



TILLAMOOK BAY

COMMUNITY COLLEGE

Position Title: Human Resource Specialist

Work type: Administrative

Location: Tillamook, OR

Categories: Administrative

Department: Human Resources

Appointment Type and Duration: Regular, Ongoing

Salary: \$42,244.66 – \$60,230.78

Compensation Band: Grade 15

FTE: 1.0

FLSA Exempt: No

Leave: In accordance with current TBCC Policy 312 and corresponding regulations.

College and Area Information

Tillamook Bay Community College is located 85 miles west of Portland on the beautiful North Oregon Coast in Tillamook, Oregon; the county seat of Tillamook County. The County has a population of 26,000 and TBCC serves over 2,060 students per year.

TBCC strives for equity and is committed to hiring and retaining diverse and dedicated faculty and staff who lead the way in helping our students expand their knowledge and potential. The Human Resource Specialist is expected to be part of the campus community and participate in organized meetings, professional development and other opportunities as available.

Organizational Relationship

Reports to: Director of Human Resources

General Statement

Tillamook Bay Community College (TBCC) is seeking an experienced, enthusiastic and highly skilled candidate to serve as our Human Resources Specialist. The Human Resource Specialist provides generalist support to the overall and daily human resource processes and operations at the college. This position is responsible for the administration of talent acquisition including recruiting and hiring of positions, maintenance of accurate current personnel records along with the transfer and data

Equal Opportunity Employer

Tillamook Bay Community College does not discriminate on the basis of race, color, national origin, disability, sex, age, religion, height/weight ratio, marital status, gender, gender identity, sexual orientation, organizational affiliation, political affiliation or protected veterans with regard to employment, admissions, access to education programs or activities as set forth in compliance with federal and state statutes and regulations. Persons having questions about non-discrimination should contact the Director of Human Resources, 4301 Third Street, Tillamook, Oregon, Room 229, Phone (503) 842-8222 ext. 1021

entry for new hires and employee changes. Other responsibilities include administration of employee assessments and evaluations, assisting in the recordkeeping associated with in-house training and professional development programs, and end of employment processing. The HR Specialist facilitates an employee communication program to keep employees informed of policies, activities, and information to support employee wellbeing and culture. The role also will assist with electronic archiving and storage of documents from various departments within the College.

Major Areas of Responsibility

- I. Recruiting and Hiring
- II. Coordination of Performance Evaluations
- III. Facilitation of Employee Communications
- IV. General Administration

Specific Responsibilities

Recruitment and Hiring

- Coordinate and prepare required information and documents for new employment openings and talent recruitment working with the hiring manager.
- Post employment openings to appropriate printed, electronic, and social media sites.
- Manage tracking of applications, and provide customer service to job applicants throughout the acquisition process.
- Schedule candidate interviews.
- Work with hiring manager and review committees by preparing documents and coaching on interview practices.
- Ensure background and reference checks are processed and completed
- Inform applicants of their status.
- Inform new employees of their hiring status.
- Send and receive hiring documents of for successful candidates.
- Distribute new employee documents to appropriate College departments for processing.
- Accurately prepare new employee files.
- Manage the new employee onboarding process.
- Facilitate the completion of compensation documents
- Manage the closure of a position opening
- Ensure reviews are conducted during the probationary process in accordance with policy.
- Assist with other HR duties as assigned

HR Administration

- Assist with coordinating and employee communication program that may include monthly/quarterly employee updates, newsletters, paycheck inserts, a virtual

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suggestion box, and oversight of employee pages on MyTBCC.

- Perform human resources clerical and data entry and compliance duties.
- Assist in responding to internal and external inquiries to the HR department.
- Assist in fostering a culture of equity and inclusion with all members of the campus community
- Assist with processing of employee requests for professional development funds
- Electronically file current documents and archive historical documents.
- Process incoming HR related mail
- Provide quality customer service to both internal and external customers.
- Maintain current HR files and database
- Administer the annual employee performance review process under the direction of the HR Director.
- Assist with maintaining records related to grievances, disciplinary actions, and Title IX matters
- Cross train with the Payroll and Benefit Specialist and assist in updating and maintaining employee benefits, employment status, compensation documents, and other records as needed.
- Maintain Docuware files of all HR materials and records.
- Serve on College committees as appropriate.
- Other duties as assigned.

Minimum Qualifications

- Associates Degree in Administration, Business, Human Resources, Communications, or a related field.
- Minimum of two years of related experience working with complex and detailed information.
- Knowledge of administrative functions, principles of customer service, and basic human resource functions.
- Must be able to communicate clearly, both written and orally, as to communicate with employees, management, and in group presentations and meetings
- Must be able to effectively read and interpret a variety of complex information and policies.
- Must be able to prioritize and organize work activities
- Proficiency in the use of computers, Microsoft Office, Access and Excel spreadsheets along with the ability to learn in-house computer software.
- Experience with and demonstration of data entry skills
- Must have a high-level of interpersonal skills to handle sensitive and confidential situations
- Ability to work individually and as a team member.
- Ability to uphold and set a culture of confidentiality that assures confidentiality of records and information.
- Ability to maintain a positive demeanor

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Preferred Qualifications

- Bilingual in Spanish and English
- Bachelor's degree in human resources, business administration or related field
- SHRM or PHRM member
- Experience in higher education

Physical Requirements

- Prolonged periods of sitting at a desk and working on a computer
- Must be able to lift up to 25 pounds at times

Application Information

Complete application packets will have first consideration. The submission of all required application materials is the responsibility of the applicant. Please respond via email with cover letter, resume, unofficial transcripts and application indicating proof of your abilities to achieve the above job description and a minimum of three references to hr@tillamookbaycc.edu

Applications may also be mailed to:

Tillamook Bay Community College
Attn. Human Resources
4301 Third Street
Tillamook, OR, 97141

To print application, go to:

[Human Resources - Tillamook Bay Community College \(tillamookbaycc.edu\)](http://tillamookbaycc.edu)

(Choose the staff application packet).

Position Open until filled

First review of applications: June 30. Position will remain open until filled.

Compensation and Position Availability

This is a 1.0 FTE non-exempt position. Compensation is \$42,244.66 – \$ \$60,230.78 annually. Placement will generally not exceed the mid-point, based on qualifications, experience, and internal equity. The year is based on 249 days or 1992 hours per year. TBCC is closed on Fridays during the months of July and August.

Benefits

TBCC provides excellent benefits, including medical, dental, and vision insurance, as well as paid life, long-term disability, and accidental death insurance. For health insurance, the

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college provides \$1,342/month towards premium costs prorated for part-time employees. Paid leave includes vacation, sick, 12 holidays, and personal leave (from accrued sick leave) and pays all contributions to Oregon PERS. TBCC also provides tuition waivers, based on the employee FTE to employees and qualified dependents for TBCC classes. Optional benefits include flexible spending account, health spending account, additional life insurance and other supplemental insurances as well as 403(b) retirement accounts. Benefits are paid in accordance with Tillamook Bay Community College policy as defined in Appendix B-1, Summary of Employee Benefits in the adopted budget for fiscal year 2022-23.

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