Title: Human Resources Technician II
Dept.: Human Resources
Job Code Number: 10811
Reports to: HR Manager
Grade Number: 10, Non-represented
Effective Date: Revised January 2019
FLSA Status: Non-Exempt

General Position Summary:

Under general supervision, performs a variety of routine and clerical work in assisting the administration of various components of the human resources system of the organization, including recruitment and selection, benefits, training, classification and compensation, and labor relations.

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. Makes arrangements for and schedules interviews and skill assessments and coordinates with hiring managers, interviewers, applicants and HR staff.
2. Processes applicants through various steps of the selection process using online application system.
3. Posts and advertises position vacancies as assigned.
4. Composes, edits and sends notifications, reports, memoranda, and other material to applicants and staff.
5. Maintains recruitment and selection records and files. Maintains limited applicant and employee information in related systems. Maintains substitute database. Updates employee files as needed.
6. Answers inquiries and provides general employment information to applicants and staff.
7. Compiles and maintains records for use in employee benefits administration.
8. Assists in coordination of programs such as service awards, commute trip reduction options, job fairs and other recruitment and employment related activities,
9. Assists with training arrangements activities such as creating materials, communicating with instructors, reserving and setting up classrooms.
10. Provides clerical support for staff development with activities such as data entry and maintenance, invoice processing, mailings, creating and sending correspondence, reports and memoranda.
11. Provide administrative support to multiple projects at once; adapt to changing needs and priorities in a detail and deadline driven environment.
12. Maintain confidential and sensitive information.

Secondary Duties:
1. Arranges travel and lodging for selected applicants as needed.
2. Provides backup to other technicians and assistants.
3. Provides administrative support to other Human Resource functions as required.
4. Serves as a member of various employee committees as assigned.
5. 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.

**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, skills and abilities necessary to successfully perform the essential duties of the position is:

- High school diploma or GED equivalent.
- Two years office related experience, preferably in HR, or library experience that includes strong customer service orientation.
- Or other combination of education, experience and training that provides the required knowledge, skills, and abilities to perform the duties and responsibilities of the classification.

SPECIAL REQUIREMENTS

Washington State 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. Occasional travel to community libraries, evening or early morning meetings, and extensive PC monitoring work is required.

Advancement Possibilities:
Open depending 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