

# Human Resources Specialist

JOB TITLE: Human Resources Specialist

FLSA STATUS: Exempt

GRADE: 38

DEPARTMENT: Human Resources

APPROVED DATE: 11/2007

REVISED DATE: 06/2021, 02/2022

## **Job Summary**

These positions perform a variety of complex clerical and administrative services along with responsibility for performing professional and technical human resource work. Positions may be assigned, as needed, to one or more areas of human resource administrative functions, such as recruitment, classification, compensation, computer-based human resources data management (HRIS), benefits and leave administration, safety, or training administration. These positions involve the use and preservation of confidential and sensitive materials and information and deal with matters having significant impact on the organization's compliance with critical federal and state laws and regulations.

This position contributes to the Library District's effective operation, providing library services, spaces, and resources that are representative of diverse cultures and perspectives, intentionally inclusive, and accessible to everyone.

## **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.*

### Benefits and Leaves

1. Administer the Library's employee benefit programs and policies; assure compliance with federal and state laws governing benefits; work with broker and vendors to identify benefit options; monitor vendor services for compliance with performance guaranties.
2. Communicate benefit programs and information to employees; analyze and implement training as needed; work with HRIS Administrator to plan and execute open enrollment activities.
3. Interpret and administer all leave programs and policies in accordance with applicable federal and state laws (LOA, FMLA, ADA, USERRA, Pregnancy Discrimination Act), coordinate Workers' Compensation and return-to-work programs, address applicant and staff requests for ADA accommodation; provide timely and accurate guidance to supervisors and employees regarding leaves, accommodations, and medical information.
4. Coordinate all medical information to ensure HIPPA and employee privacy guidance are monitored and executed.
5. Coordinate with supervisors to determine reasonable accommodation.
6. Manage all administrative aspects of leave and Workers' Compensation claims to ensure accurate pay for employees; maintain communication with employees on leave and their supervisors to ensure proper return to work procedures are implemented; create and facilitate appropriate training as needed for employees and supervisors.

### Recruiting, Employment, and Compensation

1. Coordinate and oversee employment and recruiting; create job postings using online applicant recruiting and tracking system; communicate with candidates; advise hiring managers and supervisors on interviewing and selection process, including creation of personnel action forms related to hiring, transferring, promoting, and terminating employees.
2. Create recruitment plans, advertisements, evaluation plans, and steps.
3. Check applicant references, conduct background checks, make job offers in writing, initiate required paperwork, and communicate with applicants verbally and in writing; collaborate with hiring managers to construct valid job-related selection criteria, evaluation tools, and interview questions.

4. Coordinate with Talent Development Manager and hiring managers to provide development opportunities for employees; ensure employee and supervisor expectations and training are included in development plans and are executed throughout the development period.
5. Create, maintain, and analyze job descriptions and specifications to establish equitable pay grades within the organization as compared with rates in the industry.
6. Administer compensation programs; conduct research and analysis involving compensation using compensation statistics and market analysis; participate in salary surveys; perform job analysis and classification including creation and maintenance of accurate job descriptions, including identifying and documenting job competencies.
7. Develop, implement, and coordinate up-to-date interview and hiring practices and processes for supervisors using online applicant recruiting and tracking system.

#### Human Resources Information System (HRIS)

1. Administer and maintain complex human resource information system to provide for accurate and useful information for proper human resource management. This includes such tasks as utilizing specialized Human Resources Information Systems software to record applicant and employee data to maintain accurate records for producing payroll, providing vital information about the Library's staff, and producing useful and required human resource reports.
2. Oversee receipt of employment-related information and data entry by others; audit daily entry for quality, accuracy, and to ensure database integrity; serve as HR liaison to payroll/accounting function; responsible for transmitting accurate benefits enrollment data to insurance providers.
3. Design, maintain, and distribute standardized, year-end, and custom reports utilizing knowledge of HRIS, database, spreadsheet, and word processing software.
4. Responsible for the security of private employee information through setting permissions and passwords.
5. Monitor performance and accuracy of the system; diagnose problems and contact vendor support center as needed; participate in the design and implementation of systems that are linked to the HRIS such as performance management and candidate self-service; identify, investigate, and recommend innovative systems technologies as appropriate.
6. Prepare, maintain, and audit all Affordable Care Act (ACA) required recordkeeping, ensuring the accuracy of data.
7. Assist employees with questions and enrollment in benefits related to life events; advise management, employees, and retirees in sensitive and confidential areas such as insurance,

retirement, deferred compensation, disability, leave, and other programs; resolve conflicts with employees and benefit providers related to vendor performance against contract requirements for the purpose of ensuring providers perform as expected to optimize effectiveness of benefit plans and programs for employees; understand and administer delivery of COBRA benefits through a third-party administrator, and serve as a point-of-contact for employee HR questions.

### Employee Experience

1. Measure, assess, and support employee engagement and experience; identify opportunities to enhance employee experience; develop strategies to support equitable recruitment and employment practices.
2. Provide guidance and support to employee affinity groups that foster connections and enhance employee relationships, collaboration, and productivity.
3. Plan and coordinate retention programs, such as the annual employee recognition event and awards; conduct exit interviews.
4. Plan and administer a variety of wellness programs throughout the year including blood drives and flu shot clinics.
5. Participate in the development and administration of performance planning and review procedures, including the progressive corrective action process; conduct investigations if needed.
6. Investigate, interpret, and administer legal compliance issues; provide interpretation and guidance regarding Human Resources policies and procedures as needed; research, draft, and update policies, procedures, programs, and systems for management review and approval.

### Other Essential Functions for HR Specialists

1. Conduct weekly onboarding for all new employees to ensure a positive first impression of the organization's vision, mission, values, culture, policies, and expectations to build a strong foundation and increase employee engagement.
2. Track completion of performance appraisals, maintain records, and regularly report to supervisors due dates and status of appraisals.
3. Coordinate and administer safety program, including serving on district-wide safety committee, to assure compliance with state and federal laws and regulations.
4. Prepare and maintain a variety of records, files, reports, eligibility lists, and certifications relative to Human Resource functions; organize and oversee comprehensive records related to human

resources administration; comply with department records management guidelines and archival system.

5. Investigate, interpret, and administer legal compliance issues; provide interpretation and guidance regarding Human Resource policies and procedures as needed.
6. Research, draft, and update human resource policies, procedures, programs, and systems for management review and approval; identify uses for Intranet and internet, and assure accuracy of assigned information.

### **Additional Duties and Responsibilities**

1. Provide backup as needed for related positions (recruitment, employee experience, HRIS, benefits, leaves of absence).
2. Train new staff on using all components of HRIS.
3. Manage or assist in projects as assigned.
4. Attend meetings, trainings, and workshops as assigned.
5. Assist in administration of other human resources functions as directed.
6. Prepare correspondence and reports, for internal and external use.
7. Perform other duties as assigned.

### **Supervision**

The position reports to the Assistant Director of Human Resources. Supervision of the work of others is not a normal part of this job; however, the incumbents provide leadership to others.

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

1. Strong thorough knowledge of human resource management programs, policies, systems and procedures; federal, state and local employment laws and regulations; and principles of training.
2. Knowledge of COBRA, HIPAA, ACA requirements, employment laws and compensation administration.
3. Ability to maintain awareness of changes in the law regarding all Human Resource, benefit, and leave programs, and ensure compliance with legal and regulatory guidelines.
4. Thorough knowledge of principles of supervision of the work of others.

5. Demonstrated ability to preserve and protect the strictest confidence of highly confidential and sensitive information.
6. Ability to interpret and apply the Library's policies, methods, and systems.
7. Demonstrated ability to exercise initiative, independent judgement, and be a self-starter who works with integrity.
8. Demonstrated ability to listen, understand, and interpret information and concerns received from employees and managers from diverse backgrounds.
9. Excellent attention to detail while multitasking.
10. Ability to uphold the principles of equity, diversity, and inclusion in the workplace and the community.
11. Ability to work, plan, organize, and prioritize independently with minimum supervision and direction.
12. Ability to communicate effectively with diverse audiences.
13. Ability to work cooperatively and maintain effective interpersonal skills with the public and co-workers.
14. Ability to solve problems and respond in a calm, reasonable manner in all situations.
15. Ability to comprehend and interpret instructions and correspondence; ask clarifying questions to ensure understanding.
16. Ability to work under stress with distractions to meet deadlines and needs with minimal supervision.
17. Ability to maintain records or files and respond to visitors and telephone calls.
18. Ability to establish and maintain effective working relationships with employees and provide services to staff while maintaining confidentiality, tact, and diplomacy.
19. Ability to use personal computers, word processing, database, and spreadsheet software as well as complex automated systems such as human resources information system.

## **Education and Experience**

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

1. These skills and abilities typically are acquired through a combination of experience and training including university-level education in such fields as human resource management,

public administration, or a related field, together with at least three years of Human Resources experience.

2. Professional certification such as Professional in Human Resources (SHRM or PHR) or Certified Employee Benefits Specialist (CEBS) is desirable.

### **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 must operate computers for extended periods of time. An incumbent may occasionally move objects or materials weighing up to 25 pounds.

Most of the work is carried out within a generally accessible, safe, indoor environment. 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.

Incumbents may travel to various sites in all kinds of weather and traffic conditions. To accomplish this travel, the incumbent must be able to drive and hold a valid Washington State driver's license or to make independent arrangements for such transportation.