

**JOB ANNOUNCEMENT****March 26, 2024****HR Generalist****GENERAL POSITION SUMMARY:**

The HR Generalist 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.

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.

SALARY: Starting salary range \$5,647 - \$6,107 per month depending on experience.

The City is working to better align all positions to the market. The current full salary range is \$5,647-\$7,145 per month (Grade 10). Effective December 21, 2024 the range increases to \$6,048-\$7,652 per month (Grade 11). Effective December 21, 2025 the range increases to \$6,477-8,196 per month (Grade 12).

BENEFITS Medical, Vision and Prescription Insurance / Dental Insurance/ Life and Disability Insurance / Life Flight Membership / VEBA-Health Reimbursement Account / Retirement / Paid Vacation, Holiday, and Sick Leave / Wellness Incentive

FIRST REVIEW DATE: April 16, 2024 at 5 p.m. Open until filled.

APPLICATION PROCEDURE: A City of La Grande Job Application Form and Job Description may be obtained from the City's website at www.cityoflagrande.org and returned to Cari Markham, City of La Grande, 1000 Adams Avenue, La Grande, Oregon 97850, Faxed to 541-624-5817, or emailed to cmarkham@cityoflagrande.org

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