



**Administrative Services  
Human Resources Generalist**

**Recruitment Announcement**

Title: Human Resources Generalist
Salary Range: \$4,501 - \$6,135 per month
Division/Work Group: Administrative Services / Human Resources
Reports to: Human Resources Manager
FLSA Status: Exempt, not eligible for overtime
Representation: Not represented by a union
Position Location: Park Place Building, 859 Willamette Street, Eugene, OR, or other locations as needed
Deadline: Wednesday, August 18, 2021, at 4:00pm

**How to Apply and Position Purpose**

LCOG currently has an opening for a Human Resources Generalist. This is a management/confidential, non-unionized position.

Interested parties should submit (1) an Official LCOG Application, (2) a cover letter, and (3) a resume to the attention of: Joshua Burstein, Human Resources Manager, Lane Council of Governments, 859 Willamette Street, Suite 500, Eugene OR, 97401, by fax to (541) 682-4099, or by email to [jobs@lco.org](mailto:jobs@lco.org). Deadline for application to be received is Wednesday, August 18, 2021, at 4:00pm.

You may obtain an Official LCOG Application by going to [www.lco.org](http://www.lco.org) and following the links to Human Resources.

**Position Purpose:** This position will be responsible for a wide variety of Human Resources functions to support the Department and the agency.

**Note:** Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related, or a logical assignment to the position.

**Position Essential Functions**

This position will be responsible for a wide variety of Human Resources functions to support the Department and the agency.

*General Human Resources:*

Assists Human Resources Manager and Human Resources Senior with various projects involving personnel practices, policies, safety, new employee orientations and onboarding, Benefits, State Background Check process, employee relations issues, investigations, FMLA/OFLA, Workers' Compensation, leave issues, risk management, position descriptions, performance evaluation systems, employee files, collective bargaining needs, salary surveys, classification and compensation issues, wage and hour, payroll/fiscal-crossover matters, and others, as needed.

Duties include researching information; tracking data; preparing documents, reports, forms, files, and other materials; presenting information; answering questions; and other responsibilities.

*Recruiting:*

Runs recruitment process for job openings, including preparing, writing, and editing job announcements, postings, and advertising copy; gathering materials; creating packets; arranging interviews; responding to inquiries; and other duties.

Works with managers to assess general and specific recruitment needs.

Develops and implements improvements to recruiting and selection process, involving technology, diversity, advertising, job fairs, and other areas.

*Local Government Personnel Services:*

Serves as main point of contact for LCOG's Local Government Personnel Services Program. This includes:

- Responding to technical assistance calls and inquiries from LPGS members and others
- Referring the inquiry to the appropriate resource (including self, other Human Resources or LGPS employees or outside consultants, etc.)
- Conducting on-line background checks
- Facilitating performance reviews for high-level individuals

*Other:*

Represents Human Resources Department at meetings or on committees.

Performs other duties as assigned.

### **Other Duties of Position / Other Knowledge, Skills, and Abilities**

Commitment to working effectively with people from diverse backgrounds, in support of an inclusive and respectful environment.

Must be able to exercise an extremely high level of confidentiality and ethics due to the sensitive nature of the information to which this position is privy on a regular basis.

Excellent communication and inter-personal skills.

Detail-oriented, strong customer service sensibilities, and collaborative.

Ability to multi-task and meet deadlines with multiple interruptions.

Ability to think creatively and adapt to a changing environment.

Organized and able to manage time wisely.

Ability to establish and maintain effective working relationships.

Ability to work independently and as a member of a team.

Ability to manage large scale projects on short notice.

Ability to collect, compile, analyze, and present quantitative and qualitative data.

### **Minimum Qualifications**

Familiarity with the knowledge, principles, practices, and functions of Human Resources.

Bachelor's degree in Human Resources or a related field and two years of Human Resources experience, or any combination of education and experience that provides the knowledge, skills, and abilities required to perform the job.

Passing a background check is required for this position.