

# City of Grants Pass

## Job Opportunity

### Personnel Technician Human Resources

Hourly Salary Range \$22.90 to \$28.98



If you are an individual who appreciates a working team environment, which focuses on trust, crucial communications, commitment, accountability and results, then the City of Grants Pass may be a great place for you!



#### SUMMARY OF POSITION

We are recruiting for a full time Personnel Technician in our Human Resources Department.

#### Primary Duties Include:

- Prepare recruitment and interview process materials, including advertising and coordination with supervisors
- Conduct new hire orientations and benefit enrolments
- Coordinate government programs such as COBRA, FMLA, Workers Compensation and military leave
- Provide technical information and process support to City departments related to personnel law, policy and procedures
- Collect supporting data to support labor negotiations and prepare detailed minutes
- Participate in various City committees; coordinating, creating agendas and preparing reports

#### Minimum Qualifications:

An Associates degree in a related field with an emphasis in accounting, finance or business administration, and three years of directly related experience are required; or an equivalent combination of education and experience to successfully perform the essential duties of the job.

\*\*Interview date for selected candidates is tentatively scheduled for February 12, 2020.\*\*



Applications will be accepted until:

**February 3, 2020  
at 5:00pm**

**APPLY ONLINE  
TODAY**

www.grantspassoregon.gov

Human Resources

541-450-6050