



# City of Umatilla

## HUMAN RESOURCES ANALYST

The City of Umatilla is recruiting for a Human Resources Analyst. This position requires a Bachelor's in Human Resource Management, Public Administration, or a closely related field. This position also requires knowledge of payroll and benefits regulations and reporting requirements. Any equivalent combination of education and progressively responsible work experience may substitute for the required education on a year for year basis. Must have a valid driver's license or have ability to acquire. Must pass a background check and be bondable. Salary \$64,824-\$79,308/yr. DOQ plus excellent benefits. City is asking applicants to turn in a cover letter and resume. Information and job description can be found on City of Umatilla's website [www.umatilla-city.org](http://www.umatilla-city.org). Complete packets can be mailed to City of Umatilla, PO Box 130, 700 6<sup>th</sup> St., Umatilla, OR 97882 or submitted in person at City Hall. Open until filled, first review date September 3, 2021. EOE/AA.



# City of Umatilla

<b>Job Title:</b>	Human Resources Analyst	<b>Job Category:</b>	Non-Union; Non-Exempt
<b>Department/Group:</b>	Finance & Administrative Services	<b>Pay Grade:</b>	F Resolution No. 43-2021
<b>Location:</b>	City Hall	<b>Reports to:</b>	Finance and Administrative Services Director
<b>HR Contact:</b>	Melissa Ince	<b>Position Type:</b>	Full Time
<b>Supervision:</b>	Exercised: None. Received: Works under the direction of the Finance and Administrative Services Director.		

### Minimum Qualifications:

- At least two years of human resource experience.
- Bachelor's degree in Human Resource Management, Public Administration, or closely related field is preferred; high school diploma or GED required.
- Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.
- Knowledge of payroll and benefits regulations and reporting requirements.
- Possess and maintain a valid Driver's License with an acceptable driving record.
- Must pass a background check and be bondable.

### Job Description

#### GENERAL PURPOSE

The Human Resources Analyst reports to the Finance and Administrative Services Director in all facets of Human Resources duties. Work requires knowledge of personnel law, rules, policies and procedures, and any other area of human resources administration. Typical duties may include recruitment and selection, classification analysis, use of the human resource/payroll software systems, creation and implementation of training programs, grievance processing, and benefits administration. This position must exercise considerable discretion in processing important and highly confidential information.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

##### HUMAN RESOURCES

- Provides timely assistance to administrative staff and employees regarding benefit and human resource questions and issues.
- Maintains employee personnel files to ensure legal compliance.
- Prepares benefit packets and other employee related information.

- Coordinates employee benefit eligibility, enrollment, severance of employment, and coordinates leave accrual payout.
- Provides written and oral employment verifications.
- Coordinates new hire paperwork as well as the orientation meeting.
- Assists with the updating of the City administrative policy manual and handbook.
- Updates job descriptions, as needed.
- Coordinates employee recruitment and selection process for City departments; reviews personnel requests, and coordinates job advertisements, application review, interview scheduling, and participates in interview process as required.
- Assists with providing research for policies, training, and other human resource issues.
- Updates the Human Resources web page.
- Assists in the development and implementation of supervisory and employee training programs.
- Assists with additional projects, as assigned.

#### **PAYROLL**

- Verifies timesheets and enters information into accounting system.
- Prepare direct deposit vouchers for supervisor review.
- Prepare payroll and create employee paystubs.
- Maintain records of employee's schedules step increases, sick leave, vacation and comp time.
- Processes payroll related liabilities such as Aflac, Deferred Comp, PERS, insurance, etc.
- Prepares quarterly and year-end payroll reports, payroll tax deposits, summary reports and W-2 forms according to state and federal regulations.
- Researches payroll related policies and procedures.

This list is illustrative only and not intended to specify every duty and job responsibility.

#### **PREFERRED SKILLS**

##### **ABILITY TO:**

- Interpret and apply federal, state and local policies, laws and regulations.
- Prepare, interpret and communicate financial information verbally and in a spreadsheet format.
- Effectively communicate with Department Heads and establish working relationships with fellow employees and the public.
- Perform tasks to meet deadlines while maintaining accuracy and attention to detail.
- Effectively manage competing priorities and work assignments.

**TOOLS AND EQUIPMENT**

Use of computer and related software applications such as Microsoft Word, Excel, and PowerPoint. Also extensive use of Caselle government accounting software.

Use of office equipment such as computer, phone, copier, 10-key calculator, typewriter, fax machine, copy machine and automobile.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this position, the employee is frequently required to sit, communicate, reach, kneel, balance, crouch, and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 30 pounds on a regular basis, manual dexterity and coordination are required more than 50% of the work period while operating equipment such as a computer keyboard, a telephone, fax, calculator, and other similar office machines.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Usual office working environment. This role routinely uses standard office equipment such as computers, phones, adding machines, copy machines, filing cabinets and fax machines. The noise level in the work environment is typical of most open office environments. Occasional overtime is required with occasional work on nights and weekends.

Reviewed By:	Dave Stockdale, City Manager	Date:	July 28, 2021
Approved By:	Dave Stockdale, City Manager	Date:	July 28, 2021
Last Updated By:	Melissa Ince, Finance & Administrative Services Director	Date/Time:	July 28, 2021



David Stockdale  
City Manager

# CITY OF UMATILLA



## APPLICATION FOR EMPLOYMENT

**D I S C L A I M E R**

The City of Umatilla is committed to providing an equal opportunity for all individuals who are seeking employment. The objective of the City of Umatilla is to select the most qualified individuals for the job. We encourage you to provide us with complete and accurate information that demonstrates your qualifications to perform the duties of the job you are applying. Please turn in this application, resume, and references together.

Any applicant with a disability who needs reasonable accommodation in any step of the hiring process may request assistance to demonstrate his or her qualification to perform the duties of the job for which the applicant is applying. The applicant who needs reasonable accommodation for disability should inform the City Manager at P.O Box 130, Umatilla, OR 97882 or call (541) 922-3226.

You must complete all of the inquiries on the application accurately and truthfully. Any incomplete applications will be rejected. If you believe the question or information sought is not applicable, put "N/A" for a response in the space provided. If you report false or inaccurate information, we will reject your applications or terminate your employment if we discover false or inaccurate information after the date of hire.

<b>P E R S O N A L</b>	Last Name <span style="margin-left: 150px;">First</span> <span style="margin-left: 150px;">MI</span>		Date
	Street Address		Home/Mobile Telephone
	City, State Zip		Business Telephone
	Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes: Month and year _____		Social Security #
	Position Desired		Expected Salary
	Apart from absence for religious observance, are you available for full-time work? <input type="checkbox"/> Yes <input type="checkbox"/> No    If not, what hours can you work? _____		Will you work overtime if asked? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you legally eligible for employment in the United States?		When will you be available to begin work? _____

<b>E D U C A T I O N</b>	School	Name and Location of School	Course of Study	No. of years completed	Did you Graduate?	Degree or Diploma
	Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Business/Trade Technical				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Elementary				<input type="checkbox"/> Yes <input type="checkbox"/> No	

## ADDITIONAL INFORMATION

*Clinical experience, Honors & Awards, Interests & Activities, Military Service, Personal, Professional Associations, Professional Memberships, Publications, Technical, Volunteer Experience, Other/Miscellaneous.*


## PREVIOUS EMPLOYMENT

Please give accurate, complete full-time and part-time employment record. Start with your present or most recent employer.

<b>1</b>	Company Name	Telephone	(      )
	Address	Employed – (Month and year)	
	Name of Supervisor	From	To
	Job Title and Work Description	Pay	
		Start	Last
		Reason for Leaving	
<b>2</b>	Company Name	Telephone	(      )
	Address	Employed – (Month and year)	
	Name of Supervisor	From	To
	Job Title and Work Description	Pay	
		Start	Last
		Reason for Leaving	
<b>3</b>	Company Name	Telephone	(      )
	Address	Employed – (Month and year)	
	Name of Supervisor	From	To
	Job Title and Work Description	Pay	
		Start	Last
		Reason for Leaving	
<b>4</b>	Company Name	Telephone	(      )
	Address	Employed – (Month and year)	
	Name of Supervisor	From	To
	Job Title and Work Description	Pay	
		Start	Last
		Reason for Leaving	

We may contact the employers listed above unless you indicate those you do not want us to contact.	<b>DO NOT CONTACT</b>	
	Employer Number(s) _____	Reason _____

<b>V E T E R A N</b>	<p>This is a voluntary question; however if you are interested in consideration as a veteran, under Oregon's veterans' preference hiring law, we need to know if you qualify. More information about this law, is available by going to BOLI's FAQ: <a href="http://www.oregon.gov/boli/TA/pages/t_faq_veterans_preference_2012.aspx">www.oregon.gov/boli/TA/pages/t_faq_veterans_preference_2012.aspx</a> For purposes of veteran's preference hiring, a veteran defined as: a person who served 178 days or less, but were discharged or released under honorable conditions because of service-connected disability (or who have a disability rating from VA), or who served at least one day in a combat zone and were discharged or released under honorable conditions. Finally, the veterans' preference law applies to veterans who received combat or campaign ribbon or an expeditionary medal for service in the U.S. armed forces and were discharged or released under honorable conditions.</p> <p>I meet this definition of a veteran and I am asking for veterans' preference consideration: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>This is a voluntary question; however, if you are interested in consideration as a disabled veterans, under Oregon's veterans' preference for hiring law, we need to know if you qualify. More information about this law, is available by going to BOLI's FAQ: <a href="http://www.oregon.gov/boli/TA/pages/t_faq_veterans_preference_2012.aspx">www.oregon.gov/boli/TA/pages/t_faq_veterans_preference_2012.aspx</a> For purposes of veterans' preference hiring, a disabled veteran is a person who has a disability rating through the U.S. Department of Veterans Affairs, one whose discharge or release was for a disability incurred or aggravated in the line of duty, or a recipient of the Purple Heart for wounds received in combat.</p> <p>I meet this definition of a Disabled Veteran and I am asking for veterans' preference consideration: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

<b>A C K N O W L E D G M E N T  S I G N A T U R E</b>	<p>I understand the purpose of this application form is to give me the opportunity to provide the City with information about my skills, experience, abilities, and other personal attributes that meet the qualifications requirements for the job position that is available. I understand that it is in my best interest to be thorough, accurate, and descriptive in providing this information. I also understand that a number of interviews maybe required for consideration beyond the application form.</p>
	<p>In submitting this application for employment, I understand that the City will investigate the information that I provided. If the City selects me for an interview, I understand that the City will require me to provide the City with a release and waiver form so that the City may contact a representative for each former employer, educational institution, and/or personal reference that I list on the application form or provide in an interview.</p>
	<p>I understand that part of the application process at the City of Umatilla includes a controlled substance exam. I understand that if the City considers me for employment then the City will request a signed consent and waiver before I take the exam. I understand that if I refuse to sign the form or if my results are presumptively positive, then the City will not consider me for employment.</p>
	<p>I understand that if the City of Umatilla offers me employment, I will complete a Form I-9 before I commence work provide the City with proper documentation that proves I am authorized to work in the United States. I understand that if I do not provide the City with proper documentation I will no longer qualify for an employment opportunity. I understand that I may obtain information about the documentation by contacting the City's Human Resource Department at P.O Box 130, Umatilla, OR 97882 or call (541) 922-3226. I can also contact the United States Citizenship and Immigration Services at 1-800-255-7688 or by visiting the website <a href="http://www.justice.gov/crt/about/osc">www.justice.gov/crt/about/osc</a></p>
	<p>The information provided in this Application for Employment is true, correct and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal. I acknowledge that the City will verify accuracy and completeness of the information I have provided and I authorize each employer, school, or person I have named to provide information regarding my employment education, character, and qualifications, and release each employer, school, or person from all liabilities for any damages that may result from furnishing information to the City. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.</p>
	<p>I, hereby authorize the City of Umatilla to make an investigation of my personal employment history and education. I understand that these investigations will include information of public record, which could include DMV records; civil and criminal courts; and other records as may be appropriate. If a report is obtained, the City must provide, at my request, the name of the agency so I may obtain from them the nature and substance of the information contained in the report.</p>
<p>I, hereby fully waive any rights or claims I have or may have against all current and/or former employers and their agents, employees, and representatives, as well as any damages that may directly or indirectly result from the use of the disclosure, or release of any information by any person or party whether such information is favorable or unfavorable of me. I, further waive any claim against the City and any outside agency utilized by the City as a result of any information, which is obtained in this investigation.</p>	
<p>_____</p> <p>Date</p>	<p>_____</p> <p>Signature</p>