



POSITION DESCRIPTION

Government Services Local Government Personnel Services (LGPS) Program Manager

Local Government Personnel Services (LGPS) Program Manager
EMPLOYEE NAME: <hr/>
Position Title: Local Government Personnel Services (LGPS) Program Manager
Classification/Salary Range: Program Manager / GSAM Range 31
Division/Program: Government Services / LGPS
Reports to: Government Services Division Director
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
Position Purpose
<p>Position Purpose: This position exists to serve as Program Manager of LCOG's Local Government Personnel Services (LGPS), which is LCOG's human resources consulting program that provides services to member and non-member local government agencies. This position also will include some internal HR responsibilities, including classification/compensation work, recruiting, investigations, and trainings.</p> <p>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. The job description does not constitute an employment agreement between the employer and employee.</p>
Position Essential Functions

Essential Functions and Primary Responsibilities:

LGPS

Serves as Program Manager of LCOG's Local Government Personnel Services (LGPS), with an eye on growth of the program. Oversees LGPS budget.

Maintains and builds relationships with LGPS members, potential members, and clients.

Oversees employees and contractors in support of the mission and in providing services to LGPS members and others.

Oversees technical assistance program that responds to calls and inquiries from LGPS members and others.

Oversees on-line background check process for LGPS members and others.

Conducts or oversees executive recruitments for LGPS members and others.

Oversees job postings for LGPS members and others.

Conducts or oversees performance reviews for high-level individuals for LGPS members and others.

Conducts or oversees compensation and classification surveys for LGPS members and others.

Conducts or oversees investigations for LGPS members and others.

Conducts and oversees trainings.

LCOG - Recruiting

Oversees the recruitment process to assess general and specific recruitment needs, working closely with colleagues who run the logistics of the process, including internal and external job openings; preparing, writing, and editing job

announcements, postings, and advertising copy; gathering materials; creating packets; arranging interviews; responding to inquiries; and other duties.

Identifies and develops recruitment and selection process components.

Oversees the writing and editing of, or writes and edits, job announcement brochures, advertising copy, supplemental questionnaires, and other selection devices and processes.

Recommends and administers a variety of selection devices.

Works closely with other HR personnel and 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.

LCOG - HR consulting (internal and external)

Conducts compensation, classification surveys, and reclassifications for LCOG.

Performs job analyses; determines appropriate job classifications; writes class specifications; conducts salary surveys to determine appropriate compensation; responds to surveys from other employers.

Assists others in management with LCOG's Risk Management and Safety policies, procedures, and actions.

Conducts HR investigations.

Conducts trainings.

Other Duties of Position

Provides back-up support to other positions in the office in case of absence or work overload.

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

Ability to work with numerous interruptions.

Regular and on-time attendance.

Other duties as assigned.

Minimum Qualifications

Bachelor's degree in Human Resources Management or a related field; or five to ten years of related, senior level human resources experience; or any combination of education and experience that provides the occupant with the skills, knowledge, and ability required to perform the job. Certification through the Society for Human Resources Management preferred.

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.

Signatures

Employee signature and
date _____

Manager signature and
date _____

Human Resources signature and
date _____