

<b>ORGANIZATION:</b>	City of Sherwood	<b>DATE:</b>	2013
<b>LOCATION:</b>	Sherwood, Oregon		
<b>DEPARTMENT:</b>	Administration		
<b>FLSA STATUS:</b>	Exempt		
<b>JOB TITLE:</b>	Human Resources Analyst - confidential – Pay Group C		

**PURPOSE OF POSITION:**

Assists in all of the human resource functions of the City, including; classification, compensation, benefits, recruitment, testing and selection, labor relations, affirmative action, training and organizational development, and employee relations. Assists management with all aspects of risk management, including the City's liability, worker's compensation, and other insurance lines. Provides technical guidance to the managers, supervisors and employees on all human resource issues.

**ESSENTIAL JOB FUNCTIONS:**

Assist in City recruitments including advertisement, creation of accurate applicant assessment and interview materials, application scoring, facilitating interviews, monitoring and auditing all required paperwork throughout the process and assisting management throughout the process.

Conducts orientation with new employees. Prepares employment related paperwork. Design, develop and update information for orientation as necessary.

Prepares annual employee benefit and annual enrollment process for health insurance and flexible spending.

Assists and acts in a confidential capacity to the Assistant/City Manager and staff in the area of collective bargaining and grievance administration.

Works closely with Payroll to verify payroll accruals, sick leave, absences and other necessary records.

Provides information to City employees concerning employee benefits and workers compensation and other policies.

Communicates directly with insurance carriers to resolve questions concerning employee benefits and workers compensation.

Creates and maintains employee information including employee training and personnel records, and city job descriptions. Organizes and maintains all personnel and risk management related files. Provides personnel reports as requested.

Administers the procession of forms in compliance with City policies and State and Federal laws. Provides and administers documents for personnel actions, employee benefits and workers compensation.

Maintain confidential and sensitive information.

Complies and tabulates information for special research projects and maintains statistical data for EEO and Affirmative Action filing.

Schedule and/or provide training on HR related topics or safety techniques. Assist Department Managers to identify staff training needs and provide opportunities for developmental training and performance coaching to employees. Coordinate on-site and off-site training programs.

Participates in composing, distributing, receiving and analyzing salary and benefit surveys. Responds to requests for salary surveys.

Provides risk management in coordination with the Assistant City Manager and City Attorney. Tracks and administers property and liability claims with the City's insurance provider or agent and risk pool. Serves on the City's Safety Committee as assigned.

Organizes and meets with Benefits Review Committee to review benefit options when directed.

Advises employees and managers regarding Human Resources policies and procedures. Assists supervisors with labor relations issues.

Creates various reports, gathers information and assists with Collective Bargaining and documentation as requested.

Composes articles, news releases, correspondence, reports, ordinances, resolutions and other informational material as assigned.

Independently assesses and prioritizes daily workload.

Administers and monitors program/project budgets and assist with preparation and monitoring of department budget.

Represents City at various local, regional and statewide meetings, serves on committees; makes presentation to staff, Council, board and commissions and the public as assigned.

Provides administrative support to the Assistant City Manager.

Provides back-up administrative support to administrative reception position.

Performs a variety of data entry functions including maintaining employee data on the City's HR management system.

Develops safe work habits and contributes to the safety of self, co-workers and the general public.

Maintain cooperative working relationships with City staff, other organizations and the general public.

Performs other duties as required.

**JOB QUALIFICATION REQUIREMENTS:**

**MANDATORY REQUIREMENTS:** Broad knowledge of laws, regulations and practices involved with general human resources field, in particular employee relations, compensation, and employment principles and methods. Knowledge of word processing and spreadsheet software. Graduation from an accredited college or university with a Bachelor's Degree in business administration, public administration or related field, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties may substitute for the above.

**SPECIAL REQUIREMENTS/LICENSES:** Valid Oregon Drivers License or ability to obtain within six months. .

**DESIRABLE REQUIREMENTS:** Previous experience in a municipal human resources environment. SPHR Certification; IPMA-HR CP

**PHYSICAL DEMANDS OF POSITION:**

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 5 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 10 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

**WORKING CONDITIONS:**

Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.

**SUPERVISORY RESPONSIBILITIES:**

This position is not normally a supervision position. May supervise occasional or temporary employees.

**SUPERVISION RECEIVED:**

Works under the direction of the Assistant City Manager.