



## Senior Human Resources Consultant

**Class code:** 01082

**Employee Group:** Management/Confidential

**FLSA:** Exempt

**Salary Band:** 10

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### I. Position Summary

The Senior 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. This position 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 Senior HR Consultant performs a wide variety of advanced level assignments and responsibilities that often have County-wide impact and/or are more complex in nature.

### II. Distinguishing Features

This is the advanced level classification in the HR Consultant professional level series. Employees in this classification possess advanced level knowledge and have more years of demonstrated experience as an HR generalist with knowledge and capabilities in all functional areas of HR (e.g., recruitment, compensation and benefits, employee development, labor relations, employee relations, performance management, and compliance – employment and hour and wage laws, FMLA/OFLA, workers' compensation, ADA, ACA). The senior level is distinguished by additional work on larger scale, more complex organizational and workforce development initiatives, programs, and issues that impact the entire County; on complex department issues; and has more regular direct contact with union representatives and communication with senior leaders and managers across the County. The Senior HR Consultant has expertise in functional and/or competency areas of HR and/or professional certifications (e.g., investigations, organization development, total compensation, diversity and inclusion, facilitation, learning development and training delivery, project management, and process improvement).

### III. Supervision Received and Exercised

The Senior HR Consultant works independently with departments and central service subject matter experts and under the general supervision of the HR Director. The supervisor typically is updated on progress, advised of outcomes, and gives advice or direction when needed. Supervision is not the primary focus of this classification; however, the Senior HR Consultant may lead projects and provide guidance to and/or supervise other HR staff, and may make decisions within the HR team in the HR Director's absence.

### 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.
- Builds strong and effective relationships with central service subject matter experts, union leaders and representatives, and external agencies to become a trusted and respected partner for resolving HR issues and achieving organizational and workforce improvements.
- 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. Has deep and practical understanding of the County and often provides recommendations beyond compliance considerations.

- Strives for consistent HR recommendations and guidance to support department managers and employees in finding appropriate responses, resources, and outcomes.
- Supports and assists with development of workforce plans and training to help ensure long term workforce readiness. Brings HR expertise to 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 and data obtained from HR systems to provide analytics and trending information. Proactively identifies and makes data-driven recommendations for creating opportunities and resolving challenges.
- Identifies and evaluates potential safety and injury risks and recommends solutions for reducing risk, includes the use of data.
- Supports lead negotiator and bargaining team in labor contract negotiations, such as identifying, researching, and creating reports on job, pay, and benefit comparators, information for economic and non-economic issues, 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, policies and procedures.
- 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 managers.
- Has regular and reliable attendance.
- Works irregular hours as required.
- Performs other related duties as assigned.

#### V. Knowledge, Skills and Abilities

- Broad and advanced level 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).
- Skill in providing advanced level guidance and consultation regarding policy and procedures to

managers and employees at all levels. Skill in business acumen and an ability to understand assigned department services, goals, and challenges.

- Knowledge of advanced level problem solving, analysis, planning, facilitation, and organizational skills in order to work independently and effectively plan and prioritize work to accomplish multiple outcomes within competing deadlines and drive appropriate solutions, and to facilitate County-wide initiatives that require input and engagement of many stakeholders.
- Ability to communicate effectively, both orally and in writing as well as advanced interpersonal, influence, coaching, and facilitation skills with all levels of managers and employees, external agencies, and in small and large group settings.
- Excellent customer service skills and ability to proactively service diverse department needs.
- Ability to adapt to change and actively identify and facilitate improvements and change initiatives in a positive manner.
- Project management and change management approaches and skills. Ability to effectively manage multiple priorities and stakeholders, and to consistently meet time lines and due dates.
- Strong technical skills, including Microsoft Office, HR management systems, collaboration tools, and other HR software.
- Advanced 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. Able to identify options and influence resolving problems.
- Knowledge of principles and practices of effective supervision, human behavior, organizational alignment.
- Knowledge of accounting and budget practices a plus.
- Ability to maintain strict confidentiality in all matters.

**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 five years of progressively responsible professional experience in HR; OR
- Bachelor's degree in any field from an accredited institution of higher education AND six 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.
- Advanced degree in related field and/or professional certifications preferred (e.g., HR, total compensation, labor relations, facilitation, leadership development, learning development and training development, project management, process improvement).
- Experience working in a public organization and/or a particular functional role or competency expertise desired.
- 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