

S P O K A N E C O U N T Y L I B R A R Y D I S T R I C T

Job Title	Human Resources Coordinator		
Reports to	Human Resources Director	Supervises	N/A
FLSA/WMWA Status	Eligible for overtime	Remote Work Status	Eligible for remote work
Union	Excluded	Compensation Band	MP2
Working Hours	While the District will make a good faith effort to maintain regular, predictable schedules, employees are expected to be available to work a variety of hours; working hours are subject to change and employees are scheduled according to the needs of the District which may include days, evenings, and weekends.		
Required	Valid driver license and required insurance when operating a privately-owned vehicle for business purposes Background & driver license check		

Job Overview
Under the general direction of the Human Resources Director, the Human Resources Coordinator performs advanced and specialized Human Resources work supporting the District's workforce. The position serves as a resource to employees, supervisors, and managers on benefits, leave administration, and employee lifecycle processes. The position exercises independent judgment in resolving Human Resources matters, maintaining confidential information, coordinating cross-departmental processes, and delivering timely, effective Human Resources services.

Qualifications
The ideal candidate will have five years of progressively responsible Human Resources experience, or an equivalent combination of education and experience, including demonstrated experience administering HR programs with a strong emphasis on leave administration, benefits, onboarding, HRIS processes, records, and compliance. Requires knowledge of federal and Washington State employment requirements and the ability to advise employees and managers, analyze HR data, conduct compliance reviews, manage confidential information, and support HR projects and process improvements using HRIS and standard business applications. The District may accept an equivalent combination of education and experience in lieu of the above.
Ability to
Analyze and use reasoning to logically solve problems and contribute to the solution of problems related to District services
Communicate effectively with employees, applicants, and customers
Independently administer assigned Human Resources programs and processes with limited supervision.
Interpret, apply, and explain District policies, procedures, and applicable employment laws and regulations.
Exercise sound judgment and discretion when evaluating sensitive, confidential, and complex Human Resources matters.
Analyze problems, identify root causes, evaluate alternatives, and recommend practical solutions.
Serve as a knowledgeable resource to employees, supervisors, managers, and District leadership on Human Resources programs and processes regarding areas of assignment.
Provide guidance and consultation while appropriately recognizing matters requiring escalation to the Human Resources Director or other appropriate authority.
Analyze HR data and records to identify trends, discrepancies, compliance concerns, and opportunities for improvement.
Develop, implement, document, and evaluate HR procedures, workflows, and process improvements related to area of assignment
Establish priorities, manage competing deadlines, and independently organize work with minimal direction.
Handle difficult, sensitive, or emotionally charged situations with professionalism, discretion, and appropriate boundaries.

	Establish and maintain successful team relationships
	Identify opportunities to improve employee experience, operational effectiveness, compliance, and consistency of HR services.
	Exercise interpersonal sensitivity while working effectively with individuals of diverse cultures, interpersonal styles, abilities, motivations, or backgrounds
	Follow directions and work quickly and accurately to meet deadlines.
	Interact in a professional and respectful manner with employees and customers, demonstrating positive customer service behaviors
	Interpret, apply, and support system wide policies, procedures, and services
	Maintain strict confidentiality of employee information
	Model behavior for high levels of employee-focused service
	Travel to a variety of locations to perform work and/or attend work-related meetings and trainings
	Use initiative, problem-solving skills, and sound judgement
	Work with and troubleshoot office machines, such as copiers
Knowledge of	Alphabetic, numeric and/or alphanumeric order
	HIPAA
	Human Resources principles and practices
	Employee benefits and leave administration practices.
	HRIS systems, employee data management, and HR reporting.
	Microsoft Office and other software applications
	Federal and Washington State employment laws and regulations applicable to the position, including the Family and Medical Leave Act (FMLA), Washington Paid Family and Medical Leave (WA PFML), and applicable wage, leave, employment, and workplace requirements.
	Personnel records management, confidentiality, and Washington State records retention requirements.
	Recruitment, selection, onboarding, employee lifecycle, and offboarding practices.
	Employment documentation and compliance requirements, including Form I-9 and related processes.

Job Duties

The duties listed 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.

ESSENTIAL FUNCTIONS

Human Resources Program Administration

- Administers assigned Human Resources programs and processes, ensuring accurate, timely, consistent, and compliant implementation.
- Serves as a primary resource to employees, supervisors, and managers regarding benefits, leave, and employment processes.
- Interprets and applies District policies, collective bargaining provisions, and applicable federal and Washington State laws and regulations within assigned areas of responsibility.
- Exercises independent judgment in resolving routine and moderately complex HR matters and escalates matters requiring higher-level review or policy decisions.

Leave, Benefits & Employee Lifecycle

- Independently administers District leave and benefits programs, including FMLA, Washington PFML, PTO, LWOP, and other applicable programs.
- Evaluates eligibility, documentation, certifications, deadlines, and other requirements; maintains accurate and confidential records and coordinates related actions with employees, supervisors, payroll, providers, and other stakeholders.
- Coordinates employee lifecycle processes, including onboarding, offboarding, transfers, promotions, compensation changes, and other personnel actions.
- Ensures the accuracy and integrity of employee information in the HRIS and related systems and develops procedures and controls to improve data quality and process consistency.

Compliance, Analysis & Process Improvement

- Conducts HR audits and compliance reviews involving personnel records, employment documentation, leave, benefits, payroll, HRIS, I-9s, and other assigned areas.
- Researches laws, regulations, and administrative requirements; analyzes HR data; prepares reports; and identifies trends, discrepancies, risks, and compliance issues.
- Recommends and implements approved process improvements, procedures, workflows, and internal controls to improve efficiency, accuracy, consistency, and compliance.
- Supports required federal, state, and internal reporting and maintains compliance tracking systems and documentation.

Communication & Organizational Support

- Develops HR communications, forms, procedures, and guidance materials.
- Participates in District-wide initiatives, committees, special projects, wellness and organizational development activities, and other assignments as directed.

Volunteer Program & Records Administration

- Oversees the District's volunteer program, including records, communications, and compliance requirements.
- Maintains accurate, confidential, and properly retained personnel and HR records in accordance with District requirements and applicable records-retention standards.
- Safeguards confidential personnel, medical, benefits, payroll, leave, and other sensitive information and ensures appropriate access, retention, and disposition.

Work Environment

Work is performed primarily in an office environment and may involve regular interaction with employees, supervisors, managers, applicants, and members of the public.

The position may require work at various District locations and occasional work outdoors or exposure to changing weather conditions.

The noise level is typically low to moderate, although the position may occasionally work in environments with higher activity levels or interruptions.

The position requires frequent use of computers, telephones, video conferencing systems, and other standard office equipment.

Physical Demands

An individual performing the duties of this position may be required to:

- Sit or stand for extended periods.
- Frequently use a computer, keyboard, mouse, telephone, and other office equipment.
- Move throughout District facilities and travel between work locations.
- Lift or move materials weighing up to 40 pounds and/or push or pull objects weighing 50–100 pounds on a wheeled cart or box truck, when required.
- Occasionally work outdoors or perform duties in varying weather conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Psychological Demands

The position requires the ability to:

- Maintain concentration and accuracy while managing multiple priorities, interruptions, deadlines, and competing demands.
- Exercise sound judgment when working with confidential, sensitive, or potentially contentious information.
- Communicate effectively with individuals who may be upset, frustrated, angry, or experiencing challenging personal or workplace circumstances.
- Manage emotionally sensitive employee and workplace matters while maintaining professionalism, neutrality, confidentiality, and appropriate boundaries.
- Adapt to changing priorities, policies, regulations, organizational needs, and technology.
- Work independently while maintaining appropriate communication with the Human Resources Director and other stakeholders.
- Demonstrate resilience, professionalism, and discretion when addressing complex or high-sensitivity HR matters.