



# JOB ANNOUNCEMENT 2015-023

## Human Resources Analyst Administration Department

40 hours per week / Exempt

**SALARY:** \$28.71 - \$36.75 Plus 6% City paid PERS

**OPENS:** August 24th, 2015

**CLOSES:** September 21<sup>st</sup>, 2015 at 5:00 pm

**APPLY TO:** Human Resources – City of Sherwood  
22560 SW Pine St.  
Sherwood, OR 97140  
(503) 625-4234 - Fax (503) 625-5524  
humanresources@sherwoodoregon.gov

### **SUMMARY AND REQUIREMENTS**

This 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. This position also assists management with all aspects of risk management, including the City's liability, worker's compensation, and other insurance lines. This position is required to maintain confidential and sensitive information. Broad knowledge of laws, regulations and practices involved with general human resources field, in particular employee relations, compensation, and employment principles and methods. 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 duties may substitute for the above.

### **APPLICATION MATERIALS**

Application materials must be completed and received by the Human Resource Department before the closing date. Electronic copies are accepted with a signature.

### **SELECTION PROCESS**

A **city application, cover letter, and resume**, will be used to select the top candidates. Those selected for further consideration will be invited to a verbal interview.

### **NOTIFICATION**

Due to staffing limitations and the large number of applications we receive, we are unable to confirm receipt of specific applications or notify individuals of the status of their application. Applicants that were not selected will be notified by phone or mail once the position has been filled.

### **EQUAL OPPORTUNITY EMPLOYER**

We are an Equal Opportunity Employer dedicated to a policy of non-discrimination in employment on the basis of race, color, religion, sex, national origin, age, or physical disability. The City of Sherwood provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the Human Resource Department at (503) 625-4234.