



City of CENTRAL POINT, Oregon Human Resources Director

\$78,000—\$91,200

Apply by June 19, 2015

Application, details and complete job description at www.centralpointoregon.gov.

The City of Central Point, Oregon is currently recruiting for the position of **Human Resources Director**.

The City of Central Point, in beautiful southern Oregon, is a full-service municipal organization with approximately 75 full-time staff. We offer competitive pay, excellent benefits, modern facilities, up-to-date technology, and a great work environment.

The Human Resources Director reports to the City Manager and is responsible for all aspects of personnel and risk management including: recruitment and selection, benefits administration, employee/labor relations, compensation and classification, EEO compliance, risk management, safety, worker's compensation, performance management, ADA compliance, collective bargaining, policy development, training and development.

If you are looking for an excellent management opportunity in local government and meet the minimum qualifications, you are encouraged to apply for this exciting career opportunity.

Compensation



HR Director is a full-time, exempt, non-represented management position. Salary and benefits are set by the City Manager in accordance with the approved Management Compensation Plan. See City website for more detailed information.

SALARY— the starting salary range for this position is \$6,500 - \$7,600/mo DOQ

BENEFITS — family Medical, Dental, Vision and Rx **Health Insurance** (shared premium), **Life & Long Term Disability Insurance**, **HRA-VEBA** contribution, optional **Flexible Spending Account**, paid **Vacation**, eleven paid **Holidays** plus two “floating holidays,” paid **Sick Leave**, paid “Management Leave,” **PERS/OPSRP Retirement**, optional **Deferred Compensation** participation, and **Employee Assistance Program**.

Applicant Qualifications

The City of Central Point seeks to fill the position of Human Resources Director with a candidate who possesses the following qualifications:

Requirements

- ◆ A **bachelor's degree** from a regionally accredited college or university in human resources, public administration, management, organizational development, or a related field; and
- ◆ **Five years** of recent and relevant, progressively responsible human resources work experience, preferably in public sector personnel management; and
- ◆ The **ability to:** use discernment and good judgment in performing human resources and management functions; fairly and consistently apply laws, regulations, policies and procedures; develop and maintain cooperative and collegial relationships with staff, vendors, city council, other agencies, and the general public; and exhibit unquestionable integrity and ethical behavior at all times.

Note: *a combination of education, experience, and certifications demonstrating adequate attainment of the knowledge, skills and abilities required to perform the duties and responsibilities of this position may be considered in substitution of specified education and experience.*

Desired Qualifications

In addition to the required minimum qualifications, the successful applicant will possess comprehensive knowledge of principles and practices of human resources administration, labor laws, compensation and benefits administration, employee and labor relations, human resource development, and risk management best practices, including worker's compensation, property and liability coverage, and safety. The successful candidate will also be an effective communicator, both orally and in writing, with excellent grammar skills and the ability to communicate technical or confusing information to others, present information in the form of accurate, understandable oral or written reports, and review and edit the work of others, as needed.

Additional *desired* experience/certifications include:

- ◇ Oregon public sector HR experience
- ◇ Collective Bargaining / Union Environment
- ◇ Risk Management (public entity liability, workers comp)
- ◇ HR Certification (PHR, SPHR, IPMA-CP, SHRM-CP, etc.)

How to Apply

If you wish to apply or learn more about this exciting career opportunity, please visit our website at www.centralpointoregon.gov.

Only complete applications received prior to the close of business on **Friday, June 19, 2015** will be considered. All required and relevant application information, including the application forms can be found on the [City's website](#) or by contacting Human Resources at hr@centralpointoregon.gov or 541-664-3321x258

A complete application packet will consist of:

- **Letter of Application** and **Current Résumé**
- **Employment Application Form** (required) (résumé cannot substitute for completing application form)
- **Supplemental Application Form** (required)
- **Veteran's Preference Form** (required only if requesting veteran's preference)

Anticipated Timeline (subject to change)

Closes June 19, 2015

Interviews to be held mid-July

Start date mid-August to early September



The City of Central Point is a non-discriminatory, equal opportunity employer.