

Spokane County Library District

CLASSIFICATION: N09

POSITION TITLE: Human Resources Assistant

GENERAL PURPOSE:

Provides administrative support for the District and performs generalist paraprofessional work in support of the Human Resources Office.

POSITION SUMMARY:

Under the direction of the Human Resources Manager, the Human Resources Assistant performs a variety of complex and sensitive administrative support duties for both the District, and the District's Human Resources Office, including implementation/administration of the Human Resources Information System (HRIS); staff development and training; recruitment and placement; compensation and benefit plan administration; health, safety, and employee and volunteer awards programs; provides information and assistance to District employees and the general public regarding human resources activities, policies, and procedures. Works independently and makes discretionary decisions in all assigned areas.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responds to a variety of inquiries from District employees, managers and supervisors, outside agencies, and applicants regarding District personnel policies and procedures; responds to requests for verification of employment or salary information from employers or credit agencies per district guidelines. In the absence of the receptionist, receives and directs incoming telephone calls and visitors. Prepares and distributes correspondence in the absence of the Administrative Assistant. May provide direction and/or training to the receptionist.

Maintains job applicant folder for open positions; communicates with applicants and schedules interviews; may assist in screening employment applications, and/or interviewing applicants; creates and maintains employee records in ABRA (the human resources information system HRIS); assures completion and input of all new hire enrollment forms including benefits, retirement, as well as federal and/or state mandated documentation required for new hires; tracks applicant data for equal employment opportunity reports.

Processes all other employee status changes and transactions including salary increases, promotions, transfers, and separation from employment; may explain the District's benefit package including, health insurance, paid leaves, and retirement options; may assist benefit eligible employees to complete enrollment forms for health insurance and/or retirement; assures completed documents are submitted in a proper and timely manner. Performs HRIS audits as required to ensure employee information is correct and up to date.

Responds to employee inquiries regarding benefits and may assist employees in resolving insurance issues in conjunction with third party administrators; processes formal requests for medical or other leave, either paid or unpaid, and adjusts anniversary dates as appropriate.

Maintains the Human Resources information site of the staff intranet: assure the staff directory, salary schedule, benefit comparison, insurance providers' list, wellness, employee performance and step increase schedule for supervisors, as well as other forms or documents needed by supervisors or employees are available to streamline processes and improve access to relevant information

Coordinates the annual Staff Training and Development Day, Open Enrollment, United Way Campaign, and Volunteer Appreciation Week, and the District's Wellness Program; arranges for facilities, prepares materials and/or schedules employee informational meetings as necessary; assists the Human Resources Manager in the implementation of the District's employee training programs including First Aid/CPR, lunch and learn sessions, and other staff training events; assists with preparing and distributing training materials and arranging facilities; prepares and follows-up on purchase requisitions and orders as needed; may assist staff in registering for training conferences, and/or continuing education opportunities.

Establishes and maintains a variety of complex and confidential manual and electronic records and filing systems including the official personnel file, medical file, central files, and files electronically archived; maintains

confidentiality of all privileged and/or sensitive information; maintains volunteer database, timesheets/evaluations; creates documents and reports using word processing, spreadsheets, databases, and HRIS tools and software; may troubleshoot and resolve equipment problems including computers, copier, printers, and other office equipment as needed.

Attends work on a regular and dependable basis.

Hear, see, speak, and listen to individuals in order to work with staff and customers.

Interacts in a professional and respectful manner with District staff and the public.

OTHER JOB FUNCTIONS: Performs other tasks as assigned.

SELECTION FACTORS:

(Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

Knowledge of:

- Theories, principles and practices of modern public human resources administration and human resources information systems (HRIS);
- Computer software, including word processing, database, spreadsheet and other specialized software;
- General procedures relating to the gathering and analysis of data and the preparation of reports;
- Public relations and customer service;
- English usage, spelling, punctuation and grammar; basic mathematical calculations; and modern office procedures, methods and computer equipment.

Ability to:

- Use independent judgment in the exercise of daily responsibilities;
- Work effectively under deadlines;
- Maintain detailed and accurate records;
- Perform independent research in carrying out administrative and technical duties;
- Handle multiple project assignments;
- Deal effectively and courteously with the public;
- Use a personal computer and office equipment necessary for successful job performance;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of work; work with various cultural and ethnic groups in a tactful and effective manner;
- Physically perform the essential functions of the job;
- Work a flexible schedule; attend work on regular and dependable basis.

MINIMUM QUALIFICATIONS:

Persons applying for a position of this class should have:

Five years office clerical experience, with three years experience in a public human resources setting; one year experience using HRIS, ABRA software preferred. Proficiency in office software, such as Word, Access, and Excel. **Or** any equivalent combination of education, training, or experience that assures satisfactory performance of essential job functions.

Read and use English and understand numbers.

Should be able to successfully pass a background check.

Valid driver's license and normal risk insurability.

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing and the Internet; database and spreadsheet programs; telephone; calculator; copy machine; scanner; digital camera and fax machine.

WORK ENVIRONMENT:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed primarily in an office environment while sitting at a desk or computer terminal for extended periods of time. However, some travel to a variety of locations to perform work and/or attend meetings is required. Physical exertion may be required to lift office supplies and library materials.

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 the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

FLSA Classification: Non-Exempt

Salary Range: N09

Revised: 10/20/08