



COLUMBIA COUNTY, OREGON
JOB TITLE: HUMAN RESOURCES TECHNICIAN
DATE: OCTOBER 1, 2023

EXEMPT (Y/N):	No	CLASSIFICATION:	CSC
DEPARTMENT:	Human Resources	JOB CODE:	003
SUPERVISOR:	Director, Human Resources	SALARY RANGE:	21
UNION (Y/N):	No	LOCAL:	N/A

GENERAL STATEMENT OF DUTIES: Perform administrative duties to support the Human Resources Department, including office administration, processing of recruitment and employment forms, maintenance of data records in various software applications, special projects and research as assigned, answering telephone, and greeting public, and providing information as requested.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Create job templates, listings, advertisement, and announcements using the applicant tracking software.

Process applicant status notifications, update applicant status, respond to applicant questions, generate tracking reports, and create forms as needed. Prepare civil service report and maintain hiring report for recruitments.

Distribute job announcements on county website, county bulletin boards, recruitment websites, job boards, newspapers, and other locations as required.

Conduct new hire orientation. Prepare and maintain new hire packets. Coordinate orientations with Benefits Administrator.

Prepare agendas and packets for Civil Service Commission. Attend meetings, take, and prepare minutes for distribution.

Maintain and process job description changes; update document files, website, and applicant tracking software.

Enter and maintain data records in training software. Coordinate and distribute training courses for various areas including new hire orientation, safety, and supervisory compliance as requested by the Director. Track training completion in HR system.

Enter and maintain employee data records in HR system.

Enter and maintain data in OSHA tracking log. Prepare annual reports for OSHA compliance and post as required.

Maintain county bulletin boards with current federal, state, local and county postings.

Create and maintain information content for the Human Resources Department on both the internal and external websites.

Track expenses for the department to include recruitment advertising and other departmental expenses. Prepare invoices for payment. Process credit card expenses and code to appropriate departments within financial software. Prepare and process payments for recruitment advertisements.



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Maintain personnel, civil service, benefit contracts, and departmental files both physical and electronic. Create and maintain departmental forms. Maintain document file storage in both physical and electronic form.

Create, print, and maintain employee and volunteer photo badges.

Assist with the annual Service Recognition ceremony by creating invitations, posters or flyers and congratulation cards for recipients. Coordinate with recipients on gift selection and place order for annual employee service awards. Distribute employee anniversary cards.

Create and publish the county employee newsletter. Collaborate with county departments to develop content.

Provide administrative support to the Director as needed. Answer phones and greet public. Process and distribute departmental mail. Monitor and maintain office supplies and equipment. Schedule meetings as requested.

Assist Director with special projects and research as requested. Represent department on various committees as needed.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not a responsibility assigned to this position.

SUPERVISION RECEIVED: Work is performed under the general direction of the Human Resources Director who provides policy, procedure, and administrative direction and reviews performance.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to a high school diploma. Four years' experience providing administrative support in an office environment. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

DESIRABLE QUALIFICATIONS: Prior experience in Human Resources or in the public sector is preferred. Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.

CERTIFICATES, LICENSES, REGISTRATIONS: Should possess a valid driver's license and be insurable under the county's liability policy.



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KNOWLEDGE, SKILL, AND ABILITY: Broad knowledge of office management procedures and practices. General knowledge of human resources issues, laws, regulations, and procedures.

Skill in various human resource related software programs and Microsoft Office products.

Ability to:

- Organize, prioritize, and produce an accurate work product and meet deadlines.
- Express ideas effectively, both verbally and in writing. Use sound judgment.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as a team.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.

SPECIAL NECESSARY QUALIFICATIONS: Must be able to pass a pre-employment background screening.

PHYSICAL DEMANDS: The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds.

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 essential functions.

General office environment.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

***Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***