

City of Oregon City**Position Description**

Position: Human Resources Analyst	Management
Department/Site: Human Resources / City Hall	FLSA: Exempt
Evaluated by: HR Director	Salary Grade: 120

Classification Summary

Under general supervision, the Human Resources Analyst will perform a variety of professional, technical and administrative activities in support of the City's human resource management programs. Responsibilities will include providing technical assistance to human resource staff, applicants, and employees; coordinate recruitment and selection efforts; research, compile and summarize data in support of labor negotiations; track, initiate and prepare personnel actions; provide customer service; and performs related duties as assigned.

Distinguishing Characteristics

This classification is for experienced and/or trained Human Resources professionals. The position is responsible for providing technical and administrative support to all Human Resources programs including, recruitment and selection, labor/employee relations, employee development, classification and compensation, benefit administration, worker's compensation, and affirmative action activities, or other specialty areas of human resources programs. This is a professional level positions requiring knowledge skills and abilities to support a wide range of HR programs and functions. Individuals assigned to this class are expected to make routine decisions and use good judgement consistent with the appropriate policies, procedures, and techniques of human resource functions.

Typical Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties or specific tasks that may be assigned to a particular position. The incumbent may perform a combination of some or all the following duties:

- Provide confidential administrative support to the Human Resource Department; establish and maintain effective filing systems, develop reports, coordinate contracts and agreements, forms, manuals, policies, and other documents ranging from routine to complex in support of employment, labor negotiations, and related functions.
- Provide customer service, support City staff and applicants. Respond to a variety of requests and act as consultant to HR related activities.
- Provides technical and analytical support to the Human Resources Director, including assignment of special projects and prepare and present reports and create other communications. May participate in labor-management meetings and/or in the collective bargaining process.
- Manage and coordinate employee benefits program; conduct new hire benefit orientations and coordinate open enrollment process.

- Facilitate and support the full scope of recruitment and selection efforts. Support managers, draft job announcements, post positions, review applications, schedule and participate in interviews, check references, pre-employment process and job offers.
- Generates Personnel Action Forms and work with Payroll division to ensure timely administration of pay adjustments, addition of new hires and processing of separations. Updates the City's internal and external classification and compensation data.
- Support diversity, equity, and inclusion initiatives in the workplace.
- Perform the function of system administrator of employee data and information with established Human Resources Information System (HRIS) and NEOGOV (application data).
- Process a variety of invoices, applications, and purchase orders. Track, maintain, and administer payments for employee benefits including worker's compensation.
- Assist in the efforts and tasks associated with any of the programs delivered by Human Resources (may be assigned to the lead specific programs):
 - ☐ Benefit administration
 - ☐ Recruitment and selection
 - ☐ Classification and compensation
 - ☐ Employee relations
 - ☐ FMLA/OFLA/Workers Compensation
 - ☐ Training and employee development
 - ☐ Collective bargaining and contract interpretation

Minimum Qualifications

Knowledge of

- Principles, methods, and practices of human resources in a public agency setting.
- Policies and procedures related to recruitment, selection, classification, compensation, and benefits administration.
- HRIS systems and database management.
- MS Office suite of software, including Word and Excel.
- Personal computers and related software applications.
- Diversity, equity, and inclusion concepts and initiatives in the workplace.
- Applicable Federal, State, and local laws, codes and regulations.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Skills and Abilities to

- Analyze internal Human Resources related procedures and processes to create efficiencies.
- Manage and implement projects.
- Interpret collective bargaining agreements, policies and procedures.
- Establish and maintain effective working relationships.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Manage a workload and the frequent interruptions to serve HR customers

- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Learn, apply, and interpret the policies, procedures, techniques, and rules governing human resources management.
- Learn and interpret provisions of collective bargaining agreements.
- Maintain up-to-date files and ensure security and privacy of human resources information.
- Work as a contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services.

Education, Training, and Experience

A typical way to obtain the required knowledge and abilities would be to obtain a bachelor's degree in Business, Human Resources Management or Public Administration and experience in human resources administration, preferably in the public sector. Any combination of training and experience which provides the required knowledge and abilities is qualifying.

Other Requirements

- Must pass a criminal background check.
- Valid driver's license required.
- May require Notary Public within a reasonable amount of time.

Working conditions/Physical and Mental Demands

The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit, often for long periods of time, and move to various department locations on an occasional basis. Requires the near visual acuity to read printed materials and microcomputer screen. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials. Requires manual and finger dexterity to write and keyboard at an acceptable rate and operate microcomputer, and other office equipment, almost constantly requiring repetitive motions.