



# CITY OF MOLALLA

## EMPLOYMENT OPPORTUNITY

### HUMAN RESOURCE/RISK COORDINATOR ADMINISTRATION

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|-----------------------|-----------------|
| FLSA Status:          | Non-Exempt      |
| Department:           | Administration  |
| Union Representation: | Non-Represented |

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#### GENERAL POSITION SUMMARY:

The Human Resource/Risk Coordinator performs a variety of administrative and technical Human Resource and Risk Management duties. This position also provides administrative support to the City Manager. Typical tasking includes but is not limited to employee recruitment, retention, employee relations, personnel issues, EEO/ADA/FMLA/OFLA and Paid Leave Oregon compliance, policy and procedure development, assisting with labor negotiations, insurance renewals. Work is generally critical, sensitive, or of a confidential nature.

The Human Resource/Risk Coordinator position is classified as a confidential employee to the City Manager. Assistance is available from the Finance Director and the City Recorder.

#### ESSENTIAL FUNCTIONS & MAJOR RESPONSIBILITIES:

*The tasks listed below are intended to assist in understanding the role, it is not an exhaustive list. An employee in this classification may be asked to perform any of the tasks listed; however, these examples do not include all tasks an employee may be expected to perform.*

- Maintains thorough knowledge of the laws related to Human Resources including but not limited to: FMLA, OFLA, ERISA, ADA, Paid Leave Oregon, Wage and Hour, and Due Process requirements. Facilitates and implements any and all Leave process with employees.
- Tracks employment-related legal updates to ensure appropriate policies and practices are in place, existing policies and practices remain legally compliant, and new/changed policies are communicated to the workforce.
- Acts as the back-up to the Human Resource Coordinator in times of absence. (Illness, vacation, etc.)
- Acts as the City's Risk Management Coordinator
- Has independent administrative responsibility for a function, a project, a unit within a department, or for a total technical/professional function.
- Coordinates the recruitment process, candidate communication, interview process, and maintains related files. Coordinates onboarding of newly hired employees and creates new employee hire packets.
- Researches, responds to, or refers employee questions regarding personnel policies and

procedures, and union contracts.

- May assist with negotiations of CCPOA (Clackamas County Peace Officers Association) and Teamster's Union contracts.
- Maintains thorough knowledge of Human Resources and Risk Management-best practices and implements or timely communicates them to the City Manager as appropriate to mitigate risk related to human resource practices.
- Creates and/or updates job descriptions as appropriate. Direction provided by City Manager or other Department Heads.
- Coordinates Human Resources and Risk Management related training by tracking requirements, providing announcements, direction, and tracking completion using rosters, certificates, or other media. May assist in development of training materials.
- Coordinates and/or conduct employment-related investigations and maintains associated documents and files.
- Fields and resolves or assists in resolution of employee complaints. Advises and assists department heads in implementation of disciplinary policies.
- Manages the City's Risk Management portfolio. Includes but not limited to insurance renewals for Fleet, Facilities, Property, and Personnel. Update policies such as Personnel, Fleet, Cyber Security, and Fraud annually
- Works with CIS and Insurance Agent regarding internal and external accidents. Includes working with employees, citizens, insurance agents and claims representatives. Communicates with the Finance Department regarding deductions or payments received.
- Creates and/or updates internal Risk Management forms as appropriate. Direction provided by City Manager and CIS.
- Serves as Safety Committee Chair, including all tasks related to OSHA/CIS requirements.
- Performs routine clerical and administrative work, such as answering phones, assisting customers, drafting letters, and filing.
- Establishes and maintains positive working relations with coworkers, management, elected officials, and the general public.
- Other tasks as assigned.

#### **MINIMUM QUALIFICATIONS:**

##### **EDUCATION AND EXPERIENCE**

- Bachelor's degree in Human Resources, Public Administration, or a related field; and 3-years of experience related to the listed job functions;
- Associate's degree in public administration or a related field; and 2 years of experience related to the listed job functions.
- Or any combination of education and experience that tends to exhibit proficiency in the listed functions and responsibilities.
- Professionals with Human Resources certification is strongly preferred.
- Professionals with bilingual skills may be provided with up to seven percent incentive pay.

##### **NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES**

- Broad knowledge of the laws, regulations, and practices associated with public sector Human Resources.
- Ability to analyze a variety of Human Resources issues and make sound recommendations.
- Ability to work independently with minimal supervision and direction.
- Ability to establish and maintain cooperative working relationships and communicate effectively in both verbal and written form.
- Ability to appropriately manage competing priorities and meet unalterable timelines.

- Ability to maintain and organize various human resources program related files, understand, and determine benefit eligibility rules, accurately utilize automated payroll and financial software, word processing software, and database programs.

#### **SPECIAL REQUIREMENTS**

- Must be able to pass background and security clearance standards including reference check, criminal history check, and satisfactory driving record.
- Must have or be able to obtain a valid Oregon driver's license within 30 days of hire.

#### **SUPERVISION RECEIVED:**

The Human Resource/Risk Coordinator will be under the direct supervision of the City Manager.

The Human Resource/Risk Coordinator is not a supervisory position but may receive directions from the Finance Director relating to payroll and may receive directions from the City Recorder relating to Risk.

#### **PHYSICAL AND MENTAL DEMANDS:**

- Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.
- Frequent repetitive motions include, but not limited to, hand, wrist, and finger movements; daily walking, reaching, standing, talking, hearing, and seeing.
- Exerting up to twenty-five pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitations.

#### **WORK ENVIRONMENT:**

The work environment is primarily a standard office environment. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

#### **DISCLAIMER:**

*This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related, or logically assigned to the position.*

*This job description does not constitute an employment agreement and is subject to unilateral change by the employer as the needs of the employer and requirements of the job change.*

Approved By:

  
Dan Huff, City Manager

7-22-25  
Date

