



## POSITION DESCRIPTION

### Administrative Services Human Resources Principal

Human Resources Principal
EMPLOYEE NAME: <hr/>
Position Title: Human Resources Principal
Classification/Salary Range: Human Resources Principal / GSAM Range 28
Division/Program: Administrative Services / Human Resources Department
Reports to: Human Resources Manager
FLSA Status: Non-Exempt, Overtime-eligible
Representation: Not represented by a union
Position Location: Park Place Building, 859 Willamette Street, Eugene, OR, or other locations as needed
Position Purpose
<p>Position Purpose: Assists in comprehensive human resources projects for, and serves as primary back-up to, the Human Resources Manager. Leads the new employee onboarding processes. Manages all employee benefit plans, including developing, designing, and facilitating benefits administration for the agency. Manages FMLA/OFLA claims, Workers' Compensation, and related matters. Works closely in fiscal/payroll system and with fiscal/payroll staff as related to benefits and human resources issues.</p> <p><b>Note:</b> 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. The job description does not constitute an employment agreement between the employer and employee.</p>
Position Essential Functions
Assists Human Resources Manager with projects including personnel practices, policies, safety, employee relations issues, and others, as needed.

Assists Human Resources Manager by helping develop, implement, support, and review Human Resources Department initiatives, policies, and procedures.

Serves as main Qualified Entity Designee as per State Background Check Unit regulations for new and continuing employees.

Serves as primary HR contact for employee onboarding development and evaluation of onboarding processes.

Manages New Employee Orientations and related onboarding matters, and the benefits portion of Exit Interviews, with employees to ensure proper transitions. Creates correspondence and assists with other matters related to hiring and transitions.

Inputs new employees into the HR section of the fiscal/payroll system, including entering personal data, position, wage, GL accounts, allocations, and benefits deductions.

Leads process for Temporary Employee Agreements.

Works closely with Fiscal staff and in fiscal/payroll system on benefits-related financial matters, payroll-related issues, and HR-related areas.

Manages LCOG's employee benefits program, including medical, dental, vision insurance, life, accident and disability, retirement plans, PERS, sick and vacation, health reimbursement arrangement accounts, flexible spending accounts, COBRA, and commuter benefits. Staffs LCOG's Health Insurance Advisory Committee, with other HR employees, to ensure LCOG benefits programs are competitive and cost-effective by analyzing current benefits and presenting recommendations for changes and enhancements to benefits offerings.

Works with insurance brokers, Third Party Administrators (TPA's), and plan carriers on matters related to plan design, plan administration, compliance, and employee issues.

Reviews all monthly benefit vendor invoices to ensure accurate benefits and premiums. Calculates premiums per division and applies proper coding.

Manages all employee FMLA/OFLA claims. Educates employees and managers regarding the leave process and works with Payroll to ensure proper payment of leave benefits. Communicates with HR and managers on status of leave and return to work process. Accurately tracks leave time and works closely with managers on related issues.

Manages all employee Paid Leave Oregon claims.

Manages Workers' Compensation program and Incident/Accident process.

Serves with HR Manager on Ergonomics Committee. Serves as main HR contact for Committee.

Manages Wellness program.

Ensures agency compliance with regulatory filings and updates, notices, mandates, and plan audits.

Ensures agency compliance with all required OSHA regulations and completes required OSHA reporting.

Ensures agency compliance with all required ACA regulations and completes required ACA reporting.

Ensures agency compliance with FSA and HRA non-discrimination testing.

Consults with managers and employees on matters pertaining to the benefits program.

Provides individual assistance to employees on benefits matters and develops educational programs for employees on the range of available benefits.

Plans, coordinates, and manages the annual Open Enrollment process.

Gathers and analyzes information on the agency's benefits programs and national and regional trends and makes recommendations for program design changes.

Develops, analyzes, and participates in benefit surveys. Prepares reports, charts, tables, and other information in order to provide LCOG management with data to aid in decision making and planning.

Serves as liaison between LCOG and employee benefit consultants, insurance carriers, health care providers, employees, and their families.

Creates, monitors, and modifies systems to support Benefits and HR functions, including updating files and benefit forms changes.

Makes sure benefits information and policies are kept current, and project plans to improve employees' understanding of benefit offerings.

Performs other related duties or special assignments as assigned.

Acts as back-up for the Human Resources Manager, including involving issues such as policy and CBA interpretation, employee relations, and Paid Administrative Leave

### **Other Duties of Position**

Decisions regarding the correct application of federal and state mandated leaves and of other laws and regulations regarding benefits-related matters, use of donated leave, problem-solving and decision-making concerning insurance claims with external partners.

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

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

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

A background check is required for this position.

### **Minimum Qualifications**

Bachelor's degree and three years of experience working in human resources, regulatory settings, or other related areas, or any combination of education and

experience that provides the knowledge, skills, and abilities required to perform the job. Knowledge of benefits, human resources, and fiscal/payroll areas.

**Signatures**

Employee signature and  
date\_\_\_\_\_

Manager signature and  
date\_\_\_\_\_

Human Resources signature and  
date\_\_\_\_\_