

HUMAN RESOURCES REPRESENTATIVE

JOB PURPOSE AND SUMMARY

Provides professional-level human resources (HR) assistance, services and guidance within one or more areas of responsibility: recruitment and selection, classification, compensation, benefits, training, labor relations or other areas as assigned. May be assigned as a generalist providing a full range of services to a group of departments or as a specialist, providing services in one or more areas for the entire county organization.

CLASSIFICATION DISTINCTIONS

Employees in these classifications are full, working professionals within the assigned HR discipline(s). HR Representatives report to the HR Manager or Senior HR Representative with a strong dotted line responsibility to the “client” departments.

The next higher level of Senior HR Representative performs the full range of HR and labor relations functions with full autonomy and independent judgment, and has demonstrated expertise in labor relations. The Senior HR Representative also may have supervisory responsibility over support and technical staff.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

Recruitment and Selection: Assists and advises departments in recruitment and selection of employees. Develops or assists in the development of recruitment strategies and materials, selection instruments and techniques, qualifications sought, selection criteria, scoring techniques, participants in the process and frequently serves as a rating participant in some or all elements of the process.

Job Classification: Conducts classification studies in response to department or union requests or indications of need for review and revision. Interviews or observes incumbents and/or reviews written materials relevant to the study including position questionnaires. Determines proper allocation of positions to existing classifications or identifies the need for new classifications or revision. Prepares classification reports and assists departments in drafting staff reports which document and justify the recommendations for approval by the appropriate authorities.

Compensation: Assisting in ensuring that the County's compensation program is competitive, cost-effective and equitable in relation to internal comparisons, external comparisons and contemporary compensation practices and techniques. Develops and conducts salary surveys to determine appropriate market-based compensation. Conducts job evaluations and analysis to resolve internal equity issues and assists in the development and administration of a wide variety of internal pay practices.

Civil Service: May be appointed to serve as Chief Civil Service Examiner with responsibility to manage and oversee the operation of the civil service system for Sheriff's Office personnel and serves as staff to the Civil Service Commission in that capacity.

Benefits: If assigned to the County's Benefits Manager, develops and manages the County's benefits programs with an emphasis on insurance benefits (health, dental, life, LTD), deferred compensation and retirement programs. In that capacity may manage other programs including employee recognition, new employee orientation, the Employee Assistance Program, LEOFF Disability Program, Commute Trip Reduction and others. Serves as staff specialist and manager in work-family issues and related areas such as FMLA and ADA compliance. Provides staff support to the disability board which oversees the administration of LEOFF medical and disability benefits.

Performance Management: Advises department managers in a variety of sensitive and legally complex employee relations and discipline issues. Areas of involvement include, but not limited to, employee performance, discrimination and EEO issues, sexual harassment, wage and hour violations, wrongful termination claims and other areas requiring both knowledge of employment law and expertise in organizational behavior. Represents County in unemployment insurance hearings.

Training: Develops and presents (or assists in) a variety of training programs to management and employees in a range of human resource areas, including, but not limited to, performance management, equal opportunity, diversity, sexual harassment and others.

Policies and Practices: Provides interpretation and guidance to managers and employees on legal and policy matters. Processes and approves a variety of personnel actions, forms and reports. Analyzes legislation and regulations to determine effect on personnel programs and services; completes various government reports.

If assigned as a generalist, assists departments and employees with benefits issues and concerns in all areas including use of paid leave programs, serving as liaison between the benefits manager and the operating departments. Works independently with little need for HR Manager input.

Performs related duties as assigned.

QUALIFICATIONS

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in human resources, organizational behavior, psychology, public administration, or a similarly related field. Additional graduate-level coursework or a degree is desirable.

Experience: Two (2) to four (4) years of professional-level human resources experience with at least one (1) year of labor relations experience. Experience spanning multiple HR disciplines and in a unionized and/or public sector environment is desirable.

Any combination of experience and training that would likely provide the required knowledge will be considered.

Knowledge of: contemporary principles and practices of human resource management including recruitment and selection, job classification, compensation, employee benefits and training. Federal and state employment, labor and wage and hour laws; principles and techniques of labor relations. Laws and techniques governing EEO and affirmative action programs.

Ability to: understand and effectively apply the laws, theories principles and techniques of human resource management to organizational needs and situations guide and assist managers in preventing and resolving HR issues and concerns; develop and maintain successful working relationships with colleagues, management, labor representatives and employees. Prepare effective reports, correspondence and other written materials; utilize a range of personal computer resources and applications; verbally communicate effectively in a variety of settings, including sensitive 1:1 situations and formal classroom training.

WORK ENVIRONMENT & PHYSICAL DEMANDS

Incumbents typically work in an office setting. Work involves management of multiple priorities and can involve face-to-face interactions in stressful or sensitive situations.

Essential tasks include use of the telephone and personal computer, writing, driving a personal vehicle, and traveling to conferences, meetings, and seminars.