



# ROGUE VALLEY COUNCIL OF GOVERNMENTS

## Human Resources Specialist

### Job Announcement

#### ABOUT THE POSITION

The Rogue Valley Council of Governments is seeking a Human Resources Specialist. This position 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.

Hours: Full-time, 40 hours per week, Monday through Friday.

Starting Salary: \$3,021.48 to \$3,518.53 per month, depending on experience and qualifications. The top of the salary range is \$4,346.87.

Benefits: Holiday, vacation, and sick pay and medical/dental/vision insurance with small employee contribution available after hire; employer-paid long-term disability, HRA contributions, and 401(a) contributions available after successful completion of six-month trial service.

#### THE PERSON

The ideal candidate will have hands-on experience in employee recruitment, development of job descriptions, administration of employee benefits, maintenance of human resource information and employment records, payroll processing, employee training and development, and occupational safety, and knowledge of federal and state regulations that impact employment policies and procedures. Excellent verbal and written communication skills, strong planning, organizational, and computer skills, and the ability to work independently within the assigned area of responsibility and make competent decisions are also required.

#### DESIRABLE QUALIFICATIONS

In order to be considered for this position, applicants must have a combination of education and experience equivalent to that outlined below, plus any other listed screening qualifications.

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

#### APPLICATION PROCESS

For application instructions, please visit [How Do I - Apply For A Job](http://www.rvcog.org) at [www.rvcog.org](http://www.rvcog.org). **A cover letter, current resume, and completed RVCOG Employment Application are required to apply for this position.**

This position will remain open until filled. Interested applicants are encouraged to apply as soon as possible as the position will be filled when a suitable candidate is identified, and applications will be considered as they are submitted.

