

SNOHOMISH COUNTY JOB DESCRIPTION

HUMAN RESOURCES SPECIALIST

Spec No. 2392

BASIC FUNCTION

This position will be responsible for performing professional-level human resources work in support of a department. This position may interact with Central Human Resources but is not a role within the Central HR function.

STATEMENT OF ESSENTIAL DUTIES

1. Consults with department management and staff on employee leave, disability accommodations, employment practices and procedures, classification and other personnel issues. Coordinates and maintains compliance with federal, state and local laws, labor agreements and Central Human Resources guidelines.
2. Advises and collaborates with management on county recruitment policies and guidelines to develop effective recruitment strategies. Performs departmental recruitment in compliance with county code, adopted labor agreements, and state and federal laws.
3. Provides department-wide coordination of leave administration involving, but not limited to, FMLA, PFML and ADA accommodations. Coordinates with Central Human Resources and/or the Prosecuting Attorney's office on accommodation and disability leave requests.
4. Drafts, reviews and maintains appropriate correspondence and documentation related to departmental human resources administration. Provides data collection, data analysis and reports related to departmental human resources administration and other personnel matters as required.
5. Develops and maintains effective working relationships with stakeholders, including other county offices and departments.
6. Develops, writes, edits and recommends department policies and procedures to accomplish organizational objectives and administrative control in the area of departmental personnel management.
7. Researches federal, state and county laws as they apply to assigned functions; analyzes and evaluates departmental policies and procedures and takes action to correct deficiencies and resolve problems. Recommends alternatives to management
8. Represents the department on appropriate task forces and committees as assigned.
9. Maintains confidentiality of confidential records and sensitive information and materials.
10. Performs special projects and related duties as required.

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11. May lead, train, plan, organize, coordinate and evaluate the work of employees or project teams.

MINIMUM QUALIFICATIONS

A Bachelor's degree in business administration, human resources, public administration or a related field; PLUS, two (2) years general human resources experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

PREFERRED QUALIFICATIONS

Professional Human Resources certification, such as SHRM-CP, PHR, IPMA-CP, or specialty certification related to assigned functions.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License may be required for employment.
Must sign a confidentiality agreement as a condition of employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles, practices, and trends of human resources administration
- federal and state employment and disability laws strategic planning techniques and principles, policy development and analysis; business process design and improvement, and human resources best practices
- application and interpretation of federal, state, local laws, bargaining agreements, and Snohomish County code
- Microsoft Office Suite; word processing, spreadsheet, database and email
- Human Resources Information System (HRIS)

Ability to:

- work professionally and respectfully with diverse groups of individuals (internal and external), elected officials, and the general public
- act as a resource in problem resolution
- build consensus among individuals with conflicting viewpoints
- gather, analyze, and evaluate data and maintain accurate records
- prepare clear and concise analytic and descriptive reports, including findings and recommendations
- communicate effectively both orally and in writing and maintain sensitivity to employee and management needs

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- establish and maintain effective work relationships with elected officials, management staff and employees and the general public
- plan and organize work with minimal supervision
- recommend development of department policies and procedures
- prioritize work on a number of projects simultaneously

SUPERVISION

The employee receives general direction from an administrative superior as assigned. The work is performed with considerable independence and is reviewed through meetings, status reports and results obtained.

WORKING CONDITIONS

Work is primarily performed in an office environment and/or remotely with occasional field trips to meetings and work sites throughout the county.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: July 2017 as FMLA/ADA Specialist
Revised and Retitled: September 2021
EEO Category: 2 - Professional
Pay Grade: 241 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous
FLSA Status: Exempt