



**UMATILLA COUNTY  
POSITION DESCRIPTION**



**Department:** *Human Resources*  
**Position Title:** *HR Specialist*

**Employee Name:** \_\_\_\_\_

**Effective Date:** \_\_\_\_\_

**Job Series:** \_\_\_\_\_ **Salary Range:** **R20**  
**Union Covered:** **No** **BOLI Exempt:** **No**

**GENERAL DESCRIPTION OF POSITION**

Umatilla County emphasizes an employee-oriented and citizen-centric culture, focused on top quality, professional growth and improvement.. This position will provide high level customer service and will focus on relationship building and service both internally and externally. Responsible for the County’s hiring and recruitment process, which includes on-boarding new employees. Positive, highly professional, and an enthusiastic attitude is a must. Models policy compliance. Ability to create visually appealing, creative documents as electronic media to use in recruitment, branding, training and in presentations.

**SUPERVISORY RELATIONSHIPS**

Works under the direct supervision and provides administrative support to the Director of Human Resources. Receive leadership and task assignments from the Pay and Benefits Administrator, with work being reviewed according to high quality standards and completion by deadlines, primarily on the basis of results obtained. Incumbents are expected to carry assignments through to completion with only unusual or especially complicated tasks reviewed in detail.

**PRINCIPAL DUTIES OF POSITION**

1. Demonstrated computer skills that show independent use/ability with word, excel, adobe, publisher, internet, power point and graphic software. (EE)
2. Responsible for the accuracy, policy compliance and tracking of personnel action items related to Human Resources functions. (EE)
3. Implements and maintains accurate record keeping for all Human Resources functions, including but not limited to departmental correspondence, personnel, and human resources files. Retains records in accordance to OARs. (EE)
4. Validates open positions. Prepares, posts, advertises, and distributes all County position announcements. Logs and screens all applications and resumes. Schedules interviews, oversees preparation of interview questions and other hiring/selection materials. Assists with the interview process, attending and conducting interviews with managers as directed. Where applicable, completes criminal background check, reference checks, and makes all verbal and written offers of employment for County positions. (EE)

5. Prepares and maintains new employee packets for employees at orientation. Provides information to the new employee regarding the begin dates for benefits, as well as information on voluntary deductions available. Conducts new employee orientation. (EE)
6. Administers the County performance evaluation and probation completion tracking process. (EE)
7. Completes all verifications of employment as well as compensation surveys for other agencies as directed.
8. Coordinates with Pay and Benefits Administrator to facilitate the Worker's Compensation (WC) program for the County. Including processing documents, incident reports, WC Forms 801, early return to work program and utilizing all available resources to capture any available funds. Insures OSHA record compliance. (EE)
9. Participates on the Safety Committee and Wellness Committee as a resource person. Provides WC information to the Safety Committee.
10. Models policy compliance (recruitment, union agreements, County personnel policies, and legal regulations). (EE)
11. Must maintain the highest level of confidentiality of all information, conversations, and meetings. (EE)
12. Ability to independently research assigned problems, organize material from various sources into a format of useful and professional design suitable for senior management presentation; understand and execute complex oral or written instructions; express ideas and convey information effectively orally and in writing; handle complaints and problems courteously; deal effectively with frequent interruptions and several situations at one time; work efficiently and effectively under close time lines; maintain effective working relationships with the public and other employees; establish priorities and organize own workload. (EE)
13. Responsible for answering or researching employee, manager and public questions in regard to Human Resources functions. (EE)
14. Provides administrative support and maintains the official record for labor negotiations, arbitration, and grievance matters. Transcribe, copy, and produce minutes as necessary. (EE)
15. Prepares required reports for EEOC, LGPI, etc. (EE)
16. Maintains website and social media accounts as necessary. (EE)
17. Reviews interview questions for compliance with the law. (EE)
18. Assists in the maintenance, assignment and tracking of the County's professional development/training records.
19. Assists the Pay and Benefits Administrator, as necessary, in various related tasks to insure the timely completion of payroll. (EE)
20. Ensure compliance, employee communication, and tracking of the County's OFLA/FMLA process as assigned by the Pay and Benefits Administrator. (EE)
21. Manages the County drug testing program. (EE)
22. Must maintain good attendance and adhere to working hours. (EE)

## **OTHER DUTIES OF POSITION**

1. Assists with special projects, assignments, tasks, etc. as directed by Director or Pay & Benefits Administrator.
2. Responsible for creation and distribution of the UC Express County Employee Newsletter on a quarterly basis.
3. Other duties as assigned.

## **REQUIREMENTS FOR POSITION**

- High School Diploma/GED.
- Three years high level administrative office experience or any combination of education and experience.
- Prior experience in a customer service, marketing, Human Resources and/or public employment position desired.
- Knowledge in Human Resource related OARs, Federal and State employment laws and regulations, including FMLA, OFLA, ADA, EEOC, and PERS desirable.
- Must be able to be adaptable, to multi-task, to learn rapidly and to be a self-starter.
- Ability to work independently, use discretion, and maintain confidential information.
- Ability to apply good decision making and problem solving skills.
- Must demonstrate excellent customer service skills and willingness to help others.
- Extensive knowledge and ability to operate: computers, scanners, copy machines, and software specifically, Word, Publisher, Power Point, Graphic Software, Canva, Adobe, and Excel.
- Ability to quickly learn applicant-tracking, hiring and time-keeping software.
- Requires marketing creativity and use of social media as a tool for recruitment and advertising County positions.
- Must be able to create and maintain detailed filing systems both electronically and hardcopy.
- Requires the ability to carry out all aspects of the position, with limited supervision.
- Requires the ability to learn and interpret policies, procedures, techniques, and rules governing human resources management at the County.
- Requires the ability to achieve harmony and cooperation in communication with others.

## **SPECIAL QUALIFICATIONS**

### **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 job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **TOOLS AND EQUIPMENT USED**

Computer, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, scanner, copy machine, fax machine and postage machine.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in an office environment; the employee rarely works in outside weather conditions. The noise level in the work environment is usually quiet.

**This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.**

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

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Employee's Signature/Date