



# 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. Under the direction of the Human Resources Manager, provides technical human resources and finance support including employee recruitment and selection, benefits administration, HRIS data maintenance, classification and compensation analyses, payroll processing, reporting, and data analysis, monitoring of adherence to employment regulations and organization personnel policies, and processing of reported leave and safety issues. *Please refer to the job description for complete details of the position's scope/duties.*

#### 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, administration of 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

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 4 years of experience in human resources and/or accounting/bookkeeping
- Certification: PHR or SHRM certification preferred but not required
- 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

A cover letter, current resume, and completed RVCOG Employment Application are required to apply for this position. This position will be filled when a suitable candidate is identified, so timely submittal of application materials is encouraged. For application instructions, please visit "How Do I > Apply for a Job" at [www.rvcog.org](http://www.rvcog.org).



## SALARY

Placement on the salary range is based on each candidate's experience and qualifications. Employees are eligible for step increases after successful completion of a six-month trial service period and annually thereafter.

**Hiring Salary Range:** \$37,345 to 44,834\*

**Top of Salary Range:** \$53,727

**Terms:** Full-time | 40 hours, Monday-Friday | with benefits

\*Candidates with exceptional qualifications may be hired above the stated hiring range.

## BENEFITS OF EMPLOYMENT

### Upon hire or first of the month following the date of hire

- Eleven paid holidays per year
- Up to 96 hours of paid vacation per year
- Up to 96 hours of paid sick leave per year
- Employer-paid medical/dental/vision insurance - Employee contribution is less than \$30 per month for full family coverage
- Employee Assistance Program (EAP)
- Optional Flexible Spending Account (FSA)

### After a 6-month trial service period

- Employer-paid retirement plan contributions equivalent to 13.02% of monthly salary (Non-PERS)
- Employer-paid HRA contributions of \$83 per individual or \$125 per family per month
- Employer-paid Life and Long Term Disability insurance
- Optional 457(b) retirement plan (Roth or Traditional)

### Special eligibility periods

- Employer-paid Mercy Flights memberships
- Optional supplemental insurance such as short term disability, critical illness, and more

## **WORKPLACE ACCOMMODATIONS NOTICE**

*Rogue Valley Council of Governments is an equal opportunity employer and does not discriminate on the basis of race, religion, color, gender, age, national origin, disability, veteran status, sexual orientation, gender expression, or any other classifications protected by law.*

**RVCOG VALUES: SERVICE COLLABORATION PROFESSIONALISM STEWARDSHIP INTEGRITY RESPECT**

