

JOB DESCRIPTION

ORGANIZATION: City of Lebanon	LOCATION: Lebanon, OR
DEPARTMENT: Human Resources	DATE: March 2022
JOB TITLE: Human Resources Director	JOB STATUS: Exempt
SALARY GRADE: NU-021	FLSA Exempt: Yes

PURPOSE OF POSITION: Performs a wide variety of professional, confidential, analytical, and administrative duties which include job recruitments, employment procedures, labor relations, administration of personnel records, personnel policies, benefits, Workers Compensation, training, and staff development. Oversees technical and confidential processes and programs and provides complex staff assistance to the City Manager and Department Directors. Serves as a member of the City Management Team.

ESSENTIAL JOB FUNCTIONS/DUTIES & RESPONSIBILITIES: *The duties listed below include, but are not limited to, the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. All employees are expected to maintain professional proficiency by attending conferences and meetings, reviewing reports, reading professional journals, and networking with others in area served; maintain work area in a clean and orderly manner; maintain regular job attendance and adherence to working hours; follow all City policies; follow all established safety rules and procedures.*

1. Maintain a comprehensive understanding of department regulations, policies, and procedures and requires considerable judgment to work independently in order to advise, and provide professional and advanced coordination of human resources functions and programs including labor relations, recruitment, selection, performance evaluation, training, staff development, counseling, classification, job evaluation, benefits, and compensation in a confidential capacity.
2. Oversee and guide the recruitment process. Work in concert with the department heads to develop screenings, interview questions, and the review of the job descriptions. Facilitate the interview process to ensure compliance with state and federal employment law.
3. Oversee and manage the employee benefit programs such as: open enrollment, new employee orientation, onboarding, personnel actions, employment verification, Workers Compensation, the Return-to-Work program, OFLA/FMLA, and safety and wellness programs as directed.
4. Participate as an effective member of the management team, work with and take direction from the City Manager.
5. Assist the City Manager or designee with labor and employee relations as needed, including contract negotiations, employee discipline, and response to grievances. Advise and direct Department Directors through the discipline process. Ensure compliance with employment law. Provide HR

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- related strategies to management’s collective bargaining team. Ensure timelines and other contract provisions are adhered to.
6. Evaluate employee health plans and make recommendations for alternative plan designs.
 7. Develop and implement new and revised human resource programs, systems, procedures, and methods of operations.
 8. Prepare and administer the Human Resources budget; maintain and monitor appropriate budgeting and expenditure controls.
 9. Oversee and monitor the employee performance evaluations. Remind managers of upcoming performance evaluation requirements.
 10. Oversee family medical leave activities for City employees. Track employee utilization of protected leave under OFLA and FMLA, provide paperwork and information to employees and supervisors, monitor the certification process, and maintain official files.
 11. Work with the City Manager or designee to determine training and development needs for staff. Organize training and development activities for City employees.
 12. Manage the position review process. Make adjustments to job descriptions as requested by department heads and work with class/comp consultant to determine the appropriate placement of jobs within the salary schedule. Plan and conduct comprehensive salary and benefit surveys.
 13. Provide orientation to new employees. Explain personnel policies, benefits, and expectations. Complete new-hire paperwork and personnel actions. Participate in onboarding activities as appropriate.
 14. Provide Human Resources related information to employees, supervisors, and outside contacts including employment verification, Workers Compensation, the Return-to-Work program, disability accommodation, safety and wellness programs, and other related information.
 15. Initiate and maintain a variety of files and records (manual and electronic) for information related to Human Resources functions, including personnel, medical, operational, and administrative records; maintain and update resource materials.
 16. Conduct research, analyze and organize data, and prepare comprehensive records and reports on a variety of human resources related functions. Summarize and interpret data, to develop sound recommendations. Conduct employee relations counseling, outplacement counseling, and exit interviews.
 17. Participate with the Administration Department in developing goals, objective, and systems. Assist in evaluation of reports, decisions, and results of department in relation to established goals. Recommend new approaches, policies, and procedures for continual improvements in efficiency of department and services performed.
 18. Compose and prepare reports, letters, brochures, schedules, calendars of events, and other assigned documents.
 19. Respond to inquiries, complaints, and request for assistance, both in-person and by telephone, providing information where judgment, knowledge and interpretations are utilized, especially in the proper handling of confidential information and/or files.
 20. Assist in a variety of department and program operations; coordinate and participate in special projects, assignments and activities as assigned; maintain control files on matters in progress and expedite their completion; serve on committees as assigned.

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21. Operate modern office machines and equipment including personal computers, printers, copiers, calculators, radio, and fax machines; routinely uses a full range of work processing, graphics, and spreadsheet computer software applications.
22. Attend and participate in Administrative staff meetings and related activities; attend workshops, conferences, and classes to increase professional knowledge. Drive a City vehicle to attend meetings, workshops, and conferences.
23. Develop cooperative and collaborative working relationships with staff, customers (end users), and other agencies.

MANDATORY QUALIFICATIONS:

Education & Experience:

1. A Bachelor's degree in business or public administration or related field, OR an Associates degree plus certification as Professional in Human Resources (PHR) issued by the Human Resources Certification Institute (HRCI) or other similar certification; AND
2. Five years of professional-level human resources experience; OR any satisfactory combination of experience and training that demonstrates the knowledge, skills, and abilities to perform the above duties.

Licenses & Certificates:

1. State of Oregon Public Notary within three (3) months of hire.
2. Possess and maintain a valid Oregon Driver License with an acceptable driving record.

DESIRABLE QUALIFICATIONS:

1. Master's degree in Human Resource Management is desirable
2. SHRM Certification is desirable.

KNOWLEDGE, SKILLS, AND ABILITIES:

The qualities below reflect the working dynamic of the position.

Knowledge of:

1. Advanced knowledge of principles and practices of personnel administration.
2. Advanced knowledge of office procedures and practices, business math, spelling, grammar, business English, operation of variety of office equipment, work processing and spreadsheet software, and record keeping procedures.
3. Advanced knowledge of labor relations and negotiations.
4. Knowledge of principles of personnel supervision, research methods, report composition, and preparation techniques.

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5. City government, policies and procedures.
6. Human resources principles and practices.

Skill in:

1. Administrative methods, concepts and applications of human resources information systems.
2. Implementing work methods and procedures which promote a safe working environment and ensuring proper staff training in work safety.
3. Understanding and applying technical reports, statutes, rules, and regulations.
4. Developing and implementing recommendations regarding work procedures and cost-effective services.
5. Advanced oral and written communications skills demonstrating proper grammar, spelling, and vocabulary.
6. Providing outstanding customer satisfaction (internally and externally).
7. Attention to detail
8. Advanced use of Microsoft Office and applicable specialized software.

Ability to:

1. Analyze a variety of Human Resources issues and make sound recommendations.
2. Demonstrate tact and discretion where confidentiality is required.
3. Communicate complex information in a clear and concise manner.
4. Represent the City positively and effectively in meetings with others in a manner consistent with guiding principles of supervisor.
5. Establish and maintain effective working relationships with those contacted in the course of work.
6. Work independently and make decisions with minimal supervision.
7. Negotiate effective solutions to complex problems.

PHYSICAL DEMANDS OF POSITION: *The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

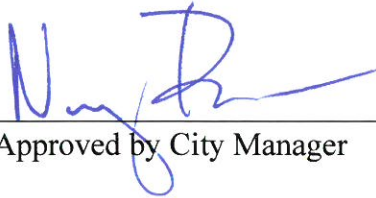
1. While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools, or controls. The position requires mobility.
2. Duties involve moving materials weighing up to 10 pounds on a regular basis and may infrequently require moving materials weighing up to 25 pounds.
3. Character and flow of work involve normal mental and visual attention, coordination of manual dexterity is less than 50% of the work period.

WORKING CONDITIONS: Usual office working conditions. The noise level in the work environment is typical of most office environments. Occasional field site visits are required as necessary.

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SUPERVISORY RESPONSIBILITIES: Incumbent may be required to supervise temporary office staff and/or volunteers, cross train temporary office help, or direct supervision of no more than 1 FTE.

SUPERVISION RECEIVED: Works under the direction of the City Manager.


Approved by City Manager

3/25/2022
March 2022