

# **LINN COUNTY CLASSIFICATION**

**TITLE: HEALTH SERVICES HR SPECIALIST**

**NUMBER: 709**

**APPROVAL ORDER NUMBER: 2024-244**

**PAY RANGE: 18**

**DATE: JULY 09, 2024**

**CATEGORY: MANAGEMENT/EXEMPT**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Serves as a professional and technical resource for various Human Resource functions including: recruitment, selection and assisting in the interview process, hiring, onboarding, training, terminating, and developing or revising Human Resource policies.

SUPERVISION RECEIVED: Works under the supervision of the Health Services Finance & Human Resources Manager or Designee who assigns and oversees work for accuracy and conformance to departmental policies and procedures. A person in this classification is expected to work in a highly independent manner.

SUPERVISION EXERCISED: Supervision of other employees is not a regular responsibility of this position. A person in this classification may exercise functional and technical supervision over staff and take lead in providing direction in following policies and procedures.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Coordinates the Health Services recruitment and selection program in planning, developing, and administering all aspects of regular and temporary recruitment needs while providing consultation, direction, and advice to program managers and supervisors. Remains current on effective operation of the Health Department's Human Resources software, Neogov.
2. Collaborates with Health Services Finance & Human Resources Manager, Supervisors and Program Managers on employee performance concerns, disciplinary actions, and responses to union grievances.
3. Develops job classifications, announcements, and reviews; screens applications for minimum qualifications, and coordinates the interview process.
4. Maintains and updates electronic employee personnel files, tracks trainings, licenses, and certifications, and manages checklists assigned in Neogov.
5. Ensures hiring practices are in accordance with all applicable federal, state, and local laws, and meets the parameters outlined in the SEIU Collective Bargaining Agreement. Oversees the entire recruitment process through Neogov, including processing requisitions, posting job openings, boosting advertising for low-trending positions, reviewing applicant screening and interview questions, and applying a scoring rubric for compliance with Health Services Human Resource requirements for hiring.

6. Assists with collecting confidential personnel data for new hires. Coordinates and reviews all pre-employment background screening of applicants. Assists with preparing/compiling data for Health Administration and Program Managers as needed. Assists Management staff in the performance of their duties, as assigned, and provides training and orientation to newly hired personnel.
7. Oversees tracking of Performance Reviews, IT inventory assigned to employees, and employee voluntary terminations.
8. Processes Personnel Action Forms (PAF's) for new hires, merit increases, voluntary and involuntary employee terminations, FMLA, OFLA, and PFML. Assists employees with medical leave requests. Collaborate with programs in the development of interview materials and rating criteria; facilitates and proctors testing processes; performs recruitment planning; analyzes test statistics and prepares reports.
9. Works collaboratively with County personnel in areas concerning employee pay, medical leave, SAIF claims, and benefits.
10. Creates and maintains electronic forms in Neogov, including troubleshooting issues as they arise with vendor.
11. Develops and maintains effective, harmonious, and reasonable work relationships with others.
12. Maintains regular and predictable work attendance.

**OTHER FUNCTIONS:** This classification covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work, which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions, or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decision on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

**RECRUITING REQUIREMENTS:** (Additional specific details may be provided by the specific office or department job announcement, if applicable)

**KNOWLEDGE, SKILL, AND ABILITY:** Proven experience as an administrator, systems manager, in Human Resources laws and practices. Knowledge of accounts payable and payroll processes desirable. Ability to use standard office equipment including typewriter, calculator, and personal computer; ability to compile statistical data, analyze information for problem solving and prepare necessary reports; and, ability to make involved and varied arithmetical computations rapidly and accurately.

**EXPERIENCE AND TRAINING:** A Bachelor's Degree in human resources management, organizational development, business, or closely related field. Six years of Human Resource experience in a government environment or an equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities. Experience in a unionized,

public-sector environment is strongly preferred.

**NECESSARY SPECIAL QUALIFICATIONS:** Society for Human Resources Management Certified Professional (SHRM-CP) or Public Sector Human Resources Association (PSHRA) Certified Professional credential is required. Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Work is generally performed in an office environment under usual office working conditions. Work involves traveling throughout Linn County including operation of a motor vehicle and movement from the vehicle to the office, clinic, community agency or school. Within the office, typical office environment noise levels exist with some telephones, personal interruptions, and background noise. In the performance of job duties, the employee is required to remain in a stationary position most of the time and occasionally move to access and use office machinery or engage with other County employees and members of the public. Position requires regularly attending meetings for prolonged periods of time and frequently communicating with County employees and members of the public to exchange information. Position requires interacting and accommodating individuals experiencing communication barriers and behavioral support needs. Must occasionally lift and/or move up to thirty (30) pounds. Manual dexterity and coordination are required while operating equipment including, but not limited to, phone system and personal computer including word processing, spreadsheets, and data base software; computerized record systems; copy and fax machines, calculator, computer keyboard, video display terminal and other related tools and equipment. Position requires ability to operate a motor vehicle in order to travel between offices and in the community. Some out of the County and overnight travel may be required for training. May be required to flex schedule in order to accommodate community members and complete work.