

**KING COUNTY LIBRARY SYSTEM**  
**Job Description**

Title: **Human Resources Analyst**

Dept.: **Human Resources**

Reports to: **Director of HR**

Effective Date: **Revised January 2022**

Job Code Number: **10806**

Grade Number: **17, Non-represented**

FLSA Status: **Exempt**

General Position Summary:

Under general supervision, performs a variety of highly responsible professional, technical and analytical activities in support of the evaluation, development, implementation and maintenance of the KCLS classification and compensation system, employment processes, retention practices, information systems used to transact HR business processes, and labor relations activities.

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. Participates in planning and carrying out position classification and compensation studies; audits and prepares new or modified job analysis documents, class specifications and class concepts; recommends the classification of new or modified positions, classes and class series. Designs and conducts special surveys and studies regarding compensation and other human resource management issues; recommends salary structure changes based on studies and analysis. Coordinates reclassification process.
2. Provides technical expertise to managers and supervisors on KCLS classification and compensation systems, issues, and wage and hour laws and regulations.
3. Provides leadership, technical support, training and assistance to HR staff during project implementation, administration, maintenance and upgrades of HR information systems. Finds solutions, identifies and resolves problems and issues. Analyzes and recommends revisions in practices and procedures. Develops and maintains user manuals.
4. In partnership with the Finance department, maintains and ensures accuracy of Position Control. Coordinates reorganization process.
5. Conducts job analysis studies and constructs job related and valid selection criteria.
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; responds to inquiries from staff and public regarding HR policies and procedures, as appropriate.
7. Designs and utilizes databases for tracking HR related data and responding to information requests. Prepares statistical dashboards, reports, graphs, charts and other reports. Provides reporting and data analysis using the HCM and other applications.
8. In partnership with the IT department, documents business requirements for the HCM system and assists with purchase, implementation, and maintenance of the data and system.
9. Administers the HR intranet site.

10. Participates in as a representative of HR and/or leads system-wide projects and committees.
11. Provides support to HR leadership team for grant funding applications and administration.

Secondary Duties:

1. Assist with budget preparation.
2. Conduct a variety of special projects, as directed.
3. Provide backup for related positions.
4. 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.

**Vision and Strategic Thinking**

Supports, promotes, and ensures alignment with the organization's vision, mission, and values; holds big picture view while setting priorities, often uses breakthrough strategies to find the way forward.

**Interpersonal Savvy**

Relates well to all kinds of people at all levels, both internally and externally; builds appropriate relationships; interactions are often purposeful and constructive.

### **Managing Change**

Embraces organizational changes and their rationale, models behavior needed during improvements in organization's effectiveness, competitiveness, and public service delivery; manages own reactions and supports others in the process.

### **Teamwork/Collaborating**

Works cooperatively and productively with others to achieve goals and deliverables. Is aware of, utilizes and celebrates their own and team members' strengths and differences.

### **Organizing and Planning**

Establishes courses of action for self, can influence others to ensure that work is efficient, appropriately sensitive to real restraints on time and resources. Willing to take a risk.

### Desired Minimum Qualifications:

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 public or business administration, management, human resources, psychology or a closely related field;
- At least three years of progressively responsible human resource management experience; or
- An equivalent combination of training and experience.

Experience in a public agency is preferred. Prefer experience with online application software JD Edwards, Dayforce/Ceridian, NeoGov, or equivalent HCM and HR systems.

### Special Requirements:

A valid 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 typical office environment. Some travel to the KCLS locations throughout King County.

Advancement Possibilities:

Open based on education, training, 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

Final: 7/31/06  
Revised 10/02/08 (corrected pay grade)  
Revised: 12/12/12  
Revised: 1/5/22