



The City of Eugene is accepting  
ONLINE APPLICATIONS ONLY for:



## EMPLOYEE & LABOR RELATIONS SENIOR PROGRAM COORDINATOR

Closing: Tuesday, January 18, 2011 5pm

Please visit the City of Eugene's website: [www.eugene-or.gov/jobs](http://www.eugene-or.gov/jobs)  
for more information on this position and to apply.

**Salary:** \$41,912 - \$52,166 Annually

### General Statement of Duties

*The Senior Employee and Labor Relations Coordinator performs a variety of advanced paraprofessional and technical duties applying extensive knowledge, experience, and technical expertise in the areas of employee and labor relations. Assists the Employee and Labor Relations Manager with implementation, coordination and administration of program responsibilities; manages program related files and data base.*

### MINIMUM REQUIREMENTS

#### **Must Pass Police Background Investigation**

#### **Education:**

Equivalent to a two-year degree in Human Resources, Public Administration, Business Administration, Communications, or a related area, with major coursework in the area of Employee/Labor Relations. Additional related education, Bachelor's degree preferred.

#### **Experience:**

Four years of progressively responsible paraprofessional experience in Employee/Labor Relations, Human Resources or related area, including at least two years of experience providing clerical or technical support in a related program area. Professional Human Resource (PHR) Certification desirable.

*Other combinations of experience and education that meet the minimum requirements may be substituted.*

#### **License**

Valid Oregon driver's license or, the ability to obtain by date of hire; **must pass driving records check** and, if hired, maintain a driving record that meets the City's standard. *Oregon law requires that an out-of-state license holder must obtain a valid Oregon license (with appropriate endorsements) within 30 days of becoming domiciled in the state (ORS 803.355).*

#### **Application Procedure**

You must submit an **ON-LINE** application to be considered for this position. To apply online, access the City of Eugene Job Opportunity page at [www.eugene-or.gov/jobs](http://www.eugene-or.gov/jobs). **APPLICATIONS WILL BE ACCEPTED DURING THE POSTED PERIOD ONLY, AND MUST BE SUBMITTED PRIOR TO THE CLOSING DATE AND TIME.**

(Over)

### Selection Process

Applicants are screened based upon their relevant knowledge, abilities, skills, experience, and training. The selection process varies according to the position and can include such things as screening of supplemental questionnaires, written or skill tests, ability or fitness tests, interviews, and assessment processes. In addition, background investigations and records checks may be required. Some positions also require applicants to have a psychological evaluation and/or physical examination and a drug test prior to employment. Applicants selected to continue in the process will be notified within two-three weeks after the posting deadline.

**DUE TO THE VOLUME OF APPLICATIONS RECEIVED BY THE CITY, GENERALLY, ONLY APPLICANTS SELECTED FOR FURTHER CONSIDERATION (TESTING, INTERVIEWS) WILL BE CONTACTED.**

**TO CHECK THE STATUS OF RECENTLY POSTED POSITIONS, PLEASE GO TO [www.eugene-or.gov/jobs](http://www.eugene-or.gov/jobs) AND SELECT "STATUS OF RECENTLY POSTED POSITIONS" – located in the upper right corner of the webpage.**

The City of Eugene complies with the Americans with Disabilities Act of 1990. Any applicant with a qualified disability under the Americans with Disabilities Act may request accommodation by contacting an employment coordinator at (541) 682-5061.

In compliance with the Immigration Reform and Control Act of 1986, the City of Eugene will request all eligible candidates who accept employment with the City to provide documentation to prove they are eligible for employment in the United States.

The City of Eugene is committed to a work environment which values the cultural, educational, and life experiences of each employee. We believe that a diverse workforce enables us to deliver culturally competent service to all members of our community. As part of our commitment to diversity, the City continues to be an affirmative action/equal opportunity employer. Women, people with disabilities, and persons of color are strongly encouraged to apply.