



BAKER CITY, OREGON

P.O. Box 650, Baker City, OR 97814-0650

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www.bakercity.com

Classification

Non-Union/Confidential

FLSA Status:

Non-Exempt

Department/Reports to

Administration/City Manager

Pay Range

Base-Step 4

HUMAN RESOURCE MANAGER

JOB DESCRIPTION

Summary/Objective

Performs a variety of complex administrative, technical and professional work in administering the personnel systems of the organization, including job analysis, classification, compensation, recruitment, examination, selection, labor relations, and training.

Essential Functions

1. Organizes and administers the recruitment process for all city departments. The recruitment process includes:
 - a. Preparing and updating job descriptions in conjunction with department heads;
 - b. Writing and placing recruitment advertisements;
 - c. Responding to applicant inquiries;
 - d. Screening applications for accuracy;
 - e. Preparing interview schedules and packets;
 - f. Coordinating interviews and organizing assessment centers with the appropriate department;
 - g. Completing reference checking as requested;
 - h. Maintaining recruitment files and archiving according to Oregon archive laws; and
 - i. Completing the new hiring process including completing backgrounds, conditional offer letters and employee orientation.
2. Administers employee health benefit programs.
3. Maintain confidential employee files in accordance with Oregon public records laws.

4. Assists management with contract negotiations as necessary.
5. Tracks employee hours to meet FMLA, OFLA, and PLO requirements.
6. Administers Employee Safety and Wellness Programs working with the Safety Committee to provide necessary training and information to all departments oversees Workers' Compensation program.
7. Administers and assists management staff and employee counseling.
8. Assists Management Staff with employee reviews and disciplinary actions.
9. Prepares necessary payroll information, such as Personnel Actions, vacation, and compensatory time pay-outs, and projected salaries for budgeting purposes.
10. Administers evaluation program.

Other Identified Task Statements/Duties

1. Operates a vehicle to run errands.
2. May serve when needed as a member of a task force or committee composed of city, county, state, or private groups; may serve as a member of various staff committees as assigned; may attend professional development workshops and conferences to keep abreast of trends of personnel management functions.
3. Assist with city website administration.
4. Other duties as assigned.

Knowledge, Skills, and Abilities:

The following knowledge, skills, and abilities must be possessed or individual must be able to explain and demonstrate that s/he can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of knowledge, skills, and abilities.

KNOWLEDGE:

Knowledge of:

- Computers and electronic data processing;
- Office practices and procedures;
- Business English, grammar, spelling, punctuation, and composition;
- Public relations techniques and effective public service policies;
- Personnel administration policies and procedures, including supervision, training, evaluation, discipline techniques, selection process requirements, salaries and benefits;
- Equal Employment Opportunity/Americans with Disabilities Act regulations and policies.

SKILLS:

- Typing 60 wpm -net
- Operation of calculator, personal computer
- Operation of copying equipment
- Operation of FAX machine, telephone

ABILITIES:

- Derive pertinent information from public, co-workers, and records;
- Learn departmental policies and procedures;
- Learn departmental record and filing system;
- Understand and follow oral and written instructions;
- Make decisions independently in accordance with established policy;
- Perform new and recurring tasks with little supervision;
- Work cooperatively and harmoniously with public, co-workers and supervisors;
- Work under pressure and handle stressful situations;
- Learn departmental budget and payroll classification system;
- Handle verbal abuse and abusive language;
- Organize and plan own work schedule to meet work flow demands in timely and efficient manner;
- Maintain confidentiality regarding organizational and departmental records and information;
- Effectively communicate and cooperate verbally and in writing, with public, outside agencies, and staff;
- Learn and function within the following programs: Microsoft Teams, SharePoint, Microsoft Office products, Caselle financial management software, and other IT systems as implemented by Baker City.
- Demonstrate well developed personal qualities of persuasion, patience, perseverance, thoroughness, firmness, flexibility, understanding, and independent decision making;
- Perform essential functions of this position with or without accommodation.

Supervisory Responsibility:

There are no supervisory responsibilities with this position.

Supervision Received:

Works under the general supervision of the City Manager who assigns non-routine tasks and reviews work for conformance to departmental policies and procedures through observation of work methods and complete tasks.

Tools and Equipment Used:

Personal computer, including word processing, database software, spreadsheets, 10-key calculator; phone, copy machine, fax machine, motor vehicle (with a valid driver's license).

Work Environment:

Work performed primarily in an office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet; standard office atmosphere; will be required to work some overtime.

Physical Demands:

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.

The work is performed mostly in an office setting. While performing the duties of this job, the employee is frequently required to sit and talk, walk or hear, use hands to handle or feel, The employee must occasionally lift and/or move up to 15 pounds; kneel, bend, stand, push, and pull, and drive a motor vehicle. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces to office equipment.

Position Type/Expected Hours of Work:

This is a full-time position. Days and hours of work are Monday through Thursday, 7:00 a.m. to 5:00 p.m., and Friday, 7:00 a.m. to 11:00 a.m., 40 hours per work; may be required to work overtime, particularly for Council meetings.

Travel:

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

Minimum Qualifications:

Pass typing test at 60 wpm net; proficient in Windows; Microsoft Office programs; three years' experience in office work; training in clerical and office practices and personal computers.

Preferred Education and Experience:

Experience in personnel administration is preferred; Bachelor's Degree in Business/Public Administration preferred; or any equivalent combination of related education and experience which demonstrates provisions of knowledge, skills, and abilities listed above.

Additional Eligibility Qualifications:

1. Must possess or be able to obtain a valid and appropriate state driver's license prior to employment.

Other Duties:

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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.

EEO Statement: *Baker City is an equal opportunity employer, and as such, we consider individuals for employment according to their abilities and performance. Employment decisions are made without regard to age, disability, race, color, national origin, religion, sex, gender, sexual orientation, veteran status, military status, association with members of a protected class, marital status, injured worker status, union participation, non-supervisory family relationships, or any other protected class or work relationship. All employment requirements mandated by State and Federal laws and regulations are observed.*

City Manager _____

HR _____

By signing below, I understand the requirements, essential functions and duties of this position.

Employee: _____ Date _____

Adopted: 2021

Revision date: 11/2023