



**City of Newport
Human Resource Specialist**

The City of Newport is seeking an exceptional individual for the newly created position of Human Resources Specialist. Full-time/regular/non-exempt position. Salary Range 11: \$3,319-\$4,370/month. Excellent benefit package.

This position is responsible for a variety of complex administrative, technical work in coordinating the human resource functions of the city under the direction of the Finance Director. The position requires dealing with sensitive issues in a confidential and professional manner.

Responsibilities include employee recruitment, benefits, workers compensation, leaves of absence, maintenance of personnel records, and other employee information. The employee in this position assists with a variety of special projects including salary/benefits surveys, recognition, training, and HR research. The Human Resources Specialist (HRS) also ensures that the Personnel Handbook is kept current and recommends amendments as appropriate. The HRS also keeps aware of City code changes, applicable legislation, rules, policies, and standards for the City's human resources.

See the job description on the City's website for duties and responsibilities of this position.

Applications can be downloaded from the city's website at www.newportoregon.gov or picked up in person at City Hall, 169 SW Coast Hwy, Newport OR. Applications can be submitted to the City Manager's Office before 5:00 PM on July 13, 2012. EOE.