



# Josephine County, Oregon

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## Human Resources Office

Josephine County Courthouse  
500 NW 6<sup>th</sup> Street Dept 11 / Grants Pass OR 97526  
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

### POSITION DESCRIPTION

Job Title: Human Resources Analyst  
Department: Human Resources  
FLSA Status: Exempt  
Job Code: 3750  
WC Code: 8810  
Effective Date: July 1, 1995  
Last Revised: November 1, 2012  
Pay Grade: NU14  
Union: Non-Union (Confidential)

### SUMMARY

Performs a variety of highly responsible professional, technical, and analytical activities in support of the County Human Resources department. Primary duties include overseeing and maintaining personnel records, coordinating County-wide recruitment and selection, EEO compliance, benefit programs administration, and special projects as assigned. Works under the direction of the Human Resource Director who reviews work primarily on the basis of results attained.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only). Any single position in the classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed, of persons in this classification.)

1. Answers inquiries from the public and employees regarding County Human Resources policies, procedures, programs, and other information pertaining to County human resources functions; interfaces with outside agencies as necessary.
2. Serves as liaison for the County and employees regarding employee benefits; works with benefit providers and Agent of Record to obtain clarification/resolution when necessary; and assists in analysis and compilation of data for use during negotiation of employee benefits.
3. Assists in labor negotiations and compiles information and statistics as requested.
4. Responds to inquiries from departments and individual employees regarding classification, compensation, benefits, policies, labor contracts, paid/unpaid leaves, and personnel rules and processes.
5. Conducts new/rehire employee orientations to include assisting employees in completing necessary paperwork, providing information regarding County benefits, answering employment related questions, and providing basic policy and safety training.
6. Ensures that exit conferences with retiring or terminating employees are conducted, and that associated paperwork is processed in an accurate and timely manner.

7. Assists employees in making appropriate connections with deferred compensation (retirement investment) companies in order to arrange for payroll deductions, including decreasing or increasing contributions and arranging for the withdrawal of monies upon retirement or termination. Works with Oregon PERS as needed to assist employees in completing necessary paperwork.
8. Prepares, reviews, and/or processes personnel actions affecting employee status. Reviews and ensures salary increases are in accordance with established compensation policies, collective bargaining agreements and non-union personnel rules.
9. Maintains and monitors HRIS/employee database system(s). Develops system protocols, inputs data, ensures accuracy of information, and provides reports as required.
10. Conducts salary and benefit surveys and classification comparisons with comparable positions in local industries or similar counties within the state of Oregon. Gathers and analyzes information relative to the classification study for comparison purposes.
11. Provides general direction and oversight for the County-wide recruitment and selection process including the development and placement of advertisements and job postings, adherence to EEO requirements, preparation of the annual EEO-4 report, and associated records retention.
12. Coordinates & audits employee benefits and monthly insurer billings. Administers the COBRA/HIPPA (continuation of benefits) benefit program and assures compliance with state & federal regulations.
13. Assists with drafting language for new and revised policies, procedures, and forms.
14. Administers County Federal Transit and Federal Motor Carrier DOT Drug and Alcohol testing program as assigned. Ensuring compliance with state and federal standards and reporting requirements. Provides drug and alcohol training to all affected positions.
15. Assists in preparing and monitoring departmental budget.

#### SUPERVISORY RESPONSIBILITIES

Provides general direction to subordinate employees including assigning and reviewing work, training, and providing input regarding employee performance.

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Considerable knowledge of the implementation and evaluation of position classification techniques, compensation analysis, statistical techniques and recruitment procedures. Knowledge of program development, planning and evaluation, modern Human Resources management principles and practices; computers software programs for word-processing, spreadsheets and databases. Ability to research assigned problems, organize materials from various sources into format of own design; maintain confidentiality; work independently and establish priorities; organize workload to complement needs of other staff and meet established deadlines; solve problems and make accurate independent decisions.

#### EDUCATION AND EXPERIENCE

Bachelors Degree and two years' experience in Human Resources and/or benefit administration, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties. PHR preferred.

#### JOB IMPACT

The consequences of error could result in employee grievance and/or legal actions against the County.

#### JOB CONTACTS

This position requires daily contact with employees, department heads, elected officials, and supervisors, the public, benefit providers, outside businesses and agencies in providing technical Human Resources assistant and in obtaining information.

#### LANGUAGE SKILLS

Strong ability to communicate effectively both verbally and in writing; establish and maintain effective working relationships with other employees, benefit providers, outside agencies, and the public; understand and follow oral and written instructions; and deal courteously and tactfully with the public.

#### MATHEMATICAL SKILLS

Ability to make accurate mathematical computations using decimals, fractions and percentages.

#### REASONING ABILITY

Ability to exercise initiative and independent judgment in completing tasks and responsibilities; research assigned tasks; understand and interpret County policies, procedures and governing regulations; and solve problems and make accurate, independent decisions.

#### OTHER SKILLS AND ABILITIES

Ability to maintain confidentiality; accurately classify, file and retrieve materials and documents; establish priorities and organize workload to complement the needs and deadlines of others; record and prepare meeting minutes; coordinate, and direct and review the work of others. Skill in Human Resources problem solving, evaluation of subordinates and training abilities for the operation of standard office equipment, including operation of a computer to utilize software programs (spreadsheets, databases, word-processing).

#### CERTIFICATES, LICENSES, REGISTRATIONS

None

#### BACKGROUND INVESTIGATION

Those employed in this position are subject to a background investigation including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is performed in an office environment. Position is impacted by the need for extreme accuracy and attention to detail; urgent time deadlines and repetitiveness in processing wages and benefits; heavy and uncontrollable workflow; uncontrollable interruptions requiring the need to shift attention in assisting departments and the public

#### PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL REQUIREMENTS**

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	<b># of pounds = 30</b>			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Speech, Vision & Hearing**

<input type="checkbox"/>	Distinguish colors	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>
<input type="checkbox"/>	Distinguish shades	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Depth perception	Describe: For standard office procedures
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level: Via phone & in person
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:

**Exposure - Environmental Factors**

<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area/Slippery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Uneven Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>