



City of Klamath Falls

Position Description

Position: Human Resources Supervisor	Group: Non-represented
Department/Div.: Administration/Human Resources	FLSA: Exempt
Reports to/Evaluated by: City Attorney	Salary Grade: 123

Summary

Responsible to lead day to day activities in the Human Resources Division, coordinates, plans, and performs human resources services in the areas of personnel status transactions, recruitment, training and process facilitating, employee communications, labor and employee relations, HRIS, and state and local reporting. Coordinates human resources activities with other divisions, administration, and employee associations. Acts as primary point of contact for the division. Assigns work and acts as resource for other Human Resources staff. Provides information and feedback to the City Attorney, management and employees.

Distinguishing Career Features

The Human Resources Supervisor represents a senior level contributor and team leader within a technical and professional career path. Advancement to this position is based on need, qualifications, and the ability to lead one or more programs that have City-wide span of control, such as in recruitment, records and status changes, classification and compensation, employee relations, and contractual matters.

Essential Duties and Responsibilities

The Human Resources Supervisor is capable of performing and overseeing the following, however, will usually concentrate in selected areas a portion depending on volume and the City’s needs:

- Primary supervisor for day to day operations within the Human Resources Division.
- Serves as a subject/team leader and mentor for others on the most current trends governing employment in represented and non-represented employee groups. Researches, applies, and interprets the most current policies and upcoming legislation governing municipal personnel.
- Administers the City’s online application system. Sets up, implements, and communicates procedures for proposing new jobs and filling those already approved.
- Provides support to and participates in collective bargaining activities. Conducts research of employment trends, legislative actions, and other information that may influence negotiations.

- Prepares materials and announcements for formal proceedings such as negotiations. Contacts departments for supporting documentation and distributes according to time rules. Attends and records proceedings. Receives and records documents into archives.
- Consults with administrators and staff in group and individual settings. Provides up-to-date information on hiring requirements, eligibility lists, and to facilitate recruitment activities.
- Conducts site visits to the locations and departments served. Facilitates periodic meetings with staff. Conveys new programs, policies, procedures, and services of the department. Facilitates processes for brainstorming, solving problems, and in-services.
- Receives, verifies, and follows up on recruiting/staffing requests by initiating internal and external recruiting activities. Posts and advertises job announcements.
- Provides employment and general information about the City to prospective job applicants. Responds by letter to inquiries of persons interested in employment, compiling and forwarding special request information (e.g., schedules, maps, catalogs, etc.) as requested.
- Plans special and targeted recruitment processes to locate and attract specific subject skills or demographics.
- Sets up job candidate testing, prescreen, and interview panels. Prepares panel packets that include candidate information and interview questions. Selects and recommends test content. Ensures that eligibility lists for jobs are up to date.
- Analyzes applicant prescreening results and makes initial determination of qualifications and suitability for employment within City requirements and stated qualifications. Refers complex or sensitive outcomes to the City Leadership.
- Coordinates and prepares a variety of reports for administration, state and federal agencies, requiring integrating payroll, human resources, financial, job control, and other information. Coordinates with accounting staff on matters affecting payroll or benefits.
- Oversees, develops, and maintains a time and cost-effective system for personnel records including control and storage of documents and files, conversion of files to support computer-aided retrieval, and day-to-day record maintenance.
- Sets up computerized employee files that include determination of pay and benefit levels. Transmits information to payroll for processing.
- Assigns, composes, and prepares reports on personnel status changes for the City.
- Assigns and/or composes letters to employees on a variety of status topics such as, but not limited to personnel status, certifications, and requirements such as occupational health and safety requirements.
- Conducts and/or facilitates new employee orientations. Oversees and assembles new employee information and forms.
- Ensures that all classified and/or certificated personnel files are up-to-date and complete.

- Oversees and prepares employee communications, correspondence, and reports for seniority lists, reappointments, contracts, and other notifications.
- Compiles information and reports for federal, state, local and private agencies.
- Prepares and tracks division budget, verifying balances to match expenditures. Initiates requisitions and purchases for materials and supplies.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires specialized knowledge of the principles, practices, and procedures associated with human resources management or related public service. Requires an expert knowledge of common provisions of employee benefit plans. Requires in depth knowledge of personnel policies, rules and regulations. Requires demonstrated skills at accessing relational databases, verifying numerical and demographic information, and entering information onto established data entry screens. Requires in depth knowledge of the provisions in labor contracts and interpreting contractual language. Requires well-developed knowledge of English language, punctuation, syntax, and grammar to prepare professional correspondence. Requires sufficient math skills to perform standard business math calculations. Requires well-developed human relation skills to convey technical concepts to others, to deal with sensitive and confidential information, to give instructions and training, and to facilitate discussions in individual and small group settings.

- **Abilities**

Requires the ability to carry out the objectives and duties of the position. Must be able to analyze problems, prepare reports, and develop recommendations on personnel actions that are fair and in the best interest of the City. Requires the ability to perform research and analysis. Requires the ability to learn, apply, and interpret City policies, procedures, and rules pertaining to human resources. Must be able to interpret and apply code and proposed legislation governing credentials and personnel practices. Must be able to gather and analyze data and develop conclusions and recommendations. Requires the ability to plan, organize, and prioritize work processes in a high-volume environment in order to meet schedules and timelines. Requires the ability to train others and facilitate small group processes. Requires the ability to communicate technical information and to interact with a wide variety of groups and individuals inside and outside the organization.

- **Physical Abilities**

The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit for extended periods of time, to utilize microcomputers and peripheral equipment, accomplish other desktop work, and to move to various campus locations. Requires the ability to use near vision to read printed materials. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials from overhead, waist, and ground level files. Requires manual and finger dexterity to write, use a computer and keyboard at an acceptable rate and operate office equipment.

- **Education and Experience**

The position requires a bachelor's degree in business, human resources, psychology, or related discipline and a minimum of five years of experience in a progressively responsible human resources function or an associate's degree and a minimum of eight years of experience; two of which must involve leadership over human resources. Public sector experience is preferred.

- **Licenses and Certificates**

Requires a human resources certification of SHRM-CP or SHRM-SCP or equivalent human resources certification. Additionally, progressively responsible human resources experience may substitute for some higher education.

Possession of or ability to obtain within 30 days of hire a valid Oregon driver's license.

- **Working Conditions**

Work is performed indoors in an office environment with minimal health and safety considerations.

- **Pre-employment**

Job offers for this position are contingent on the individual passing a pre-employment drug screen and a criminal background.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.