

**Lane Council of Governments
Job Classification**

Job Title:	Human Resources Specialist	FLSA Status:	Exempt
Division:	Administrative Services	Range:	17
Reports To:	Human Resources Manager	Last Revised:	February 2001

General Statement of Duties

Performs all tasks related to recruitment for the agency; coordinates training and development programs; administers Outlook e-mail system and IS security; prepares and maintains human resources information according to accepted procedures.

Supervision Received

Reports to the Human Resources Manager, who assigns and reviews work. Work is performed under applicable policies, guidelines, and appropriate technical and professional standards. Work performance is evaluated through periodic conferences and reports and through the adequacy and timeliness of records, reports, and services provided.

Supervision Exercised

None.

Resource Responsibility

Moderate responsibility for financial and human resources. Includes final recommendations regarding correct use of resources with only general checks for reasonableness of actions. Decisions made within policy guidelines.

Essential Job Functions

Serves as lead resource for recruitment. Works with supervisors to create job postings and ads, collects and screens applications, calls references, and initiates Personnel Action Form and related new hire paperwork.

Creates offer letters for new employees.

Conducts orientation for all new employees.

Conducts exit interviews for all terminating employees.

Coordinates the development, planning, and administration of staff training and development opportunities.

Administers the e-mail system. Assigns ID's and adds new employees to Outlook, deletes terminated employees, and administers distribution lists.

Adds/deletes users to/from various security systems, including timesheets, Access, S&DS programs, etc.

Coordinates telephone services for the Wells Fargo building, including all additions, moves, changes and repairs. Trains new users in the correct use of voice mail.

Notifies supervisors of upcoming employee evaluations. Distributes evaluation materials.

Sends out COBRA letters and documents responses. Tracks COBRA payments from former employees.

Copies, distributes, and files confidential personnel records.

Creates new employee files. Ensures all personnel forms are complete and returned in a timely manner.

Responds to written and verbal requests such as employment verifications.

Other Job Functions

Plans and conducts special assignments as directed by the Human Resources Manager.

Performs other related duties as assigned.

Working Conditions

Duties are primarily performed in an office environment while sitting at a desk or computer terminal.

Knowledge, Skills, and Abilities

Considerable knowledge of the principles, practices, and methods of modern personnel administration in the public sector.

Knowledge of federal, state, and local laws, rules, regulations, and court rulings affecting public sector personnel administration.

Knowledge of computer applications, especially as they pertain to personnel administration activities.

Ability to think conceptually, analyze data, and draw conclusions.

Ability to provide staff support to a variety of committees engaged in human resources related activities.

Ability to apply rules, regulations, and policies to particular personnel situations.

Ability to write clear and concise reports, memoranda, and other correspondence.

Ability to use computers and software applications for personnel purposes.

Ability to maintain confidential information.

Ability to work within a team-oriented environment and handle multiple tasks effectively.

Ability to work independently.

Ability to work with accuracy and attention to detail.

Ability to meet deadlines.

Ability to establish and maintain effective working relationships with other employees, the general public, and representatives of other agencies.

Physical ability to perform assigned work.

Education and Experience

Bachelor's degree in human resources, business, or related field, and three years experience working as a generalist or in any specialized area of human resources, or any combination of education and experience that provides the knowledge, skills, and ability required to perform the job.

Licenses, Certificates, and Other Requirements

None.