

# Human Resources Technician

JOB TITLE: Human Resources Technician

FLSA STATUS: Non-exempt

GRADE: 37

DEPARTMENT: Human Resources

APPROVED DATE: 12/2007

REVISED DATE: 06/2021, 02/2022

## Job Summary

The Human Resources Technician provides paraprofessional, technical support services to the Library District's human resource management functions in areas of employment, onboarding, training, employee events, safety, records management, and computer-based Human Resource Information System (HRIS) to contribute to the appropriate and effective utilization of its human resources.

## We Value Lived Experience

Sno-Isle Libraries is committed to embedding equity into our organization. As we engage in equity work, it's important to have a good foundation to frame the work and then provide training opportunities to build skills and knowledge.

We value and embrace the unique experiences our staff members bring to the organization and recognize how their experiences improve the service we provide.

## Essential Functions

*Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.*

1. Accurately enter data into a complex HRIS to provide for accurate and useful information for proper human resource management. This includes such tasks as: operating a personal computer with specialized HRIS software to manage applicant and employee data, providing vital information about the Library's staff, and producing useful and required human resource reports; preparing standardized and custom reports utilizing knowledge of HRIS, spreadsheet,

database, and word processing software; and downloading and transmitting data from the system. Serve as back-up to the administrator of the HRIS system.

2. Assist in administration of the District's employment function. This includes such actions as: preparing and maintaining templates for job postings; advertising job openings by creating print and email newsletters, posting on websites, and/or placing classified ads; and preparing rating and interview materials, in addition to monitoring job applications, maintaining accurate and useful records regarding applicants, scanning documents, and retrieving data in report format as required. Provide support to interview panels including scheduling interviews, preparing interview materials, and general communication with candidates such as regarding application support and status. Present a positive image of the Library and helpful information to potential applicants at job fairs. Serves as back-up to the Employment Specialist and provides support to the Records Management Specialist.
3. Provide effective administrative support to Human Resources staff including such tasks as: maintaining and distributing related forms and benefits information; entering data into multiple computer-based data systems; performing word processing, copying, filing, calculating, and recording of accurate and timely information including preparation of correspondences and reports; processing bills for payment; opening and distributing mail; archiving records; assisting with response to public records requests and records management; and ordering supplies.
4. Develop and document departmental processes and procedures for assigned areas. Design forms. Conduct assigned training sessions including new hire orientations; may assist with development of training programs and materials.
5. Identify and implement uses for the Intranet. Maintain accuracy of assigned information on the Intranet.

### **Additional Duties and Responsibilities**

1. Perform specialized duties in support of department services as directed.
2. Serve on system committees as assigned.
3. Attend meetings, trainings, and workshops as assigned.
4. Assist with special projects as required.
5. Train new staff as needed.
6. Perform other duties as assigned.

## **Supervision**

The position reports to the Assistant Director of Human Resources and takes work direction from HR staff depending on work assigned. Supervision of the work of others is not a normal part of this job; however, the position may guide project work of volunteers or temporary staff.

## **Knowledge, Skills, and Abilities**

1. Ability to operate with a high level of proficiency MS Office products and complex relational databases, such as a learning management system or HRIS.
2. Ability to provide effective verbal and written communication skills.
3. Ability to conduct training programs in a customer service environment.
4. Ability to work independently and to set priorities.
5. Ability to write comprehensive training materials and operating instructions.
6. Ability to make presentations to a variety of groups and facilitate training.
7. Ability to work cooperatively and maintain interpersonal skills with the public and coworkers at all levels of the organization utilizing excellent customer service skills.
8. Ability to communicate effectively with diverse audiences.
9. Knowledge of established office administration practices and procedures.
10. Knowledge of principles of training and adult learning processes.
11. Knowledge of human resource management programs, policies, systems, and procedures; federal, state, and local employment laws and regulations.
12. Independently develop and apply new knowledge and skills.
13. Strong organization and attention to detail.
14. Strong analytical and problem-solving skills.
15. Protect the strictest confidence of highly confidential and sensitive information.

## **Education and Experience**

*Knowledge, skills, and abilities for this position can be acquired by a combination of experience and education including:*

1. High school diploma or G.E.D. required. Associate's Degree preferred.

2. These skills and abilities typically are acquired through a combination of experience and training which includes related college-level coursework together with three years of related administrative experience including at least one year in direct involvement in day-to-day HR functions and use of an HRIS.

### **Physical and Environmental Conditions**

The physical demands described here are representative of those that must be met by a staff member to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Most of the work is carried out within a generally accessible, safe, indoor environment. While performing the duties of this job, the incumbent is required to operate computers for extended periods of time.

The incumbent must regularly communicate with coworkers and members of the public. These contacts and situations are deemed to be generally safe and free of undue stress, but require incumbents to be cordial, helpful, and skilled in interpersonal relations with others both in the public and within the Library District.