



## Human Resources Consultant

**Class code:** 01080

**Employee Group:** Management/Confidential

**FLSA:** Exempt

**Salary Band:** 8

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### I. Position Summary

The Human Resources (HR) Consultant provides professional level consultation and support to departments in all functional areas of HR. This position applies employment laws, collective bargaining agreements, and County policies and procedures, as well as standard principles, theories, and concepts to provide recommendations and guidance to resolve a variety of HR issues. It partners effectively with department managers and employees to gather facts and consider relevant information and with the HR team and other central service subject matter experts to ensure recommendations and guidance are within compliance, HR industry practice, and department and County goals and needs. The HR Consultant performs a variety of HR generalist assignments and responsibilities.

### II. Distinguishing Features

This is the first and journey level of a two professional level series. Employees in this classification possess intermediate level HR generalist knowledge and capabilities in all functional areas of HR (e.g., recruitment, job classifications, compensation, benefits, employee development, labor relations, employee relations, performance management, and compliance – federal, state, and local employment and hour and wage laws, FMLA/OFLA, workers' compensation, ADA, ACA). Employees may also have experience as a specialist in a particular functional area or competency of HR (e.g., recruitment and outreach, classification and compensation studies, training delivery, HR systems, project management).

### III. Supervision Received and Exercised

As a journey level professional, the HR Consultant works independently with departments and central service subject matter experts and under the general supervision of the HR Director. The supervisor typically reviews outcomes and gives advice or direction when needed. Supervision is not the primary focus of this classification; however, the HR Consultant may lead projects and provide guidance to and/or supervise other HR staff.

### IV. Examples of Essential Position Duties

- Understands County and assigned department missions, services, and goals while building strong and effective relationships with senior leaders, managers, and employees to become a trusted and respected HR advisor, partner, and coach.
- Strives for consistent HR recommendations and guidance to support department managers and employees in finding appropriate responses, resources, and outcomes.
- Builds strong and effective relationships with central service subject matter experts to become a trusted and respected colleague for resolving HR issues and achieving improvements in HR processes and programs.
- Interprets and applies County policies, procedures, and practices as well as federal, state, and local employment laws and collective bargaining agreements in support of department and County objectives. Provides guidance and options.
- Supports and assists with development of workforce plans and training to help ensure long term workforce readiness. May participate in special projects with senior leaders, subject matter experts, and/or external consultants on organizational and workforce initiatives.
- Provides compensation and performance management support to supervisors and employees,

including position description drafts, new hire offers, job classification and reclassification reviews, job audits, and performance reviews and guidance. May coordinate classification, compensation, and pay equity studies and support the Classification and Compensation Committee as assigned.

- Develops and generates reports from data obtained from HR systems to provide analytics and trending information.
- Identifies and evaluates potential safety and injury risks and recommends data-driven solutions for reducing risk.
- Supports lead negotiator and bargaining team in labor contract negotiations, such as identifying, researching, and creating reports on job, pay, and benefit comparators, information on economic and non-economic proposals, and on costs of contract proposals, and preparing exhibits for fact-finding and arbitration hearings. Takes notes at bargaining sessions and tracks TA's, open articles and related issues, and helps review proposal/final offer/contract for accuracy. May coordinate all aspects of HR's support for contract negotiations as assigned.
- Performs special projects and other duties for HR and departments as assigned.
- Contributes to annual human resources and workers' compensation budget formulation.
- May guide facilitated discussions or mediate between parties.
- May prepare and monitor document gathering for information requests to ensure timely response and information integrity.
- Adheres to County and departmental policies and procedures as well as safe work practices.
- Develops and maintains effective working relationships with staff at all levels, public officials, the general public, and representatives of other agencies.
- Attends and participates in required trainings. Meets regularly with HR team and with assigned department leaders and supervisors.
- Has regular and reliable attendance.
- Works irregular hours as required.
- Performs other related duties as assigned.

#### V. Knowledge, Skills and Abilities

- Broad knowledge of HR industry practices with demonstrated experience in all functional areas of HR (e.g., recruitment, compensation and benefits, employee development, labor relations, employee relations, performance management, and compliance – federal, state, and local employment and hour and wage laws, FLSA, FMLA/OFLA, workers' compensation, ADA, EEO, ACA).
- Knowledge of providing guidance and consultation regarding policy and procedures to managers and employees at all levels. Ability to display business acumen and to understand assigned department services, goals, and challenges.
- Skill in problem solving, analysis, planning and organization in order to work independently and effectively plan and prioritize work to accomplish multiple projects with competing deadlines and drive appropriate solutions.
- Ability to communicate effectively, both orally and in writing as well as interpersonally, and skills in influencing with all levels of managers and employees, and external agencies, and in small and large group settings.
- Ability to provide excellent customer service and ability to proactively service diverse departments.
- Ability to adapt to change and actively identify and support improvement and change initiatives in a positive manner.
- Strong technical skills, including Microsoft Office, HR management systems, collaboration tools,

and other HR software.

- Knowledge of methods and techniques of research, analysis, reporting, and survey/assessment design and interpretation. Ability to analyze data, identify facts and root issues, and prepare clear and concise reports, recommendations, and guidance. Ability to identify options.
- Knowledge of principles and practices of effective supervision, human behavior, organizational alignment.
- Knowledge of project management and change management approaches and skills. Ability to effectively manage multiple priorities and to consistently meet time lines and due dates.
- Ability to maintain strict confidentiality in all matters.
- Knowledge of accounting and budget practices a plus.

**VI. Minimum Requirements** (Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions)

**Education and Experience**

- Bachelor’s degree in business, human resources management, public administration, social sciences, humanities, or related field from an accredited institution of higher education AND two years of progressively responsible professional experience in HR; OR
- Bachelor’s degree in any field from an accredited institution of higher education AND three years of progressively responsible professional experience in HR; OR
- Any combination of education and professional experience which provides the applicant with the desired knowledge, skills, and abilities required to perform the job.
- Experience working in a public organization and/or a particular functional role or competency expertise preferred.
- HR professional certifications and/or advance degree in related field is preferred.
- Experience in Excel and/or recruitment systems is a plus.

**Licenses, Certificates and Other**

Valid Oregon State Driver’s License with an acceptable driving record.

**Physical Demands** (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Typically requires climbing, stooping, kneeling, crouching, reaching, standing, walking, sitting, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. Requires exerting up to 20 pounds frequently, 50 pounds occasionally, of force to move objects. Minimum physical effort is required. Requires driving and travel.

**Working Environments**

Work is generally performed in an office environment and may include exposure to disruptive people.

**VII. Additional Information**

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management’s decisions on how to best allocate department resources. Any shift, emphasis or

rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Adopted: 1/20