

**Lane Council of Governments  
Job Classification**

<b>Job Title:</b>	<b>Human Resources Senior Specialist</b>	<b>FLSA Status:</b>	<b>Exempt</b>
<b>Division:</b>	<b>Administrative Services</b>	<b>Range:</b>	<b>23</b>
<b>Reports To:</b>	<b>Human Resources Manager</b>	<b>Last Revised:</b>	<b>August 2000</b>

**General Statement of Duties**

Performs complex professional and analytical tasks in the administration of employee benefits plans and FMLA/OFLA leave programs. Participates in complex, comprehensive, and multiple human resources projects and serves as primary assistant to the Human Resources Manager.

**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**

Administers LCOG's employee benefits program including the health insurance plan, deferred compensation programs, the flexible spending account program, and FMLA/OFLA. Confers and coordinates with employees, supervisors, and administrative staff on matters pertaining to the benefits plan and FMLA/OFLA administration.

Provides individual assistance on employee benefits needs, develops educational programs to inform employees of the range of available benefits; plans coordinates, and *manages* the annual open enrollment.

Gathers and analyzes information on the agency's benefits programs and national trends and recommends program design changes.

Develops, analyzes, and participates in benefit surveys. Prepares reports, charts, tables and other information in order to provide LCOG management with data they need for decision making and planning.

Serves as liaison between LCOG and employee benefit consultants, insurance carriers, health care providers, employees and their families.

Staffs the Health Insurance Committee.

Acts as backup for Human Resources Specialist in recruitment and selection by working with supervisors to develop recruitment and selection materials, screening the qualifications of the applicants, writing job announcements and ads, conducting reference checks, and developing supplemental questionnaires and other selection devices and processes.

Assists in providing support to employees *and supervisors* regarding personnel practices, policies, and employee relations issues.

Assists in developing policies and procedures.

### **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 principles, practices, and methods of modern personnel administration in the public sector.

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

Knowledge of computer applications and uses for 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.

Considerable 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.

Considerable 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 to meet deadlines.

Considerable 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 five 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 abilities required to perform the job.

**Licenses, Certificates, and Other Requirements**

None.