

CITY OF MILTON-FREEWATER

JOB DESCRIPTION

POSITION TITLE: HUMAN RESOURCE OFFICER
POSITION STATUS: EXEMPT
BARGAINING UNIT: SUPERVISORS AND TECHNICIANS
REPORTS TO: CITY MANAGER

GENERAL STATEMENT OF DUTIES

Performs highly responsible administrative functions for the City Manager in the area of human resources. Maintains all personnel files and records in a confidential and highly organized manner. Assists employees with minor requests and inquiries. Assists with the administration of worker's compensation insurance program. Administers most employee recruitment procedures and processes. Prepares and maintains a variety of human resource records and reports, including, but not limited to, state and federally required forms and reports. Oversees human resource and employee benefit programs such as wellness programs, light duty injured employee return to work programs, training programs, and drug and alcohol testing programs. Occasionally serves as an administrative aide to the City Manager. Does related work as required.

ESSENTIAL JOB FUNCTIONS AND EXAMPLES OF RESPONSIBILITIES

- Assists in the administration of employee recruitments.
- Performs new employee orientations
- Handles occasional complaints and concerns of employees, with direction from the City Manager and appropriate department heads
- Schedules and coordinates employee training programs
- Maintains a working knowledge of all bargaining unit contracts and oversees the administration of employee benefits, such as cost of living increases and other bargained for benefits.
- Assists with the updates and maintenance of job descriptions
- Serves as a permanent member of the city safety committee
- Prepares and inputs payroll for City Manager and Department Heads
- Completes salary survey reports
- Administers the City's drug and alcohol testing program
- Performs related and additional duties as instructed or required.

DESIRABLE QUALIFICATIONS FOR EMPLOYMENT

KNOWLEDGE, SKILL and ABILITIES:

Considerable knowledge of human resource programs and laws. Considerable knowledge of pertinent employment laws, regulations, and standards including but not limited to Americans with Disabilities Act, Family Medical Leave Act, Bureau of Labor and Industries, etc. Ability to establish and maintain effective working relationships with other employees as well as the general public. Ability to make decisions independently and act in accordance

with established policy. Must have a high degree of organization and ability to prioritize tasks, issues and appointments. Must be highly ethical individual who is trustworthy, dependable, confidential and honest. Ability to use tact, excellent judgment, and courtesy in dealing with fellow employees, general public and other governmental agencies. Thorough knowledge of business English, spelling, punctuation and grammar. Working knowledge of word processing, and other pertinent computer programs.

EXPERIENCE AND TRAINING:

Minimum of five years progressively responsible experience in municipal organization performing related personnel and human resource duties. AA or Bachelor's degree in related subject such as Human Resource Administration or Social Sciences is desirable. Any equivalent combination of experience, characteristics and training which ensures the ability to perform the work may substitute for the above.

PHYSICAL DEMANDS:

Use of hands and fingers is required to perform the essential functions of this job. Sight is necessary to perform the essential functions of this job. Employee is frequently required to stand, move, talk and hear. The employee is frequently required to sit and work at a computer station for lengthy periods of time. The employee is occasionally required to stoop, bend, and kneel. The employee is occasionally required to lift and/or move up to 25 pounds.

WORK ENVIRONMENT:

The work environment is moderately quiet, with an indoor office environment. Stress levels are typical of a highly responsible position.

DISCLAIMER:

This job description does not include all essential and nonessential duties of this job. The job description is not intended, nor should it be construed as an exhaustive list of all responsibilities and duties, skills, working conditions or attributes associated with the job.

NOTICE: All employees and candidates with disabilities are encouraged to contact the Human Resource Department to review and discuss the essential and nonessential functions of the job. An employee with a disability can evaluate the job in greater detail to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation(s).