

# CITY OF WEST LINN

## JOB DESCRIPTION

**Job Title:** HUMAN RESOURCES SPECIALIST- PART TIME

Department: Human Resources

Employee Group: Management and Confidential

FTE Status: Part Time

FLSA Status: Non-Ex

Salary Grade: 24

Date: January 2019

### GENERAL FUNCTION:

Under the direction of the Human Resources Director, 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 HR 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) May served on various Human Resources committees.
- 6) Maintains the personnel software database. Recommends changes to process or procedures to enhance the software capabilities.
- 7) Maintains personnel files in compliance with applicable legal requirements.
- 8) Keeps employee records up to date by processing employee status changes in timely fashion.
- 9) Provides personnel database reports as requested.

10) Oversees training and the development of training needs.

11) Works closely with the HR Director 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. An Associate Degree in human resources, public administration, business with two (2) years of experience in public sector. Equivalent combination of education, experience or training will be considered.

b. Experience

- i. A minimum of four (4) years of successful experience in public sector.

c. Training

- i. General knowledge of laws and administrative policies governing municipal practices and procedures. Knowledge of public sector labor law and personnel administration. Professional certification SHRM-CP, PHR or IPMA-CP a plus.

2) Supervision:

Received: Work is performed independently under the direction of the Human Resources Director.

Exercised: May act in the capacity of a lead worker over temporary staff. Does not have supervisory responsibilities.

3) Communication:

- i. Regularly provides excellent communication and customer service both internally and externally consultation to departments and supervisors regarding the formation of policies and guidelines and department procedures.
- ii. Ability to communicate effectively orally and in writing.
- iii. Frequent communication with other agencies regarding personnel practices and policies.

- iv. Required to handle sensitive and confidential information at a critical level. Requires a basic understanding of labor union negotiations.
- v. Must represent the City at all times in a patient, positive, and collaborative manner.

4) Cognitive Functions:

- i. Work is governed by City policies and State and Federal mandates.
- ii. Requires the successful use of good interpersonal skills to interact with co-workers, peers, management staff and the general public.
- iii. Ability to use sound judgment when formulating ideas and providing input to decisions regarding personnel matters and administrative issues. Has moderate responsibility to problem solve, and use creativity to bring forward new ideas and recommend procedures as needed.
- iv. Requires flexibility in variety of tasks that may change from day to day depending on the organization's needs.
- v. Ability to accomplish assigned administrative tasks with a minimum of supervision.

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, without much physical effort or hazards.

6) Resource Accountability:

Position oversees and tracks department expenditures, and has moderate access to department funds.

Must safeguard and maintain personnel records and confidential information.

*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

---

Date