



## Cow Creek Government Office

### Human Resources Coordinator- Clinic

Job Code: 1109  
Department: Human Resources  
Location: Roseburg  
Minimum Hourly: \$27.99

#### **POSITION PURPOSE:**

Under general supervision, the Human Resources (HR) coordinator works within the HR team to provide operational, analytical, and administrative support across Human Resources disciplines, including but not limited to recruitment, compensation, benefits, workers compensation, and other Human Resources programs.

#### **ESSENTIAL FUNCTIONS:**

- Administers the human resource programs which includes recruitment, compensation, benefits, safety & workers compensation.
- Communicates changes in personnel policies and procedures and ensures proper compliance is followed.
- Provides day-to-day support and quality service to staff about benefits, including medical, dental, life insurance, retirement, disability, leave of absence, and worker's compensation.
- Monitors wellness program.
- Creates/updates routine-to-complex correspondence, materials, reports, forms, and more.
- Assists in the implementation of internal HR and office procedures and training programs.
- Maintain current knowledge and understanding of regulations, industry trends, current, practices, new developments, and applicable laws regarding human resources.
- Monitors unemployment claims.
- Maintain personnel records and Human Resources files ensuring confidentiality.
- Provides constructive input to foster process improvement of Human Resources practices.
- Leads special HR projects and performs other related duties as assigned.

#### **QUALIFICATIONS:**

- Degree or certification in Human Resources Management, Business Administration, or related field.

- Effective communication skills, both verbal and written, ensure communications are clear, concise, complete, and accurate.
- Personal and professional commitment to equity, diversity, and inclusion.
- Strong interpersonal and relationship-building skills
- Working experience in all Microsoft products, and able to quickly learn and operate various software, apps and programs.
- HR end-user experience with HRIS systems
- Possesses a thorough knowledge of Human Resources practices and procedures as well as knowledge of State and Federal laws and regulations pertaining to Human Resources matters.
- Must have 3 years directly related Human Resources experience.