



An invitation to apply for the position of
HUMAN RESOURCES MANAGER

THE OPPORTUNITY

Are you interested in a terrific opportunity to assist all of the employees while working in the Human Resources Department? Do you enjoy helping employees with all of their needs and keeping the City on track when it comes to personnel? Then this is the opportunity for you!

The Human Resources Manager works independently but receives administrative directions from the City Manager. They are also a member of the City's Management Team.

This position provides the right administrative professional with an opportunity to play an important role in making this a well-managed organization. If you are interested in working in a supportive environment where your contributions will make a difference, this could very well be the right position for you.

THE ORGANIZATION

The City of Newberg is a full-service city with a Council-Manager form of government. The City Council's six members are chosen by district and serve four-year terms. The Mayor is elected at large for a four-year term.

The nine main City Departments are: Administration, Legal, Building/Planning, Police, Fire, Finance, IT, Library and Public Works.

THE COMMUNITY

Newberg is a growing community that has still managed to maintain a relaxed pace that complements the friendly people who live here. It is a community where its citizens are rightfully proud of their Newberg heritage and its future.

Newberg is home to 22,230 people and enjoys a diverse economic base. The community's strategic location also provides numerous recreational opportunities. With an elevation of only 175 feet above sea level and a relatively close proximity to the Pacific Ocean, Newberg enjoys a very moderate climate. The average high

temperature is 65 degrees Fahrenheit (16 degrees Celsius) and the average low temperature is 39 degrees Fahrenheit (7 degrees Celsius). The annual average of rainfall is 42 inches. A short drive provides access to the urban pleasures of Portland. The median price for a single family home in 2012 is approximately \$210,000.

World-class wine tasting is available throughout Yamhill County, which is developing a reputation of being the Napa Valley of Oregon. Several golf courses are located in the county; one of which is right here in Newberg! A one-hour drive east will take one to the Cascade Mountains for skiing, camping, fishing and hiking. A one-hour drive west brings you to the breathtaking views of the Pacific coastline.

RESPONSIBILITIES

The Human Resources Manager is responsible for all phases of the HR Department. The City has 172 employees including full time and part-time. There are 3 union represented groups (Police, Fire and PW).

It is the responsibility of the HR Manager to ensure that the City is in compliance with federal, state and local laws, regulations and rules affecting the employer-employee relationship. They also establish goals, objectives, policies and systems for the HR functions in compliance with City guidelines and Council goals.

They provide advice and assistance to managers and supervisors in resolving personnel problems. It is their responsibility to encourage excellent performance from the employees.

Other duties include the development and administration of citywide recruitment/hiring programs. Schedules drug screens, background checks and/or physicals for new hires. Maintains effective new employee orientation program, then schedules and conducts the orientation for all new employees. Conduct exit interviews of departing employees if requested by employee or their Department Head.

This department maintains a variety of human resource files and records, confidential personnel files, medical files, discipline records,

risk management, etc. They also do research, compile and analyze data and prepare reports and summaries related to personnel issues.

This position actively supports safety and loss control measures. Handles all workers compensation claims by assisting with the completion of the accident report forms and follow-up of claims.

They assist with labor contract negotiations for the City. Respond to employee grievances and oversee disciplinary process according to the collective bargaining agreements and City policy. Work with department managers to assure that terminations are well documented and are not arbitrary or discriminatory.

A top priority of this position is to maintain cooperative working relationships with City staff, other organizations and the general public. They also represent the HR Department and/or City to the public, before the media, in collective bargaining, in legal or administrative proceedings, and to other departments, organizations or entities as required.

THE IDEAL CANDIDATE

Leadership

The ideal candidate will be an exceptional leader who can be a great listener and knows what “not” to say and knows “what/when” to look further into a concern or situation and/or to investigate it. They must be a team player and leader with the ability to inspire, empower and motivate staff.

Communication skills

We are looking for a candidate who can exhibit an open communication style and the willingness and ability to speak, write and listen effectively. The Human Resources Manager will interact with personnel throughout the organization in a consistent manner. He/she will need to be able to communicate with open mindedness and be approachable. He/she must also be able to communicate effectively to City Council and other sub committees if needed.

Personal traits

A successful candidate will be professional, considerate and a people person with an appropriate sense of humor. He/she will need to be able to garner loyalty from all of the employees along with a high degree of ethics and honesty. Above all, the Human Resources Manager shall always lead by example and demonstrate personal and professional integrity beyond reproach.

QUALIFICATIONS

Education and Experience

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain this would be: Graduation from a four-year college or university with a degree in public administration, political science, human resources, business management or closely related field; and a minimum of five years of related experience.

Knowledge and Abilities

Applicant should have general knowledge of principles and practices of modern public administration; working knowledge of human resource administration; and working knowledge of modern records management techniques.

Other abilities needed for the position include: Ability to accurately record and maintain records; Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public; Ability to communicate effectively verbally and in writing.

THE POSITION

This position will be under the general direction of the City Manager. This position performs a variety of complex administrative, technical and professional work in planning, organizing and managing the human resource functions of the City, including; classification, compensation, benefits, recruitment, testing and selection, labor relations, affirmative action, training and organizational development, and employee relations. This position serves as in-house Plan Administrator for the health and retirement plans. Organizes and directs all aspects of risk management, including the City’s worker’s compensation, and other insurance lines. He/She also provides technical guidance to the City Manager, department managers, supervisors and employees on all human resource issues.

COMPENSATION

The City of Newberg has established a starting salary range of \$4478-\$5715 per month, dependent on experience and qualifications. Employees are typically started at the low to midpoint of the salary range. An attractive benefit package is also provided, including medical, dental and vision insurance with the City paying 90% of the premium for the employee and dependents. Life insurance, LTD, LTC and AD&D coverage are also provided. This position is covered by the City’s private retirement plan.

THE PROCESS

To be considered for this exceptional career opportunity, please forward a letter of interest, resume, and a completed City application to:

Becky Green, Human Resource Manager
P.O. Box 970
414 E. First Street
Newberg, Oregon 97132

Email: becky.green@newbergoregon.gov

Please obtain the City application online at:

www.newbergoregon.gov/jobs

Submit no later than **4:00 p.m. Monday, December 3, 2012**
Applications submitted after that date will not be accepted.

The City of Newberg is an equal opportunity employer.