JOB DESCRIPTION

ORGANIZATION: City of Lebanon
DEPARTMENT: Administration
DIVISION: Human Resource Office
JOB TITLE: HR Director

LOCATION: Lebanon, OR
DATE: October 2017
JOB STATUS: Exempt
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 are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.

1. Maintains 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. Oversees and guides the recruitment process. Works in concert with the department heads to develop screenings, interview questions, and the review of the job descriptions. Facilitates the interview process to ensure compliance with state and federal employment law.

3. Oversees and manages the employee benefit programs; such as, open enrollment, new employee orientation, onboarding, personnel actions, employment verification, worker’s compensation, the Return-to-Work program, FMLA/OFLA, and the safety and wellness programs as directed.

4. Participates as an effective member of the management team; works with and takes direction from the City Manager.

5. Assists the City Manager or designee with labor and employee relations as needed including contract negotiations, employee discipline, and response to grievances. Advises and directs Department Directors through the discipline process. Ensures compliance with employment
law. Provides HR related strategies to management’s collective bargaining team. Ensures timelines and other contract provisions are adhered to.

6. Evaluates employee health plans and make recommendations for alternative plan designs.

7. Develops and implements new and revised human resource programs, systems, procedures, and methods of operations.

8. Prepares and administers the Human Resource budget; maintains and monitors appropriate budgeting and expenditure controls.


10. Oversees family medical leave activities for City employees. Tracks employee utilization of protected leave under OFLA and FMLA, provides paperwork and information to employees and supervisors, monitors the certification process, and maintains official files.

11. Works with the City Manager or designee to determine training and development needs for staff. Organize training and development activities for City employees.

12. Manages the position review process. Makes adjustments to job descriptions as requested by department heads and works with class/comp consultant to determine the appropriate placement of jobs within the salary schedule. Plans and conducts comprehensive salary and benefit surveys.


14. Provides human resource related information to employees, supervisors, and outside contacts including employment verification, worker’s compensation, the Return-to-Work program, disability accommodation, safety and wellness programs, and other related information.

15. Initiates and maintains a variety of files and records (manual and electronic) for information related to Human Resource functions, including personnel, medical, operational and administrative records; maintains and updates resource materials.

16. Conducts research, analyzes and organizes data, and prepares comprehensive records and reports on a variety of human resource related functions. Summarizes and interprets data, to develop sound recommendations. Conducts employee relations counseling, outplacement counseling and exit interviews.

17. Participates with the Administration Department in developing goals, objectives, and systems. Assists in evaluation of reports, decisions, and results of department in relation to established goals. Recommends new approaches, policies, and procedures for continual improvements in efficiency of department and services performed.

18. Composes and prepares reports, letters, brochures, schedules, calendars of events, and other assigned documents.

19. Responds to inquiries, complaints and requests for assistance, both in-person and by telephone by providing information where judgment, knowledge and interpretations are utilized, especially in the proper handling of confidential information and/or files.
20. Assists in a variety of department and program operations; coordinates and participates in special projects, assignments and activities as assigned; maintains control files on matters in progress and expedites their completion; serves on committees as assigned.

21. Operates modern office machines and equipment including personal computers, printers, copiers, calculators, radio, and fax machines, routinely uses a full range of word processing, graphics, and spreadsheet computer software applications.

22. Attends and participates in Administrative staff meetings and related activities; attend workshops, conferences, and classes to increase professional knowledge. Drives a City vehicle to attend meetings, workshops, and conferences.

23. Maintains regular job attendance and adherence to working hours.

24. Develops cooperative and collaborative working relationships with staff, customers (end users) and other agencies.

25. Maintains work areas in a clean and orderly manner.

MANDATORY QUALIFICATIONS:

Education & Experience:

1. Bachelor’s degree in business or public administration or related field, OR Associate’s 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. Valid Oregon driver license and acceptable driving history.

DESIRABLE QUALIFICATIONS:

1. Master’s in Human Resource Management
2. SHRM Certification

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, word processing and spreadsheet software, and record keeping procedures.
3. Advanced knowledge of labor regulations and negotiations.
5. City government, policies and procedures.
6. Human resource 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 communication skills demonstrating proper grammar, spelling and vocabulary.
6. Providing outstanding customer satisfaction (internally and externally).
7. Advanced use of Microsoft Office and applicable specialized software.

Ability to:
1. Analyze a variety of Human Resource 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:
1. While performing the duties of this position, the employee is frequently required to sit, communicate, reach, and manipulate objects, tools or controls.
2. The position requires mobility. Duties involve moving materials weighing up to 10 pounds and infrequently weighing up to 25 pounds.
3. Character and flow of work involve 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.

SUPERVISORY RESPONSIBILITIES: Incumbent may be required to supervise temporary office staff, volunteers, and cross-train temporary office help or other city staff.

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

Approved by City Manager: October 2017