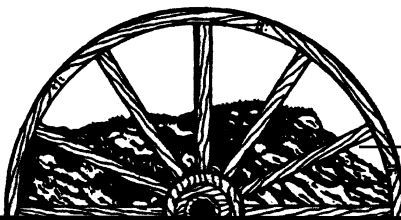

CITY OF



LA GRANDE

THE HUB OF NORTHEASTERN OREGON

Sandra Patterson City Recorder 1000 Adams Ave. La Grande, OR 97850 Phone Number: 541 962-1351

JOB ANNOUNCEMENT

The City of La Grande is accepting applications for the following position:

HR Specialist

GENERAL STATEMENT OF DUTIES:

The HR Specialist plans, directs, reviews and administers the activities and operations of the Personnel Department for the City. Duties include activities related to recruitment, classification, compensation, benefits, labor relations, personnel policies and procedures, employee development and trainings, safety, risk management and workers compensation.

MANDATORY REQUIREMENTS:

Broad knowledge of Federal and State laws and general policies and practices in risk management and human resources. Equivalent to a four-year university education in a related field and over two years of related experience, or any satisfactory combination of education, experience, and training which demonstrates the knowledge, skills and abilities to perform the above duties.

PHR or SPHR Certification is desirable.

Salary: \$5,125 - \$6,691 per month

Benefits:

Family medical, dental and vision insurance
Retirement
Paid Vacation Leave
Paid Executive Leave
Paid Holiday Leave
Paid Sick Leave
Long-Term Disability
Paid Air and Ground Ambulance Membership for employee and dependents

Closing Date:

Position open until filled with the first review of applications received by 5:00 p.m. Friday, September 3, 2021.

Application Procedure:

A City of La Grande Application Form and Job Description may be obtained from and returned to Sandra Patterson, City of La Grande, 1000 Adams Avenue, La Grande Oregon 97850, or emailed to Spatterson@cityoflagrande.org.

EQUAL OPPORTUNITY EMPLOYER