing general direction and indirect supervision.

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Exercised: May include direct supervision to support staff.

4) Cognitive Functions:

Supervision is indirect. Goals, projects and issues are discussed and assigned. The employee is responsible for developing and implementing a suitable approach.

Written guidelines and policies (personnel policies, contracts, federal regulations and state mandates) are available. They are frequently general in nature and require significant interpretation.

The complexity of the position is a result of general human resource demands. The work is varied and defined with multiple variables.

5) Working Conditions:

Work occurs at the West Linn City Hall and at other offices from time-to-time. Work occurs during work hours with infrequent night meetings.

6) Resource Accountability:

This position designs and implements various procedures relating to processing employee applications, personnel action forms and multiple levels of record-keeping. This position is required to operate and perform routine "user" level maintenance on general office equipment.

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.

EMPLOYEE SIGNATURE

SUPERVISOR'S SIGNATURE

Date: _____