

ROGUE VALLEY COUNCIL OF GOVERNMENTS

Job Description



Job Title:	Human Resources Specialist		
Department:	Administration		
Location:	Central Point, OR		
Reports to:	Human Resources Manager	Travel Required:	Yes
Last updated:	2/2/2018	Classification:	10
Direct Reports:	Type of position:	Hours: 40 hours / week	
	Full-time Part-time	Exempt	
	Temporary On-Call	Non-exempt	
	Contractor Intern		

GENERAL DESCRIPTION

Performs Human Resources functions including employee recruitment and orientation; benefits administration; maintenance of employment and payroll records; monitoring adherence to employment regulations and organization personnel policies; identification and provision of employee training; and, processing of reported safety issues. Provides general support to employees, assistance to the Human Resources Manager, and general administrative support for the organization.

ESSENTIAL JOB FUNCTIONS

1. Performs duties related to employee recruitment and selection, criminal history background checks, development of and updates to job descriptions, administration of employee benefits, maintenance of human resource information systems records and employment and payroll records, employee relations, training and development, occupational safety, monitoring adherence to procedures and policies to assure compliance with Agency, state, and federal regulations.
2. Administers employee benefit programs in accordance with state and federal regulations, including medical, dental, and vision insurance plans, 401(a) and 457(b) retirement plans, cafeteria and HRA plans, life insurance and long term disability policies, and workers' compensation coverage.
3. Assists with administration of FMLA and OFLA leaves.
4. Responds to inquiries and provides technical assistance to employees and supervisors regarding employee benefits and organization policies; prepares information and refers more complex issues to the HR Manager for review, decision-making, and planning.
5. Maintains awareness of new laws and/or court rulings that impact employment policies and procedures.
6. Assists with the development, implementation, and revision of personnel procedures and policies.
7. Maintains current and former employees' personnel files and completes employment verification forms.
8. Processes garnishment responses and employee payroll timesheets.
9. Provides administrative support to the board of the Rogue Valley Public Service Academy (RVPSA).
10. Maintains appropriate confidentiality at all times including employee data security, HIPAA protected health information, and personnel disciplinary issues.
11. Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.

AUXILIARY JOB FUNCTIONS

1. Assists Accounting Department personnel as needed.
2. Other related duties as assigned.

SUPERVISORY RESPONSIBILITIES

None.

SUPERVISION RECEIVED

Receives supervision from the Human Resources Manager.

RELATIONSHIP TO OTHERS

Maintains frequent contact with RVCOG management and staff, outside individuals and entities providing services and benefits, and members of the public.

ACCOMMODATIONS

The information contained in this job description is in compliance with the Americans with Disabilities Act (ADA). To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The qualification requirements, physical demands, and work environment described in this job description are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions of the job and must not prohibit the employment of a person with disabilities.

QUALIFICATION REQUIREMENTS

EDUCATION, TRAINING, AND EXPERIENCE

1. Education: Bachelor's degree in human resources management, business administration, or related field.
2. Experience: A minimum of 3 years of experience in human resources.
3. Substitution: Any satisfactory equivalent combination of education, training, and experience which demonstrates the knowledge, skills, and abilities required to perform the duties of the job.

SPECIAL REQUIREMENTS

1. License: Possession of, or the ability to obtain and retain an Oregon driver license by the time of appointment, or otherwise have immediate point-to-point transportation available.
2. Vehicle: Possession of, or permanent access to, a personal vehicle.
3. Other: Pass Criminal History Background Check; demonstrate knowledge and proficiency in the use of computer software; and, be able to obtain State QED Certification to process Criminal History Background Checks within one month of hire.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

1. Best practices for human resources and payroll procedures;
2. State and federal employment laws and reporting, OSHA regulations, and general employment practices;
3. Regulatory requirements, principles, and methods involved in human resources management;
4. Computer applications and uses for personnel administration, i.e. HRIS;
5. Confidentiality rules including data security and HIPAA;
6. Advanced word processing, spreadsheet, presentation, database, email, web, and desktop publishing software; and
7. Vocabulary, spelling, grammar and usage.

Related skills:

1. Research and analyze problems, identify solutions, project consequences of proposed actions, and make recommendations;
2. Excellent planning, organization, and attention to detail;
3. Communicate effectively through oral and written mediums; and
4. Excellent interpersonal skills with a commitment to delivering high quality customer service in a professional manner.

Ability to:

1. Apply rules, regulations, and policies to a wide variety of personnel situations;
2. Maintain knowledge of employment laws and regulations;
3. Work as an effective team member and establish and maintain harmonious and cooperative working relationships with staff and a wide variety of people;
4. Cope with stressful deadlines and perform multiple tasks simultaneously;
5. Work independently within assigned area of responsibility;
6. Type accurately at 50 wpm and efficiently perform data entry including 10-key by touch; and
7. Create and maintain complex files and other record keeping systems.

PHYSICAL DEMANDS

(1) Mobility: frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: occasionally up to 30 pounds. (3) Vision: constant use of overall vision; frequent reading, close-up work, and exposure to computer screens; occasional color and depth vision. (4) Dexterity: frequent use of keyboard and repetitive motion. (5) Hearing/Talking: frequent hearing and talking, in person, in public, and on the phone. (6) Emotional/Psychological: constant coworker and/or public contact.

WORK ENVIRONMENT

Work is performed in a typical office environment utilizing a computer and a variety of other office equipment. Travel in the two-county area (Jackson/Josephine) is required, travel to other parts of the state and other states may occasionally be required, and attendance at evening and weekend meetings or events may also be necessary.

ADDITIONAL INFORMATION

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the employee in this job. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge, skills, or abilities required of the position. The various responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, service levels and management's decision on how to best allocate department resources. Any shift variations, emphasis or rebalancing of duties, responsibilities and/or assignments does not constitute a change in the job classification.

APPROVED BY:	Ann Marie Alfrey	Date: 2/2/2018	HR Manager/Assistant to Executive Director
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REVIEWED / APPROVED BY:	Michael Cavallaro	Date: 2/2/2018	Executive Director
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Address:	Administration Department/Human Resources 155 N. 1st Street PO Box 3275 Central Point, OR 97502	Telephone:	541-664-6674
		Fax:	541-664-7927