WORKING FOR THE CITY  | We are a High Performance Organization that has well-defined Mission, Vision and Values which provides the framework for our organizational culture. We believe that the best solutions come from empowered teams with the knowledge and shared vision of the community's goals. We promote a legacy of excellence through a culture of trust, collaboration, and encouragement of personal growth and the celebration of our achievements. We seek to attract adaptable, creative and motivated individuals who share our community pride and dedication to exceptional public service.

POSITION SUMMARY  | The Personnel Technicians are responsible for providing technical information and process support to City departments related to labor and employment laws, policies and procedures. We are seeking a candidate who enjoys being engaged with employees, seeks solutions when challenges arise, and is organized and process oriented. The current position will handle administration of family leave, Oregon sick leave, ADA accommodation requests, and worker’s compensation administration. In the near future, this position will also work with the Oregon Employment Department during coordination of Oregon's Paid Family Leave.

Other responsibilities may include preparing materials and conducting processes related to recruitment and selection, researching and compiling employee compensation and benefits data, and providing general guidance to management. Incumbents compile reports, create employee status and compensation change documents, and assist with labor negotiations. They also provide professional and friendly customer service, successfully manage and prioritize competing needs, and provide effective problem solving. Incumbents must be able to maintain confidentiality in all human resources matters.

MINIMUM JOB REQUIREMENTS  | An Associate’s degree in a related field with an emphasis in human resources, accounting, business administration or another closely related field, and three years of directly related experience are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. The City provides education equivalency at the rate of 2 years of directly related experience equaling 1 year of required education. (i.e. an Associate's degree is equal to 4 years of directly related experience.)

ADDITIONAL REQUIREMENTS  | Valid Oregon Driver’s License – Class C, LEDS Certification within 60 days of appointment, and a typing certificate showing 40 wpm with a minimum 95% accuracy.