

City of Florence Employment Opportunity

HUMAN RESOURCES ANALYST

\$3,829—5,291 monthly

The City of Florence is accepting applications for a Human Resources (HR) Analyst to join our team!

Position Summary:

The Human Resources (HR) Analyst performs a variety of professional and technical human resources work required to administering human resources programs, including recruitment, classification, compensation, evaluation processes, safety programs, employee benefits administration, leaves of absences, training, recognition, and employee and labor relations; performs research and analysis; provides consulting services to City departments related to all aspects of human resources programs and activities; performs related work as required. Monitors compliance with pertinent federal, state, and local laws, regulations, and ordinances.

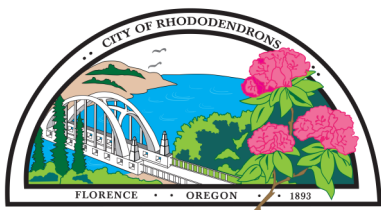
The HR Analyst, under the direction of the City Manager, works with the Department Directors to assist with the human resources activities within their departments, as well as coordinates with contract human resources support. The HR Analyst works closely with the Finance Department to develop and implement many of the human resources programs, as well as to maintain the human resources documentation.

Qualifications:

Desired knowledge, skills, and abilities include:

- ◆ Knowledge of the principles and practices of human resources management, including benefits administration, risk management, and labor relations.
- ◆ Thorough knowledge of Federal, State, and local legislation relating to human resources operations.
- ◆ A working knowledge of government management techniques, principals, and methods.
- ◆ Ability to work independently.
- ◆ Knowledge of applicable technology resources and solutions, including Microsoft and other Human Resources management applications.

The ideal candidate will have a Bachelors degree in Human Resources Management, or related subject with at least 2 years of related experience, or an equivalent combination of education and experience. A Master's degree in Public Administration, Human Resources, or a related field will be considered as relevant experience.



City of Florence
A City in Motion

The City of Florence is an equal opportunity employer and service provider.



FLORENCE, OR

Florence (population 8,600), located only an hour west of Eugene on the Central Oregon Coast, is known for our quaint Historic Old Town and our great outdoor recreation opportunities located within the Oregon Dunes National Recreation Area.

Florence is a thriving community in western Lane County with an economic base of small business, medical care facilities, educational opportunities, and services including the fishing and logging industries. In recent years Florence has welcomed active retirees and has expanded its tourism base. For more information on the Florence area, please visit www.florencechamber.com.

Incorporated in 1893, the City of Florence operates under the council-manager form of government. The mayor and four councilors are elected at large. The management team members report directly to the City Manager.

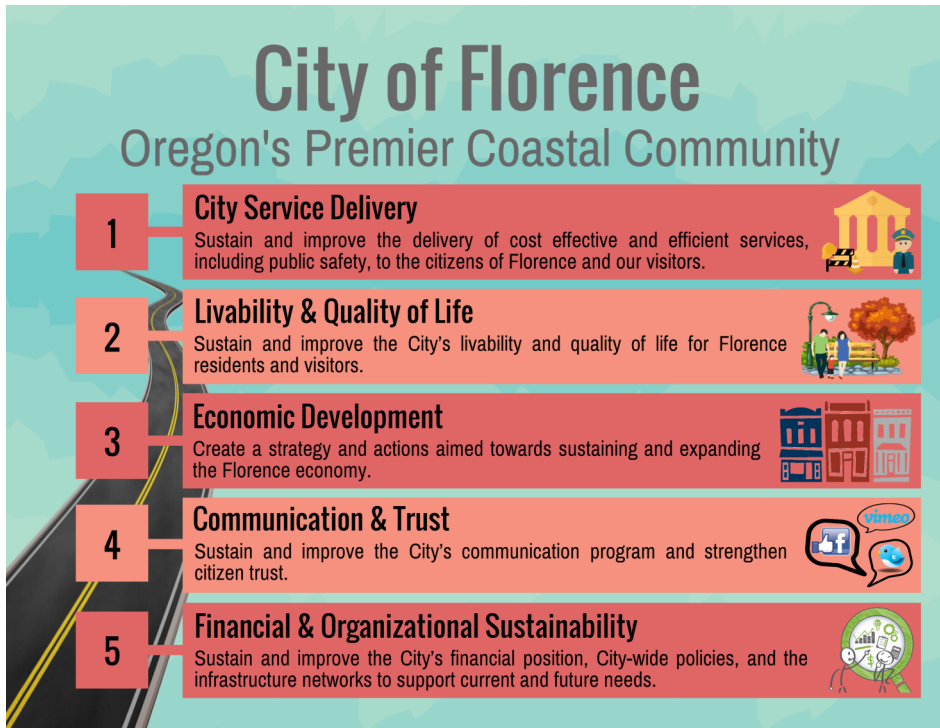
The City has approximately 64 FTE staff members and a current budget of \$34.5 million. The City's departments include City Manager's Office, Community Development, Finance, Florence Events Center, Municipal Court, Police, and Public Works.

To Apply:

Please visit the City's website at www.ci.florence.or.us/jobs for a detailed job description, to download a City employment application, and to learn how to apply for the position.

Position is open until filled with a first review of applications on May 22, 2017 at 5 pm.

What's ahead for the City of Florence?



The Florence City Council has refined the vision, mission, and goals for our City and our community over the past two years. The vision that our City Council and our employees strive for is to become “Oregon’s Premier Coastal Community.” In order to accomplish this vision, the City Council has developed five overarching goals. The work outlined in our City Work Plan can be tied to one or more of these goals. As shown to the right, our City Goals include: City Service Delivery; Livability & Quality of Life; Economic Development; Communication & Trust; and Financial & Organizational Sustainability. This vision and our goals were developed with the long-standing City mission at the core. The City of Florence’s mission is “to meet community

expectations for municipal services, provide a vision for civic improvements, maintain a quality environment, and position Florence to have an economically viable and sustainable future.”

It takes a lot to become Oregon’s Premier Coastal Community and we are working hard each day to achieve this. As we speak to our local and regional partners, civic groups, and our citizens, we describe our work and our organization as a *City in Motion*. This has become our motto and our tag line. It takes constant movement and effort to achieve our goals. Everything we do contributes to achieving those goals for our organization and our citizens.

Our City staff and our community have embraced the *City in Motion* mantra. Check out our City of Florence: A City in Motion video on our website at www.ci.florence.or.us/citymanager/city-motion-video. The City Council and Management Team have outlined what it means to be a *City in Motion* and the exciting projects we have in store for our community. We are looking for a Human Resources professional who can join our *City in Motion*, embrace our mission and goals, and contribute to our vision of becoming Oregon’s Premier Coastal Community!

Human Resources Priorities

The City of Florence’s Work Plan outlines some exciting projects for the Human Resources function and the City as a whole. Several of those projects are outlined below and will become priorities for the new Human Resources Analyst.

- Maintenance of the City’s Salary Schedule and studies.
 - ◆ Including the City’s participation in the Portland State University Total Employer Cost of Compensation Program.
- Review and update of the City’s Employee Handbook.
- Implementation of best practices for employee policies, forms, and onboarding process.
 - ◆ Including maintenance and improvement of City-wide intranet for better access by employees.
- Implementation of new Human Resources management software.
 - ◆ Including streamlining of paperwork, personnel records, and paperless solutions.
- Employee recognition and engagement program.
- Assist in coordination of moving employees during facilities capital projects.
 - ◆ New Public Works Facility—Moving to a new facility.
 - ◆ Remodel of City Hall—Temporary relocation.