

Coos County Human Resources Department

NOW HIRING FOR HR GENERALIST II

\$5,934 - \$7,223 per month

The Board of Commissioners is seeking a Human Resources Generalist II. Our Human Resources Office is a small, collaborative two-person team that supports the full range of County human resources functions. We are seeking an experienced HR professional who can perform advanced HR functions while also sharing responsibility for the day-to-day administrative work necessary to keep the office operating effectively. The position includes employee relations, recruitment, leave administration, compliance, and other professional HR responsibilities, along with records maintenance, document processing, data entry, filing, and routine office support.

The Human Resources Office is located in Coquille, Oregon. This is an onsite position requiring regular presence in the office to support daily HR operations, collaborate closely with the HR Manager, and provide responsive service to County departments, supervisors, and employees. Occasional travel throughout the County may be required.

Minimum Qualifications:

- Requires at least three years of progressively responsible professional human resources experience, preferably including employee relations, recruitment, benefits administration, leave administration, and employment law compliance. Public sector human resources experience is preferred. A bachelor's degree in human resources, business administration, public administration, or a closely related field from an accredited institution of higher education is preferred, or any satisfactory combination of education, training, and experience demonstrating the required knowledge, skills, and abilities.
- Possession of a current SHRM Certified Professional (SHRM-CP), Professional in Human Resources (PHR), or equivalent nationally recognized human resources certification is required.

LEARN MORE

Visit: <https://co.coos.or.us/human-resources>

More Info: Caroline Morgan, Coos County HR Manager <mailto:cmorgan@co.coos.or.us> 541-396-7580

GENERAL STATEMENT OF DUTIES: Please refer to the attached description of position.

APPLICATION PROCEDURE: Coos County Application Required. Cover letter preferred.

Apply to: Coos County Human Resources Department

By mail: 225 N. Adams Street
Coquille, OR 97423

By fax: (541) 396-1012

By email: humanresources@co.coos.or.us

CLOSING DATE: Open until filled. The employer reserves the right to extend, modify, or close the recruitment as needed.

Coos County is an Equal Opportunity Employer. Under provision of the Immigration Reform and Control Act of 1986, Coos County requires that any person hired or rehired provide evidence of identity and eligibility for employment.

1.	Classification Title: Human Resources Generalist II		
2.	Working Title: Human Resources Generalist		
3.	Department: HR Department / Office of Legal Counsel		
4.	Paygrade 831 Position Is: Full Time ☒ Part Time ☐ Extra Help ☐ Seasonal ☐ Other _____ Excluded from Bargaining Unit? Yes ☒ No ☐ Eligible for Overtime? Yes ☐ No ☒		
5.	What is the purpose of this position? Performs advanced professional human resources work in the administration and delivery of County personnel programs under the direction of the Human Resources Manager and/or County Counsel. The position independently administers assigned human resources functions while sharing responsibility for the administrative functions necessary to support the daily operations of the Human Resources Department. Serves as a primary resource to supervisors and employees regarding human resources policies, procedures, and employment-related matters, exercising independent judgment while consulting with the Human Resources Manager on complex or high-risk issues.		
6.	Essential functions of position. (Reason position exists is to perform these functions) - Administer recruitment and selection processes, including preparing job announcements, coordinating recruitment activities, reviewing applications, scheduling interviews, preparing hiring documentation, and onboarding new employees. - Provide guidance and consultation to supervisors and employees regarding County personnel policies, procedures, collective bargaining agreements, and applicable employment laws. - Administer employee benefit programs, including enrollments, qualifying life events, annual open enrollment, and employee education regarding available benefits. - Coordinate and administer Family and Medical Leave Act (FMLA), Oregon Family Leave Act (OFLA), Paid Leave Oregon, Americans with Disabilities Act (ADA) accommodations, and other protected leave programs. - Assist with the administration and coordination of the County's workers' compensation program by processing claims, maintaining required documentation, communicating with injured employees and third-party administrators, and assisting departments with return-to-work processes. - Provide guidance to supervisors regarding employee relations matters, performance management, disciplinary actions, conflict resolution, and policy interpretation, consulting with the Human Resources Manager on complex or high-risk matters. - Assist with workplace investigations involving employee complaints or policy violations, document findings, and provide information and recommendations to the Human Resources Manager. - Prepare and maintain position descriptions and assist with classification reviews, compensation analysis, and pay equity activities. - Prepare reports, analyze personnel data, and make recommendations to support organizational and personnel decisions. - Coordinate employee orientation and assist in the development, scheduling, delivery, and documentation of employee training programs. - Monitor compliance with employment laws, labor agreements, and County personnel policies, recommending policy or procedural improvements as needed. - Assist with OSHA documentation requests and support safety and risk management initiatives as assigned. - Assist the Human Resources Manager with the development, implementation, and revision of personnel policies, procedures, and strategic human resources initiatives.		

- May be required to serve as the Human Resources Manager's designee during planned absences, as assigned.
- Prepare correspondence, reports, policies, procedures, and other human resources documents.
- Perform administrative duties necessary for the efficient operation of the Human Resources Department, including records management, document processing, personnel transactions, correspondence, and other departmental support activities.
- Perform other related duties as assigned.

7. List the minor duties assigned to this position.

- Conduct duties in accordance with all applicable laws, regulations, professional, legal, and ethical standards and rules of conduct, including confidentiality.
- Attend staff meetings and participate in trainings.

8 Supervision

This position is supervised by the Human Resources Manager and/or County Counsel.

This position does not exercise regular supervisory authority but may provide training, guidance, and work direction to administrative support staff or temporary employees as assigned.

9. Working conditions of position.

Office located in Coquille at 225 N. Adams Street. Full time position between the usual office hours of 8-5 Monday – Friday. This position is primarily in an office environment with occasional travel to County facilities. Position may require bending, stooping, reaching, lifting, pushing, pulling, and lifting files or boxes weighing up to 30 pounds.

10. List required special skills, licenses, certificates, etc.

- Requires at least three years of progressively responsible professional human resources experience, preferably including employee relations, recruitment, benefits administration, leave administration, and employment law compliance. Public sector human resources experience is preferred. A bachelor's degree in human resources, business administration, public administration, or a closely related field from an accredited institution of higher education is preferred, or any satisfactory combination of education, training, and experience demonstrating the required knowledge, skills, and abilities.
- Possession of a current SHRM Certified Professional (SHRM-CP), Professional in Human Resources (PHR), or equivalent nationally recognized human resources certification is required.
- Thorough working knowledge of human resources principles and practices including recruitment and selection, employee relations, benefits administration, leave administration, classification and compensation, workers' compensation, performance management, and employment law compliance.
- Thorough working knowledge of applicable Federal and State employment laws and regulations including FMLA, ADA, FLSA, Paid Leave Oregon, Oregon employment laws, workers' compensation regulations, and collective bargaining agreements.
- Ability to independently interpret and apply County personnel policies, procedures, collective bargaining agreements, and applicable employment laws while recognizing situations requiring management or legal consultation.
- Ability to exercise independent judgment in administering multiple human resources programs while balancing operational needs, legal requirements, and County policies.
- Ability to conduct workplace investigations, gather and analyze facts, prepare written findings and recommendations, maintain confidentiality, and exercise sound judgment.
- Ability to analyze personnel information, identify trends, prepare reports, and develop recommendations that support sound personnel and organizational decisions.
- Strong organizational, time management, and prioritization skills with the ability to manage multiple assignments simultaneously.

- Proficiency with Microsoft Office applications including Word, Excel, Outlook, PowerPoint, HRIS/payroll systems, and other office technologies.
- Ability to establish and maintain effective working relationships with elected officials, department heads, supervisors, employees, applicants, labor representatives, and members of the public, while providing professional and responsive customer service.
- Regular and consistent attendance is required.
- The highest level of discretion is essential for this role. Candidates must demonstrate a proven track record of handling sensitive and confidential information responsibly. Successful candidate will be required to execute a confidentiality agreement. Employment may be contingent upon the successful completion of a background check, given the confidential nature of the role.
- Must be able to accept supervision and adhere to County and Department policies. Must comply with professional ethics, rules of conduct and confidentiality privacy laws.
- Proven ability to deliver outstanding customer service. Must be professional, courteous and solution driven in all employee and public interactions. Ability to use tact and good judgment in dealing with staff, the public and Department Heads/Elected Officials.
- Demonstrated ability to build collaborative working relationships, facilitate organizational change, and adapt to evolving human resources priorities.
- Must have ability to represent the highest public image of the Human Resources Department. Must maintain a positive attitude and represent the County and the Department in the community in a positive manner.

11. Is operation of motor vehicle required? Yes ☒ No ☐

12. **List equipment, tools, machines used in performance of duties.**

Computer, copier, scanner, telephone, Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), HRIS/payroll software, applicant tracking systems, records management software, and other standard office equipment.