

Human Resources Specialist

DEPARTMENT:	Human Resources
GRADE:	55
CLASS CODE:	HRSPEC
FLSA STATUS:	Exempt
UNION STATUS:	Non-Represented
REVISED DATE:	April 2021

Summary:

The Human Resources Specialist supports a variety of human resources functions, including recruitment, screening and selection, and new employee onboarding. Incumbents in this position provide administrative support for Human Resources initiatives and offerings.

Reporting Relationships and Team Work:

This position is supervised by and reports to the Operations Director, and may receive direction from Human Resources Coordinators.

Essential Duties and Responsibilities:

Class specifications are intended to provide a descriptive list illustrative of the range of duties performed by employees in the class. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

1. Assists in the administration of Human Resources activities, including but not limited to recruitment actions, benefits, compensation, and employee relations.
2. Advise employees on TRL's telework program, FMLA and accident prevention programs as well as Human Resources policies and procedures.
3. Monitors patron and staff complaint forms, informing supervisors and managers of complaints received as required.
4. Administers TRL's Continuous Service Awards program.
5. Assist with planning, development, and implementation of Human Resources strategic plans, goals, and objectives.
6. Maintain records for retention compliance and applicable state and federal laws and reporting.
7. Utilize the Human Resources information system (HRIS) and related software to view, document, and maintain personnel/recruitment records.
8. Assist with payroll processes, monitoring personnel records and pay actions.
9. Serves on applicable committees as a representative of Human Resources.

Core Skills and Qualities:

Employees are expected to demonstrate the following qualities at all times:

1. Establish and maintain effective working relationships with internal staff, outside organizations, and the general public.
2. Positively reflect TRL's mission, vision, and values to the staff and public.
3. Effective organizational and time management skills, including the ability to multitask, manage multiple projects at the same time and adapt to changing priorities to meet demands of the department.
4. Communicate effectively verbally and in writing.
5. Demonstrate quality customer service.
6. Exhibit reliability and dependability. Demonstrate punctuality and regular and consistent attendance.
7. Demonstrate a positive attitude and flexibility.
8. Work well with others, show respect, contribute to the team.

Required Knowledge, Skills, and Abilities:

Employees are expected to perform or possess the following:

1. Current knowledge of the principals and practices of public personnel administration.
2. Current knowledge of Federal and State regulations governing human resources activities.
3. Knowledge of policy and procedure compliance, and the ability to interpret and them in a variety of situations
4. Skill in prioritizing and managing projects.
5. Skill in working with a diversity of individuals.
6. Ability to interpret and apply policies to a variety of situations.
7. Ability to communicate effectively and work as a member of a service-oriented team.
8. Ability to support sound working partnerships with management, staff, and the Union.

Technology Requirements:

- Strong computer skills, to include database management, word processing, creating spreadsheets, document management and organization, email applications and the internet.
- Knowledge of computerized information systems used in human resources applications.

Education and Experience:

Associate's Degree in human resources, business, social or organizational behavioral sciences or related field, and three years of human resources experience; OR an equivalent combination of education and experience. A Bachelor's Degree in the aforementioned or related field may substitute year for year of experience.

Licenses, Certifications, and Special Requirements:

- A valid Washington State Driver's License.
- Professional in Human Resources (PHR) certification is desired.

Physical and Environmental Conditions:

- Work is performed in a standard office environment, but can include contact with the public in a library environment.
- Subject to sitting, standing, walking, bending, reaching and lifting objects up to 40 pounds.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions with this job.

This and all TRL positions are subject to transfer, based on library need.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job. Timberland Regional Library is also an Equal Opportunity Employer