

City of La Grande  
HR Specialist

**Department:** Personnel  
**Accountable to:** City Manager  
**Supervises:** Supervisory

**FLSA Status:** Exempt  
**Representation:** Non-represented  
**Adopted:** August 2021

**GENERAL POSITION SUMMARY:**

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 training, safety, risk management and workers compensation.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:**

(This list of duties is a representative sample of work appropriate to this class and does not include all the duties that may be assigned to a particular position.)

The incumbent may perform a combination of some or all of the following duties:

**Under the direction and supervision of the City Manager:**

- Serves as an advisor to management and staff on matters such as performance management, skill development, general morale, organizational health, and other employee relation matters.
- Participates in disciplinary action, labor negotiations and oversees the administration of labor contracts, interprets contracts, and assists in resolving grievances.
- Evaluates human relations and work-related problems recommending the most effective solutions.
- Performs activities connected with recruitment and candidate selection processes including assisting hiring managers, coordinating and participating in reviews of applications, candidate interviews, verification of skills and abilities, background checks, references, and pre-employment testing.
- Assures compliance with recruitment policies and procedures.
- Stays informed on local, state and federal laws and discipline procedures.
- Advises department heads, managers and supervisors on all aspects of employment laws and practices to ensure policy and legal compliance, including equal employment opportunity, wage and hour, leave and disability management, FMLA/OFLA compliance, and any other employment-related compliance requirements.

**Under the direct supervision of the Finance Director:**

- Oversees personnel administration and provides advice on City policies, labor agreements and procedures.
- Oversees compensation and benefits programs.
- Analyzes job tasks and work processes for new positions and reclassifications.
- Assists department heads and managers with writing job descriptions.
- Oversees the management and coordination of the employee benefit programs for the City.
- Analyzes and makes recommendations regarding the design and delivery of benefits.
- Monitors, reviews, and corrects all personnel action forms received.
- Inputs employee maintenance and benefit changes into Springbrook and forwards copies to payroll for review.

- Inputs all new hire information into the appropriate retirement and benefit systems, , and in Springbrook for payroll purposes.
- Maintains confidential personnel, medical and insurance files.
- Reports new hires to the State of Oregon.
- Responds to questions and concerns regarding fringe benefits and provides documentation as requested or needed.
- Conducts new employee on-boarding, preparing employment related paperwork, developing orientation materials, providing training opportunities, and all other activities related to the on-boarding process of new employees.
- Monitors employee performance evaluations and ensures that evaluations are completed correctly and in a timely manner.
- Responds to questions from the public in person, over the telephone, and through written correspondence regarding personnel policies, labor contracts and salary surveys.
- Administers workers' compensation insurance program and ensures that the City complies with OSHA rules and regulation by filling out the proper forms and documentation.
- Serves as a member of the Safety Committee.
- Coordinates required training for employees as needed and documents training.
- Assists the Finance Department with budget process as it relates to insurance and personnel costs.
- Prepares the annual budget for the Personnel Department. Monitors departmental expenditures.
- Provides assistance to any department as requested, and performs other general office duties as workload and staffing levels dictate.

#### **NON-ESSENTIAL RESPONSIBILITIES:**

- Maintains proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.
- Serves as a member of the Employee Relations Committee.
- Maintains work areas in a clean and orderly manner.

#### **SUPERVISORY RESPONSIBILITY:**

Limited supervision may be a function of this position.

#### **SUPERVISION RECEIVED:**

Works under the general direction of the City Manager and under the direct supervision of the Finance Director.

When performing work related to disciplinary actions, recruitment, and other functions specifically identified above, will be supervised by the City Manager.

#### **SPECIFIC JOB SKILLS:**

##### **MANDATORY REQUIREMENTS:**

##### **Knowledge and Skills:**

- Requires specialized professional knowledge of the principles, practices, and procedures of classification, compensation, benefits, employment, conflict resolution, labor relations, risk management, safety and training, and other human resources services.

- Must have an in-depth knowledge of federal and state laws governing employment and other human resources functions.
- Requires special skills at facilitating small group processes, resolving complex problems and working with diverse groups (e.g. bargaining unit and administrative team).
- Well-developed written language skills to prepare complex reports and to draft policies and procedures.
- Requires well-developed human relations skills to communicate technical concepts to others often in formal presentation settings, conduct training, build an effective team, counsel employees, carry out negotiations, and resolve confrontation.
- Advanced knowledge and proficient use of Microsoft Office Suite (Word, Excel, PowerPoint and Outlook).
- Knowledge and ability to serve as the City's Employment Risk Manager and work with the City's insurance company, public, agents of record, and attorneys on labor related claims filed against the City.
- Ability to communicate effectively with coworkers, management, elected officials, the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.
- Ability to carry out the objectives and duties of the position.
- Ability to organize and implement recruitment for all levels of positions.
- Ability to research and oversee the management and coordination of the employee benefits programs for the City.
- Ability to analyze and make recommendations regarding the design and delivery of benefits.
- Ability to analyze problems, prepare reports, and develop recommendations on personnel actions that are fair and in the best interest of the City.
- Must have the ability to multi-task and work in a fast-paced environment.
- Ability to make decisions independently and act in accordance with established policies.
- Requires strong organization, communication (both written and verbal), and interpersonal skills.
- Must be a highly ethical individual who is trustworthy, dependable, confidential and honest.

#### **EDUCATION/EXPERIENCE/LICENSES/CERTIFICATES REQUIRED:**

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.

#### **ADDITIONAL REQUIREMENTS:**

Position may require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid Oregon driver's license (or secure an Oregon driver's license within one month of hire date), and have an acceptable driving record. Use of personal vehicle for City business will be prohibited if the employee does not have personal insurance coverage.

**WORKING CONDITIONS:**

Work in this position is typically performed in an office environment. Typically requiring reaching, fingering, grasping, talking, hearing, seeing, and repetitive motions. Also, may require periods of sitting with attention to a computer keyboard, light lifting up to 30 pounds, reaching for files, accuracy in recording information and frequent interruptions of work may be experienced by others seeking information in person or by phone or by changing priorities in the office. On occasion may deal with distraught or difficult individuals.

**MATERIALS AND EQUIPMENT USED:**

Materials and equipment used include, but not limited to:



- Computer
- Mouse/Trackball
- Ten Key/Calculator
- Copier/Scanner
- Fax Machine
- E-Mail
- Telephone

**PHYSICAL DEMANDS:**

While performing the duties of this position, the employee is frequently required to perform standing, sitting, handling, bending, kneeling, stooping, lifting, carrying, fingering, crouching, walking, twisting, pulling, stairs, grasping wrist motion, writing, hearing, speaking and seeing. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 40 pounds. Manual dexterity and coordination are required more than 90% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

**OTHER:**

Have access to confidential information on a regular basis

   
\_\_\_\_\_  
City Manager Approval/Date

I have reviewed this job description and am able to perform the essential functions with or without reasonable accommodations.

\_\_\_\_\_  
Employee/Date