



Cow Creek Government Office

Position Description

Position Title: Health Operations Support Specialist **Department:** Health & Wellness Clinic

Reports To: HR Manager & Health Operations Officer **FLSA Designation:** Non-exempt

Date Written/Revised: 03-01-2018

Pay Grade: 9

POSITION PURPOSE:

The Health Operations Support Specialist serves as a communication link between the Human Resources department and the Health Operations staff. The HOSS handles administrative support for HR functions for Health Operations staff including but not limited to management of employee recognition programs, employee evaluations, maintain employee records, coordinating onboarding of staff and other areas as needed.

ESSENTIAL FUNCTIONS:

- Coordinate onboarding of Health Operations staff with HR department
- Perform daily administrative support to staff and Human Resources
- Scan & file records
- Assist in creation and analysis of surveys
- Assist with new hire process and orientation
- Coordinate exit interview process
- Assist with the day to day HR functions and projects
- Maintains office directory
- Maintain the highest level of confidentiality
- Assist with edits/updates to position descriptions
- Submit requests for reclassifications, promotions or new positions
- Submit requests for equity, merit or other pay changes

QUALIFICATIONS:

- Associate's Degree in Business Administration, Human Resources or related field preferred. High School Diploma or GED required.
- 3 years' experience in a Human Resources Department required.
- Intermediate knowledge of current Fair Labor Standards Act, federal and state reporting and record-keeping requirements as it pertains for Human Resources required.
- Proven competency in written and verbal communication skills required.
- Advanced skills in MS Word, Excel, Outlook, SharePoint, Publisher and PowerPoint required as well as experience using HRIS.

- Understand, interpret, and apply general administrative, departmental and internal policies and procedures.
- Intermediate to advanced level of office machine experience.
- Current and valid Oregon Driver's License with the ability to qualify for the Cow Creek Drivers Program.
- Maintain a neat, clean, and well-groomed appearance at all times (specific standards available).