



Josephine County, Oregon

Human Resources Office

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

POSITION DESCRIPTION

Job Title: Human Resources Specialist
Department: Human Resources
FLSA Status: Non-Exempt
Job Code: 3723
WC Code: 8810
Effective Date: November 1, 2000
Last Revised: October 31, 2012
Pay Grade: NU12
Union: Non-Union (Confidential)

SUMMARY

An employee in this classification performs human resources and risk management related duties of a detailed and complex nature. Provides assistance to departments and employees to comply with and support the County's Human Resources program. Work is performed under the supervision of the Human Resources Director who reviews work primarily on the basis of accuracy, thoroughness, results attained, and compliance with County policies, collective bargaining agreements, personnel rules, and State and Federal laws.

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. Assists departments, employees and the public with inquiries regarding County policies, procedures, programs, and other information pertaining to County human resources functions.
2. Provides assistance and appropriate forms to employees on County benefit programs, including medical, vision, dental, prescription, deferred compensation, employee assistance, Family Leave, and long term disability.
3. Maintains employee information and enters data into HRIS/employee database system(s). Organizes, files & catalogs material; maintains all employee personnel files to include filing appropriate documents.
4. Conducts new hire orientations and exit interviews with terminating employees as assigned. Provides benefits enrollment and continuance notifications when required.
5. Prepares correspondence, forms and reports as necessary.
6. Maintains office calendar/schedule, processes mail, prepares general service and supply invoices for authorization and payment, and purchases office supplies.
7. Assists in gathering data/statistical information for wage surveys, classification development, salary comparisons, union negotiations and benefit comparisons as assigned. Prepares reports, narrative summaries, and other related documentation in order to display and present information as necessary.

8. Assist in employee recruiting, screening, selection and hiring processes. Processes employment applications to include accepting applications, removing confidential data, forwarding applications to departments, tracking EEO data for each vacancy, maintaining signed Authorizations for use in pre-employment checks (such as background, criminal, credit, etc). Documents applicant eligibility for Veterans' Preference points and tracks screening/selection processes for compliance.
9. Tracks and processes status changes to include benefits enrollment entries or changes, address and name changes, adding and deleting dependents, step increase, and other changes.
10. Serves as the County Risk Management Coordinator. Completes assignments with consult and direction from the CFO as necessary on general liability/auto/professional liability matters.
11. Coordinates the County Risk Assessment Committee; schedules meetings, prepares agenda and minutes; follows up on action items as required.
12. Processes and tracks incident/accident reports and workers' compensation forms as assigned.
13. Receives and submits claims to insurer, investigates claims as necessary, processes supplemental claims information, ensures documentation is forwarded to appropriate parties in a timely manner.
14. Participates in internal audits and quality improvement projects related to reducing overall risk and liability to the County.
15. Maintains OSHA and safety compliance, including providing all administrative support necessary to ensure required Emergency Action Plans, MSDS, Hazard Communication, etc for each department are maintained by Human Resources. Participates as an active member of County Safety Committee, and performs all administrative support functions for the committee. Coordinates accident investigation review processes and tracks corrective actions.
16. Coordinates County-wide training plan, including developing annual calendar, distributing curriculum announcements, providing information and training regarding access to programs, tracking and monitoring attendance as necessary.
17. Maintains Human Resources section of County Intranet and Internet; ensures updated forms are available and working properly.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS

Incumbents must possess strong oral and written communication skills. Basic knowledge of maintenance of confidential materials, employment laws, and human resources legal compliance issues is essential. Requires considerable knowledge of general office management practices and software applications.

EDUCATION and EXPERIENCE

Associates degree and four (4) to six (6) years related experience; or any satisfactory combination of experience and training. Some risk management experience required.

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

Ability to communicate effectively both verbally and in writing; establish and maintain effective working relationships with other employees, benefit providers and the public; read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; and communicate effectively.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITIES

Ability to exercise initiative and judgment in completing tasks and responsibilities; solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES

Skill in the operation of standard office equipment.

CERTIFICATES, LICENSES, REGISTRATIONS

None

BACKGROUND INVESTIGATION

Those employed in this position will be 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

PHYSICAL REQUIREMENTS

The physical requirements outlined 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 checked="" type="checkbox"/>	<input 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	# of pounds = 30			
<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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Operation of motor vehicle	<input checked="" type="checkbox"/>	<input 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"/>