



## City of Lake Oswego, Oregon

### Job Description

#### HUMAN RESOURCE SPECIALIST

**FLSA Status: Non-exempt**

**Union Representation: Non-represented**

**Salary Grade: 523**

**Job Code: 5027**

#### Summary

Under general supervision positions in this class perform a wide variety of human resource activities. The incumbent plans, organizes and manages human resource functional activities related recruitment activities including providing customer service for job applicants, employees and citizens in person and by telephone. In addition, persons in this class provide technical, analytical and administrative support to the Human Resource Director. The Human Resource Analyst is classified as a confidential employee.<sup>1</sup>

#### Essential Duties and Responsibilities

*The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:*

1. Provide Human Resources related information to the public and employees. Explains recruitment process to job applicants. Coordinate candidate communication and interviews.
2. Assist Human Resources staff with administrative support and clerical duties. Provide reception duties for Human Resources Department.
3. Process a variety of invoices, applications and purchase orders. Track accounts payable payments and balances.
4. Assist Human Resources Analyst with internal Human Resources databases by entering revised information. Ensure applicant information is entered into database in coordinator with Human Resources Analyst. Review and process personnel actions including performance appraisals and disciplinary actions. Provide standard reports.
5. Participate in department operational processes including procedure development and implementation.
6. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution. Focus on producing high quality results.
7. Represented the City to the public in operational functions as required. Advance and protect the interests of the City and its citizens in all matters.

---

<sup>1</sup> "Confidential employee" means one who assists and acts in a confidential capacity to a person who formulates, determines and effectuates management policies in the area of collective bargaining. ORS 243.650

8. Develop safe work habits and contribute to the safety of self, co-workers and the general Public.
9. Develop and maintain filing systems that are orderly, logical and ensure easy retrieval by other staff.
10. Maintain Human Resources Department website by keeping information up-to-date through regular review and updates.
11. Coordinate recruitment activities, post jobs, receive and process applications, schedule interviews, follow up with recruitments are completed.
12. Develop and publish employee newsletter.
13. Coordinate insurance enrollments with Human Resources Analyst.
14. Performs other duties of a similar nature or level.

## **Minimum Qualifications**

### **Knowledge of:**

- Practices and principles of human resources management.
- Laws and regulations governing human resources management.
- Practices and principles of public/business administration and decision-making.
- Basic knowledge of strategic planning methods with an emphasis on services related to human resources management.
- Basic knowledge of public purchasing and contracting laws and regulations.
- Basic arithmetic and mathematics principles.
- English grammar, spelling and usage.
- Personal computers and related software applications.

### **Skills and Abilities to:**

- Participate on a team focused on producing high quality results.
- Establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- Participate on a team in a team environment to focus on producing high quality results.
- Use a keyboard and word processing, spreadsheet programs or other application software as required for position.
- Write and publish high quality recruitment materials.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

### **Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is to be a high school graduate or possess a certificate of equivalency upon appointment and have three years experience in a human resources environment; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### **Licensing and Other Requirements:**

Positions in this classification require the ability to possess and maintain a valid driver's license and ability to meet the City's driving standards.

### **Physical and Mental Demands**

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Sedentary Work: Exerting up to 10 pounds of

force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

---

**Department Director**

**Date**

---

**Human Resources Director**

**Date**

---

**Employee**

**Date**

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*