



# CAREER OPPORTUNITY

Job # 201715  
Opens: 05/24/17  
Open until filled

**TITLE: HR Assistant**  
**CLASS: Administrative Assistant**  
**General Administration Albany**  
**Regular Full-time (40 hrs/wk)**

*Oregon Cascades West Council of Governments (OCWCOG) is a voluntary association of twenty cities, three counties, the Confederated Tribes of the Siletz Indians and a port district in the Linn, Benton, and Lincoln county region. OCWCOG is an exciting, multifaceted organization staffed by over 160 dedicated professionals in three OCWCOG office locations, and eleven Senior Meal sites. OCWCOG values its work and employees with great services, benefits, and careers. For Additional information about OCWCOG, General Administration and our Board of Directors, go to: [www.ocwcog.org](http://www.ocwcog.org).*

## **GENERAL INFORMATION**

This recruitment may close at any time without advance notice at the discretion of the agency after a sufficient number of qualified candidates have applied. Screening will begin as early as **June 5, 2017**. We cannot guarantee that we will review applications received after this date.

This position is represented by the Service Employees International Union (SEIU) Union.

If you are offered employment, the offer will be contingent upon the outcome of a criminal records check, and the information will be shared with Human Resources. Any criminal history will be reviewed and could result in the withdrawal of the offer or termination of employment.

## **DUTIES AND RESPONSIBILITIES**

Performs position duties in a manner, which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engages in effective team participation through willingness to assist and support co-workers, supervisors, and other work related-associations. Develops good working relationships with division and agency staff and supervisors through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrates openness of constructive feedback and suggestions, in an effort to strengthen work performance. Contributes to a positive, respectful and productive work atmosphere. Regular attendance is required to meet the demands of this job and to provide necessary services.

- Maintains internal and external Human Resources websites and staff and phone directories as needed.
- Coordinates Internship Program and maintains external Intern Program website and information packets.
- Establishes on campus recruiting at local colleges and universities and attends local job fairs.
- Provides support to new employee on-boarding activities and related employee orientation processes, including preparation of documents (hard copy and electronic), assembly of materials, and relevant record keeping. Participate in delivery of new employee orientation programs. Makes copies of new hire packets.
- Develops and monitors agency-wide compliance and staff development training plans.
- Coordinates CIS Compliance training and creates compliance log. Monitors and tracks employee HIPAA trainings. Assigns appropriate login and password information and assists with completing process.
- Conducts research on assigned projects, analyzes data, creates new or modifies HR forms and provides informational reports as directed.
- Provides back-up walk in and phone reception for GA.
- Provides back-up administrative support to the Executive Director and other General Administration staff as assigned.
- Handles confidential documents, various reports, contracts and letters as assigned.
- Opens, date stamps, and distributes incoming mail.

HR Administrative Assistant (cont.)

- Maintains building first aid kits in compliance with OSHA standards.

### **WORKING CONDITIONS**

Work is generally performed in an office environment with routine computer and telephone usage. Position requires sitting and typing for long periods of time. Position may require attendance at occasional evening meetings. Occasional travel throughout the three-county area may be required to pick up meeting supplies, run errands for the program, attend trainings, or visit other COG work sites.

### **TO QUALIFY**

Your OCWCOG application form will be reviewed to verify that you meet the MINIMUM QUALIFICATIONS portion stated in this announcement. Complete ALL PARTS of the application and provide detailed work experience. If your application is incomplete or does not clearly show in detail the experience and/or training required, your application will not be accepted.

### **MINIMUM QUALIFICATIONS:**

To receive credit, and proceed to the next step of the recruiting process, your application form must clearly show that you meet the following: Completion of high school or equivalent with two or more years of administrative experience preferably in human resources; or, any satisfactory equivalent combination of education, experience and training which demonstrates the knowledge, skills and abilities to perform the job.

### **LICENSES, CERTIFICATES, & OTHER REQUIREMENTS**

Possession of a Valid Oregon Driver's License, or have the ability to obtain reliable transportation in order to travel throughout the three-county area.

Must successfully complete a criminal background check.

**SALARY and BENEFITS:** \$15.64 - \$21.00/hr., plus a generous benefit package including fully paid medical, dental, vision, life, short and long-term disability insurance; generous paid leave; tax deferred plans; and fully paid retirement benefits.

### **REQUIREMENTS FOR APPLYING:**

Submit signed application, supplemental questions, resume, and cover letter to Human Resources by the first screening date listed above describing your experience, training, and what it would mean to you professionally to have the opportunity to engage in this position.

### **HOW TO APPLY:**

Applications and detailed job description is available at [www.ocwcog.org](http://www.ocwcog.org)

If you qualify, submit signed application and required materials listed in the requirements for applying.

### **SUBMIT TO:**

Oregon Cascades West Council of Governments  
Human Resources Department  
1400 Queen Ave SE, Suite 201  
Albany, Oregon 97322

You may **E-MAIL** your application materials to us at [hrrecruit@ocwcog.org](mailto:hrrecruit@ocwcog.org). **In the subject line please include the position title and the posting number.** By electronically submitting your application, you agree to the conditions stated in the certification and signature section of the application, which is enforceable as if you had signed. You will receive confirmation of receipt only if you submit via e-mail.

**FAX** to 541-967-6123. We are unable to verify receipt of faxed applications. OCWCOG is not responsible for material that is illegible or missing as a result of transmitting by fax or which may be

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lost through the mail.

**SUBMIT** only the required materials. Reference letters or work examples should be kept for interviews. In addition, any application materials previously submitted for other positions will not be matched to this application by OCWCOG. It is the applicant's responsibility to submit all required documents every time.

If your OCWCOG application demonstrates that you meet the MINIMUM QUALIFICATIONS section of this announcement, you must answer the following supplemental questions.

Use a separate sheet (s) of paper. Limit your response to no more than one typed page per question. Write down any work experience (paid or unpaid) related to each question. Be sure that the jobs where you gained the experience described in your answers are listed in the work history portion of the OCWCOG application form. Attach the answer sheet (s) to your application. If there are several parts to a question, answer each part separately. Number your answers to agree with the question

**Supplemental Questions: 201715**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

1. Please explain your working experience in an administrative environment involving confidentiality and sensitive information.
2. Please provide your experience working in Human Resources. (Please include name of employer, length of service and main responsibilities).
3. Describe your ability to multi-task while remaining organized and having attention to detail. What are some of the techniques and tools that you use to assist yourself in these areas? If you do not have related experience, please indicate "N/A".
4. Human Resources Assistants work extensively with the Human Resources Department's online training system as well as Microsoft Office applications. Please describe your experience with an online training system (e.g., iLearn, CIS Learning Center), and Microsoft Office programs (i.e., Word, Excel, Access, and Outlook). For each program, indicate your level of experience (i.e., beginner, intermediate, advanced) and describe at least one example of work you have produced using the program that demonstrates your level of proficiency. If you do not have related experience, please indicate "N/A".

EQUAL OPPORTUNITY EMPLOYER

Cascades West Center, 1400 Queen Ave., SE Suite 201, Albany, Oregon 97322

◆ Phone (541) 967-8720

◆ Fax (541) 967-6123

◆ TTY (541) 928-3670

OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

Title: **Human Resources Assistant**

Position Classification: Administrative Assistant

Department: General Administration

Reports to: Human Resources Manager

**SUMMARY OF POSITION**

Provides a variety of routine and complex administrative tasks in support of Human Resources activities. Routinely handles confidential information.

**ESSENTIAL JOB DUTIES**

Performs position duties in a manner, which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engages in effective team participation through willingness to assist and support co-workers, supervisors, and other work related-associations. Develops good working relationships with division and agency staff and supervisors through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrates openness of constructive feedback and suggestions, in an effort to strengthen work performance.

Contributes to a positive, respectful and productive work atmosphere. Regular attendance is required to meet the demands of this job and to provide necessary services.

- Maintains internal and external Human Resources websites and staff and phone directories as needed.
- Coordinates Internship Program and maintains external Intern Program website and information packets.
- Establishes on campus recruiting at local colleges and universities and attends local job fairs.
- Provides support to new employee on-boarding activities and related employee orientation processes, including preparation of documents (hard copy and electronic), assembly of materials, and relevant record keeping. Participate in delivery of new employee orientation programs. Makes copies of new hire packets.
- Develops and monitors agency-wide compliance and staff development training plans.
- Coordinates CIS Compliance training and creates compliance log. Monitors and tracks employee HIPAA trainings. Assigns appropriate login and password information and assists with completing process.
- Conducts research on assigned projects, analyzes data, creates new or modifies HR forms and provides informational reports as directed.
- Provides back-up walk in and phone reception for GA.
- Provides back-up administrative support to the Executive Director and other General Administration staff as assigned.
- Handles confidential documents, various reports, contracts and letters as assigned.
- Opens, date stamps, and distributes incoming mail.
- Maintains building first aid kits in compliance with OSHA standards.

**OTHER JOB DUTIES**

- Provides primary back up support to the GA Administrative Assistant, including processing incoming and outgoing mail for General Administration.
- Takes and transcribes meeting minutes as assigned.
- Assists Human Resources Manager with projects, studies, and reports, as assigned.
- Performs other related duties as assigned by supervisor.

## **MENTAL & PHYSICAL JOB SKILLS**

**N = Never (0%)**

**R = Rarely (1 to 20%)**

**O = Occasionally (21 to 50%)**

**F = Frequently (51 to 80%)**

**C = Continuously (81 to 100%)**

### **Mental**

- (C) Interpersonal Skills
- (F) Basic Math (add, subtract, multiply, divide)
- (O) Advanced Math (analysis, statistics, significant data or number manipulation)
- (C) Written English communication
- (C) Coordination of multiple tasks
- (F) Reasoning/Judgment/Decision Making
- (F) Research
- (C) Organization/Planning
- (C) Timeliness
- (R) Negotiation
- (O) Mentoring
- (C) Initiative
- (F) Creativity
- (C) English Comprehension
- (C) Adapting to constant change
- (O) Presentation/Teaching
- (F) Client/Service Skills
- (C) Management of Stress
- (C) Detail/Accuracy
- (F) Brainstorming/Concept
- (C) Memory
- (C) Teamwork
- (R) Selling
- (O) Persuasion

### **Physical**

- (F) Standing
- (O) Kneeling
- (C) Hearing
- (C) Repetitive motions/hands/wrists
- (N) Tasting/smelling
- (O) Pushing **25 lbs/day**
- (O) Lifting **25 lbs/day**
- (F) Sitting
- (O) Crawling
- (F) Reaching
- (C) Vision (1-10 ft.)
- (C) Vision (10-20 ft.)
- (O) Pulling **25 lbs/day**
- (O) Carrying **15 lbs/day**
- (F) Walking
- (R) Climbing
- (F) Handling
- (F) Repetitive motions/feet
- (C) Vision (10-20 ft.)
- (O) Pulling **25 lbs/day**
- (O) Stooping
- (C) Talking
- (F) Eye/Hand coordination
- (R) Acute color
- (F) Long-range vision(20+)

### **WORKING ENVIRONMENT**

Work is generally performed in an office environment with routine computer and telephone usage. Position requires sitting and typing for long periods of time. Position may require attendance at occasional evening meetings. Occasional travel throughout the three-county area may be required to pick up meeting supplies, run errands for the program, attend trainings, or visit other COG work sites.

**SUPERVISION RECEIVED:** Receives general supervision from the Human Resources Manager.

**SUPERVISORY RESPONSIBILITIES:** None.

### **MINIMUM QUALIFICATIONS**

#### **Experience & Training**

Completion of high school or equivalent with two or more years of administrative experience preferably in human resources; or, any satisfactory equivalent combination of education, experience and training which demonstrates the knowledge, skills and abilities to perform the job.

#### **Knowledge, Skills and Abilities**

Knowledge of the principles, practices, and methods of modern personnel administration in the public sector;  
Familiarity of federal, state, and local laws, rules, regulations, and court rulings affecting public sector personnel administration;

Considerable knowledge of business English, spelling, punctuation and mathematics;  
Considerable knowledge of modern office practices and procedures;  
Considerable knowledge of Microsoft Excel, Word, Publisher, and PowerPoint software;  
Knowledge and ability to apply strong organizational skills;  
Ability to apply rules, regulations, and policies to particular personnel situations;  
Ability to maintain confidential information;  
Ability to meet deadlines;  
Ability to work independently on assigned tasks, handle multiple projects and a high volume of work;  
Ability to respond in a courteous and efficient manner to inquiries from the public and other staff;  
Ability to clearly communicate complex issues, both verbally and in writing;  
Ability to think conceptually, analyze data, and draw conclusions.  
Ability to read, understand and prepare statistical reports and recognize mathematical and/or data entry errors;  
Ability to take and transcribe accurate minutes;  
Ability to carry out data entry, spreadsheet, and word processing tasks on a microcomputer;  
and,  
Ability to work flexible schedule if needed.

**Licenses, Certificates, & Other Requirements**

Possession of a Valid Oregon Driver's License, or the ability to obtain reliable transportation in order to travel throughout the area.

Position requires successful completion of a criminal history check.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills and abilities. To successfully perform this job, the employee will possess the abilities or aptitudes to perform each duty proficiently.