

Position Title	Human Resources Associate		
Working Title	N/A		
FLSA Status	Eligible	Payroll Code	
Classification	A3	Revised	2/2022

General Purpose

Under moderate supervision, performs a variety of administrative services in support of the Human Resources department and the District; provides front-line customer service to staff and the public.

Illustrative Examples of Duties and Responsibilities

As an initial point of contact at the District Administrative office, provides direct service to staff and/or the public.

Performs administrative tasks for employee actions such as new hire, termination, leave and compensation.

Performs all administrative tasks for onboarding new hires, including but not limited to: providing and completing paperwork, completing required background checks and entering data into HR information systems and auditing for accuracy and compliance.

Utilizes the Human Resources Information System (HRIS) to maintain employee information. Ensures that appropriate Departments and Agencies have complete forms for insurance, retirement, payroll, and/or other documents.

Coordinates open enrollment and changes for employee benefits programs

Organizes and maintains Personnel files; performs archiving and records retention activities using the Washington State Records Retention Schedule.

Assists with arrangements for meetings or training activities including preparing materials and reserving facilities and equipment.

Composes letters; writes/edits other correspondence as assigned. May proofread drafts of proposed policies and procedures.

Reviews, tracks, and documents compliance with training

Responds to requests for verification of employment or salary information per District guidelines.

Provides administrative support to other departments, as needed.

Cleans and disinfects work and common areas during assigned shift.

May perform seasonal tasks such as shoveling snow and spreading ice melt.

Performs other related duties as assigned.

The duties listed above are intended only as illustrations of the 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.

Supervision

Reports to	Human Resources Director
Supervises	N/A

Qualifications

The ideal candidate will have 3 years recent human resources experience, be proficient with Microsoft Office and have experience providing administrative support.

The District may accept an equivalent combination of education and experience in lieu of the above requirements.

Necessary Knowledge, Skills & Abilities

Knowledge of	Office procedures, methods, and equipment.
Skill in	Use of Use of Microsoft Office and other software applications such as Adobe Acrobat
Ability to	Handle multiple project assignments and meet deadlines
	Organize and maintain records and files
	Express ideas clearly and concisely verbally and in writing; be discreet and use good judgment when dealing with confidential matters
	Gather and analyze data and prepare reports, memoranda and other correspondence; accurately proofread written materials
	Establish and maintain effective working relationships with other employees, and the public
	Communicate effectively with staff and others, both orally and in writing
	Consistently demonstrate effective customer service behavior(s)
	Interact in a professional and respectful manner with District staff and the public
	Maintain confidentiality of information
	Establish and maintain effective working relationships in a team environment
	Use initiative, problem-solving skills, and sound judgment
Work quickly and accurately; follow directions; meet deadlines	

Work Environment/

Work is performed primarily in an office environment. Work may be performed outdoors and exposure to extreme weather conditions may occur

Physical Demands

An individual performing the duties in this position may be required to lift or move up to 40 pounds, and/or push and/or pull objects weighing 50-100 pounds on a wheeled cart or hand truck.

Special Requirements

Background check required, per policy.
Must have valid driver's license and required insurance when operating a privately owned vehicle for business purposes.
Must be able to travel to various locations to perform work, and/or attend work-related meetings, workshops, or conferences.

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.