

SKAMANIA COUNTY

JOB DESCRIPTION

TITLE: HUMAN RESOURCE SPECIALIST **FLSA STATUS:** Non-Exempt
Approved: 11/2018
Range: 20

SUMMARY

Under the supervision of the Human Resource Administrator, this position is responsible for a variety of complex and technical administrative and clerical human resource duties related to the efficient operation of the department often in a confidential nature. An understanding of the departmental functions and procedures is required as well as individual initiative in carrying out assignments with minimal procedural instruction and supervision. The work requires a considerable amount of contact with county personnel, the general public and other program entities. This position requires a confidentiality agreement.

ESSENTIAL FUNCTIONS

Provides information and assistance to the general public, clients and other agency personnel requiring thorough working knowledge and understanding of the laws, regulations, policies and procedures specific to departmental functions. Must be able to work with minimal direction and supervision.

Performs a full range of advanced administrative tasks to relieve Human Resource Administrator of routine and non-routine work including reception duties; drafting policies and documents, setting up training for employees, preparation and distribution of correspondence; meeting planning and developing and maintaining filing systems; creating special forms; ordering and tracking supplies; general billing; bookkeeping and assist in monitoring of the budget. Handles and processes all incoming calls and answers routine questions within the context of established policies and procedures.

Maintains administrative functions, coordinates schedules, appointments, records, workflow and necessary paperwork. Works with HR Administrator to schedules board meeting with citizens and board members. Prepares work folders and information packets.

Collects, compiles and summarizes program data. Processes and maintains accurate records for annual reports and reviews.

Communicates in a professional and courteous manner, with clients and the general public – all means regarding schedules, appointments, and charges, provides information on department services and refers to other programs as appropriate.

Opens and distributes routine mail, including shipments for the department, logging in as necessary and following all shipping/receiving/storage instructions as necessary.

Performs records management and public records request duties such as researching and reviewing documents, processing and filing, and, archiving and recording.

Performs a significant amount of data entry and tracking from various sources requiring accuracy, consistency, good judgment and attention to detail. Updates and maintains computer files including data bases, spreadsheets, image files and other programs with current data.

Uses computer software and other specialized office equipment to prepare and complete routine forms, reports, correspondence, requisitions, tabulations and other materials, proofreads documents for typing and format errors.

Maintains current knowledge of policies and procedures as they relate to safe work practices. Follows all safety procedures and reports unsafe conditions. Contributes to the success of the organization by participating in quality improvement activities. Is a positive member of a team and cooperates in accomplishing goals and objectives set by the department Administrator.

Develops communication tools to enhance the understanding of the County's benefits package, costs, changes and answer questions.

Process the Department of Retirement System records for all employees. Updates all information with Department of Retirement system, audits the files.

Assists with audits from other state, federal, local agencies.

Processes Health Insurance payments and upload of information.

Provides information and answers questions regarding county benefits.

Assists with drafting and amending policies for county benefits.

PERIPHERAL FUNCTIONS

Working with the Administrator for collective bargaining. Assisting with policy interpretation and drafting of policy documents. Following employee training needs and monthly billing and reconciliation of departmental training programs.

Cross-trained to perform or assist in performing any and all of the duties and responsibilities of Human Resource department.

Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of modern secretarial, clerical and general office procedures including English composition, spelling, and grammar, multiline telephones, use of standard office equipment, current software applications, such as word processing, creation of templates and spreadsheets and database management.

Knowledge of Human Resource duties, labor law, employment law Drug and Alcohol rules and practices.

Knowledge of bookkeeping and records management/retention procedures.

Knowledge and competency in the use of terms used in various department programs.

Knowledge of the functions of county government and the inter-relationships between departments and outside cooperating agencies.

Knowledge and/or experience with public sector collective bargaining process desirable.

Knowledge of applicable federal, state and local rules, policies, procedures and regulations of the department and organization and management of programs.

Skill in effective organization and time management.

Skill in active listening so that all pertinent information is available for staff responses to inquiries from the public or other agencies.

Skill in analyzing, defining and resolving problems effectively.

Skill and accuracy in data entry.

Skill in bookkeeping and records management.

Skill in communicating with the public in a courteous, friendly and effective manner.

Skill in public sector collective bargaining processes desirable.

Ability to identify problems, conduct research and communicate results to general public and clients or refer individuals to appropriate department(s).

Ability to discern where discretion and confidentiality are required.

Ability to use independent judgment, make decisions, and accept responsibility for assigned work to achieve the most effective performance of all job assignments with minimum amount of supervision.

Ability to understand and promote the mission of the department; participate in departmental training; effectively and efficiently carry out the policies and procedures and strive for personal excellence in the programs and duties of the department.

Ability to provide professional, courteous, respectful, and efficient customer service and maintain effective communication with the general public, clients, staff members, volunteers, and other departments and agencies under varying circumstances; and, to calmly handle routine or emergency situations sometimes with diverse and/or irate individuals.

Ability to prepare and maintain accurate, clear and concise files, reports and records; both electronic and paper for department programs, and to communicate clearly and concisely, orally and in writing.

Ability to accept and contribute to changes, within the department, while maintaining a positive attitude and outstanding work ethic.

Ability to develop, adapt, and improve office systems; procedures; and work methods. Handle multiple interruptions and adjustments to priorities.

Ability to learn policies & procedures related to the functions carried out by the department.

EDUCATION AND EXPERIENCE

Applicants for this position are expected to possess the skills, knowledge, and abilities essential to the successful performance of the duties assigned. Requires an Associates of Art Degree with major course work in business, law, personnel, or closely related field and five years of related experience performing duties at a similar level, preferably in the public sector or an equivalent combination of education and experience. Prefer experience with processing insurance enrollment, and Human Resource and labor law. Must be competent in Microsoft office software including Excel and Word programs and strong aptitude in learning new computer systems.

Must be able to obtain any required licenses or certificates deemed essential to the position.

WORKING CONDITIONS

Work is performed approximately 100% in an office environment. Sitting for extending periods of time may be required with extensive computer usage.

PHYSICAL REQUIREMENTS

The duties of the above position require sitting, walking, stooping, bending, reaching, twisting, and the ability to lift up to 25 pounds. Requires finger dexterity, sense of touch, gripping with fingers and hands; ability to see, hear voice conversation, and to speak.

The statements contained herein reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

It is the policy of Skamania County to not discriminate against any person with regard to race, color, national origin, sex, age, physical/mental disability, creed, marital status, pregnancy and maternity, sexual orientation, gender identity, veteran's status guide dog or service animal and genetic information or any other protected status under federal or state statute.
