KING COUNTY LIBRARY SYSTEM
Job Description

Title: Human Resources Specialist (Employment)

Dept.: Human Resources  
Job Code Number: 20411

Reports to: Human Resources Supervisor  
Grade Number: 14, Non-represented

Effective Date: October 2012  
FLSA Status: Non-Exempt

General Position Summary:

Under general supervision, performs technical, administrative, and clerical human resources tasks and assignments in support of the employment function, including but not limited to recruitment and selection, HRIS entry, tracking, and reporting. Provides customer service and specialized human resources information and assistance to staff and the general public.

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. Coordinates full cycle of the selection and hiring process using online applicant recruiting and tracking system. Creates recruitment plans, advertisements, evaluation plans and steps. Screens, evaluates and refers candidates for interviews. Checks applicant references, makes job offers, initiates required paperwork and communicates with applicants verbally and in writing.

2. Creates and generates system reports, graphs and charts related to employment tracking and statistics.

3. Generates and processes all new hire and other personnel related action forms, including entering new hire data into HRIS. Coordinates with Payroll and HR Analyst to ensure accuracy of HRIS information and data.

4. Collaborates with hiring managers to construct valid job-related selection criteria, evaluation tools, and interview questions. Assists managers with completing new hire paperwork.

5. Creates and maintains content of HR employment webpage in SharePoint.

6. Plans, coordinates for, and recruits at job fairs.

7. Provides statistical and research assistance by 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; responds to inquiries from staff and public regarding HR policies and procedures, as appropriate.
Secondary Duties:

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

Communication:

Contacts are normally made with KCLS staff members and potential KCLS staff members with infrequent contacts with other agencies and consultants. Contacts are frequently initiated by a third party (i.e., applicants, staff members), regularly are made on the incumbent’s own initiative or at the supervisor’s request. The position has a requirement to frequently interact with potential KCLS employees, applicants and hiring authorities and communications frequently contain confidential/sensitive information necessitating discretion at all times.

Initiative:

The position operates from established and well-known procedures (on a general basis) and is responsible for problem solving with others within own department. Some design of new programs/services or concepts is required and the job involves a moderate degree of complexity. The position operates independently with minimal supervisions and recurring work situations are experienced with occasional variations from the norm. Decisions are made within specific organizational policy constraints/guidelines.

Accountability:

The position experiences frequent interruptions and maximum flexibility is required. Incumbents consider own work and work of others and must be able to forecast for the near future. Operational planning is involved at the department level. Decisions (i.e., during selection process) made by this position may have broad/far reaching impact.

Leadership:

The position is responsible for role modeling and promoting organizational values within own work unit or department and to the public and other agencies.

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:

- Graduation from an accredited 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 employment area.

Experience using HRIS and online applicant recruiting and tracking software.

Or an equivalent combination of training and experience that provides the required knowledge, skills, and abilities to perform the duties and responsibilities of the classification.

Necessary Knowledge, Ability and Skills:

- Considerable knowledge of employment related applicable federal, state and local laws and regulations.
- Working knowledge of applicable human resources principles and practices.
- Thorough knowledge of MS Office applications, such as Outlook, Word and Excel.
- Thorough knowledge of HRIS and applicant recruiting and tracking software.
- Considerable knowledge of advertising and other recruitment sources and methods.
- Working knowledge of benefits and pay levels of positions being filled by new employees.
- Knowledge of resources relevant to position responsibilities.
- Some knowledge of statistical concepts and basic mathematics.

Ability to:

- Quickly learn, interpret and apply KCLS policies, procedures, methods and systems.
- Apply state and federal employment law in an equal opportunity employment process.
- Analyze data and draw logical conclusions.
- Design and run reporting procedures via applicant tracking system.
- Create selection criteria and evaluation plans.
- Establish and maintain effective working relationships with employees and provide services to applicants and general public while maintaining confidentiality, tact and diplomacy.
- Manage several projects at once and adapt to changing needs in a deadline driven environment.
- Read, speak, write and understand the English language.
- Listen, understand and interpret information and concerns received from employees, managers, applicants and general public from diverse backgrounds.

Skill in:

- Accurate data entry and record keeping.
- Clear and effective oral presentation of ideas and recommendations.
- Written communication including effective job announcements, correspondence and reports.
- Researching information in a variety of fields.
- Use of computer hardware and software, particularly HRIS and applicant tracking.
- Performing elementary statistical and basic mathematical calculations using computer-based programs.
• Reading, understanding and the practical application of personnel related information obtained from textbooks, professional journals, laws, guidelines, rules, and other written materials.
• Working in a team environment.

SPECIAL REQUIREMENTS

A valid Washington State driver’s license.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit, talk, and hear, and to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed in a normal office environment.

Advancement Possibilities:
Human Resources Analyst
Human Resources Supervisor
Director of Human Resources

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

Final: 7/31/01
Revised: 10/29/12