

Tillamook County Transportation District
JOB DESCRIPTION
Adopted 03/27/2017

Job Title: Human Resources Specialist
Supervised by: General Manager
Status: Full Time Non-Exempt Employee
Pay Range: \$37,440 to \$52,000 Annually
\$18.00 to \$25.00 Hourly

POSITION SUMMARY

The Human Resources Specialist is a confidential position, responsible for a wide range of duties that support the work of the General Manager, Finance Manager and other District staff. The primary responsibilities include performing human resources transactions under the direction of the General Manager. This position also serves as board clerk, provides backup to the Accounting Specialist, and provides general administrative support to District staff. The Human Resources Specialist must demonstrate good judgment, protect and maintain confidential information, meet strict deadlines, and be able to handle confrontational or stressful situations, and work effectively with other employees, the public, government employees, and vendors. The Human Resources Specialist fosters an overall positive atmosphere within the District.

ESSENTIAL FUNCTIONS*

- Provide District staff with human resource support by answering questions about the District's human resources policies, procedures, programs, and benefits.
- Provide timely information, assistance, and appropriate forms to employees on District benefit programs, including medical, vision, dental, prescription, deferred compensation, employee assistance, Family Leave and long term disability.
- Maintain TCTD human resource policies and procedure documents as directed by the General Manager.
- Maintain employee personnel files in compliance with legal requirements.
- Keep employee records up to date by processing Personnel Action Notices and similar employee status information changes in a timely manner.
- Maintain District's official files and records for Union grievances. Monitor grievance timelines to assure District meets all requirements under the collective bargaining agreement.
- Manage hiring process, assuring that all appropriate procedures are followed.
- De-escalate confrontational or stressful situations by exercising good judgment, professionalism, and empathy.
- Serve as clerk to the board of directors, which includes making meeting arrangements, preparing meeting materials, producing minutes and following public meetings laws including meeting all public notice timelines.

ADDITIONAL DUTIES & RESPONSIBILITIES

- Assist with research and project development, and compile reports for board meetings and other needs as directed.
- Prepare resolutions for General Manager to review when directed.
- Serve as administrator for the Budget and Special Transportation Fund Advisory Committees.
- Assist with bi-weekly payroll, accounts receivable and accounts payable when needed.

- Create documents and correspondence using computer and presentation programs.
- Order or purchase routine supplies and equipment.
- Make travel arrangements.
- Plan and coordinate events.
- Perform general office and secretarial duties as needed.
- Other tasks and projects as assigned by the General Manager or Financial Manager.

REQUIRED EDUCATION, KNOWLEDGE, SKILLS, AND EXPERIENCE

- Must have associates degree and at least three (3) years of human resource related experience; or an equivalent combination of experience and training that provides the required knowledge, skills, and abilities.
- Must have intermediate-level knowledge of employment law, labor law, and human resources compliance issues.
- Must be able to maintain a high degree of confidentiality.
- Must demonstrate attention to detail in composing, typing, and proofing materials, establishing priorities, and meeting deadlines.
- Must be able to understand and follow written or oral instructions and proactively seek clarification from General Manager when necessary.
- Must demonstrate a high degree of ethical practice and personal integrity.
- Must have excellent telephone, face-to-face, and written communication skills.
- Must be proficient with computers, including windows based applications, email and on-line research.
- Must type at least 50 words per minute.
- Must possess strong organizational skills.
- Must have experience operating office machines (i.e. copier, fax and scanner)

PHYSICAL REQUIREMENTS

- Work is performed in an office environment.
- Frequent sitting, keyboarding and hearing voice conversations is required.
- Occasional bending, squatting, lifting up to 20 pounds, pushing, reaching and walking is required.

** Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position. Please see the TCTD Personnel Policies & Employee Handbook, Policy 2(C) for additional information.*