

ROGUE VALLEY COUNCIL OF GOVERNMENTS

Job Description



Job Title:	Human Resources and Administrative Services Director		
Department:	Administration		
Location:	Central Point, OR		
Reports to:	Executive Director	Travel Required:	Yes
Last updated:	5/5/2023	Classification:	21
Direct Reports: Admin Office Specialist, Administrative Specialist	Type of position: Full-time Part-time Limited Duration On-Call Intern	Hours: 40 hours / week Exempt Non-exempt	

GENERAL DESCRIPTION

Plan, organize, and direct human resources activities in compliance with applicable laws including recruitment, selection, and retention; classification and compensation; performance management; equal employment opportunity (EEO); employee leave and ADA administration; and employee benefit programs. Manage processes and staff for the human resources and administrative services departments. Develop, monitor, and evaluate all departmental processes and procedures to ensure the highest level of effectiveness and efficiency. Provide the management team with professional and technical human resources support to ensure compliant and effective organizational operations. Prepare and monitor human resources and administration department budgets.

ESSENTIAL JOB FUNCTIONS

1. Plans, organizes, and directs human resources recruitment, selection, and retention; classification and compensation; performance management; equal employment opportunity (EEO); required federal and state labor reporting; employee relations; and employee benefit programs in compliance with all applicable laws. Manages provision of human resources services to member jurisdictions.
2. Manages the human resource information systems (HRIS) and processes to ensure accuracy of payroll processing, including review of timesheet submissions, benefit and deduction processing, and retirement plan contributions and deductions.
3. Administers qualified leave, paid leave, ADA interactive process, and unemployment claim responses including employee and supervisor education, eligibility, compliance, reporting, and tracking.
4. Manages the development, implementation, and revision of personnel procedures and policies in collaboration with the management team. Coordinates changes in existing operations and procedures with Executive Director and department heads and monitors effectiveness. Assesses impacts of new laws, regulations, and/or court rulings as applicable to organizational human resource processes and policies.
5. Provides consultation and technical assistance to management and members of staff regarding personnel management issues; prepares information and provides background and reports needed for decision-making and planning at both the organizational and department levels.
6. Manages all facets of the occupational health and safety program including workers' compensation coverage, claim processing, return to work and light duty assignments, annual reporting, and policy renewal. Provides risk management oversight and obtains legal advice as necessary; reviews organizational contracts for consistency with internal policies and federal and state laws and regulations.
7. Develops, implements, and manages training programs for all staff and management team.
8. Organizes and directs the activities of administrative staff, including provision of administrative services organization-wide and for member jurisdictions; manages facility maintenance and repair processes and contractors.
9. Supports the organization and Executive Director at Board of Directors and Executive Committee meetings.
10. Serves as staff to the board of the Rogue Valley Public Service Academy (RVPSA); provides advice and logistical support to enable the provision of cost-effective training to public sector and non-profit employees.
11. Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing and maintaining contact with peer networks, and participating in professional societies; ensures training and skill development is

provided to department staff as appropriate.

12. Participates as an active and engaged member of the organization's management team.

AUXILIARY JOB FUNCTIONS

1. Other related duties as assigned.

SUPERVISORY RESPONSIBILITIES

Provides supervision of human resources and administration department staff.

SUPERVISION RECEIVED

Receives supervision from the Executive Director.

RELATIONSHIP TO OTHERS

Maintains frequent contact with Agency management and staff, state and local officials, member jurisdictions, outside agencies, business representatives, and the general 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 with coursework in human resources, public administration, business administration, or related field; professional human resources certification preferred but not required.
2. Experience: A minimum of five (5) years of progressively responsible experience in human resources management; experience in local government administration desired but not required.
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; ability to obtain and retain QED status to process DHS Criminal History Background Checks within 30 days of hire.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Full range of human resources principles and best practices (HR Generalist);
2. State and federal employment laws and reporting requirements, OSHA and workers' compensation regulations, and general employment practices;
3. Regulatory requirements, principles, and methods involved in human resources management;
4. Effective employee supervision and performance management;
5. Computer applications and uses for personnel administration, i.e., HRIS;
6. Confidentiality rules including information security and HIPAA; and
7. Business vocabulary, spelling, grammar, and usage.

Related skills:

1. Exceptional employee supervision and performance management;
2. Strong analytical and strategic thinking skills allowing for data interpretation, not just simple report generation;

3. Excellent and creative problem-solving skills focusing on effectiveness and efficiency;
4. Advanced spreadsheet, word processing, presentation, database, email, web and desktop publishing software;
5. Excellent planning and organizational skills;
6. Accurate and efficient data entry with exceptional attention to detail;
7. Effective communication through oral and written mediums; and
8. Excellent interpersonal skills with a commitment to delivering high quality customer service in a professional manner.

Ability to:

1. Model and promote management behavior in support of servant leadership;
2. Make effective presentations to both large and small groups, including staff and management training courses;
3. Apply rules, regulations, and policies to a wide variety of personnel situations;
4. Maintain knowledge of employment laws and regulations applicable to both human resources and payroll;
5. Perform mathematical calculations and analysis rapidly and accurately;
6. Maintain complex bookkeeping and compile information and statistics for clear and concise management reports;
7. Research and analyze problems, identify solutions, project consequences of proposed actions, and make recommendations;
8. Establish and maintain effective working relationships with staff and other governmental and community agencies;
9. Cope with stressful deadlines and perform multiple tasks simultaneously;
10. Work independently within assigned area of responsibility;
11. Create and maintain complex files and other record keeping systems; and
12. Work as an effective team member and establish and maintain harmonious and cooperative working relationships with staff and a wide variety of people.

PHYSICAL DEMANDS

(1) Mobility: frequent sitting for prolonged 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: 5/5/2023 **Executive Director**

REVIEWED BY: **Ann Marie Alfrey** Date: 5/5/2023 **Executive Director**

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