

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Human Resources Generalist**

Dept.: **Human Resources**

Reports to: **HR Manager**

Effective Date: **Revised November 2018**

Job Code Number: **10807**

Grade Number: **14, Non-represented**

FLSA Status: **Non-Exempt**

General Position Summary:

Performs a variety of both routine and complex clerical and administrative services along with responsibility for performing basic professional and technical human resource work. Positions may be assigned, as needed, to one or more areas of human resource administrative functions, such as personnel selection, recruitment, classification, compensation, employee relations, or training/education.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Performs human resource work under the supervision of more experienced professional HR staff members who review work in progress or upon completion for accuracy, quality and professional development and serve as resource experts.
2. Coordinates full cycle of the selection and hiring process using online applicant recruiting and tracking system. Creates recruitment plans, advertisements, evaluation plans and steps. Uses online tools to create and maintain job profiles, including related and valid selection criteria and interview questions. Screens, evaluates and refers candidates for interviews. Checks applicant references, makes job offers, initiates required paperwork and communicates with applicants verbally and in writing.
3. Using HRIS, creates initial employment records and generates monthly, quarterly and annual routine reports for internal or external use. Creates complex statistical and other reports related to assigned areas, as needed.
4. Assists with maintenance of Position Control. Checks the accuracy of information against HRIS data and requisitions for vacancies.
5. Researches and compiles related information to answer claims for unemployment benefits, public records disclosure requests, public records retention requirement, and other employment related questions or requests. Responds to inquiries from staff and public regarding HR policies and procedures as appropriate.
6. Provides statistical and research assistance to staff in gathering, preparing and analyzing data for use in developing and implementing policies and procedures and determining cost. Assists in the development of HR policies, procedures and activities.
7. Assists with special programs and projects.
8. Maintain confidential and sensitive information.

Secondary Duties:

1. Serves on various employee committees.
2. Provides backup for related positions.
3. Other related duties as assigned.

Core Competencies:

Customer Focus

Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.

Valuing Diversity

Manages relationships with all kinds and classes of people inclusively and equitably; respects, values, and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn from differences.

Ethics, Values, and Judgment

Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organizational values, moral principles, and accountability in behavior, character and action. Defends intellectual freedom and patron confidentiality.

Professional & Technical Knowledge

Demonstrates proficiency in professional and technical skills/ and or knowledge in position-related areas; purposely keeps up with current developments and trends in areas of expertise, in order to foster personal success and connections for others.

Communicates Effectively

Conveys ideas/information in a way that is clear, engaging, and suitable to the audience. Main point of their message is apparent. Listens more than they speak, responds appropriately. Seeks influence.

Work Quality

Inspires and strives for excellence in all aspects of work including setting high standards of performance for self and others; ensures that results are complete and accurate; exhibits attention to detail.

Dealing with Ambiguity

Can shift gears comfortably; can decide and act without the total picture; can comfortably handle risk and uncertainty, does not exhibit excessive need to control or track, can 'let go' and move forward in uncertainty.

Compassion

Authentically cares about people with a desire to help them; demonstrates real empathy with and for others, yet, maintains appropriate boundaries.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

A typical way of obtaining the knowledge, abilities and skills for this position is:

- Graduation from a four-year college or university with a major in human resources, public administration, or a closely related field.
- Two to four years of general human resource experience, including one year directly related to the assigned area; experience using applicant tracking software and HRIS.
- Or, an equivalent combination of training and experience.

SPECIAL REQUIREMENTS

A valid Washington driver's license.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is changing tasks depending upon the shift and will in most cases occasionally stand and walk and up to constantly sit. Will occasionally reach up or down and frequently reach out. Neck rotation may be up to occasional. Constantly using hands in conjunction with finger use and up to frequent keyboarding, this handling or keyboarding may be repetitive up to frequently. Up to occasionally operating foot controls. The employee will seldom lift up to 20 lbs. Employee will seldom push/pull carts and wheeled equipment with light force.

WORK ENVIRONMENT

Work is performed in a normal office environment.

Advancement Possibilities:

Open based on education and experience

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____
Director of HR