

**SNOHOMISH COUNTY JOB DESCRIPTION**  
**HUMAN RESOURCES ANALYST - RECRUITMENT**

Spec No. 2409

**BASIC FUNCTION**

In communication with department leadership, develop and oversee county-wide recruitment strategies, perform a variety of analytical tasks in support of county Human Resource programs and provide technical assistance for complex projects, studies and policies.

**STATEMENT OF ESSENTIAL JOB DUTIES**

1. Facilitates the county-wide recruitment strategy to ensure that recruitment policies and procedures are consistent with applicable laws, codes, contracts and guidelines.
2. Identifies opportunities to improve policies, practices and processes related to county-wide recruitment and selection activities. Develops, implements and communicates policies, procedures and training materials.
3. Consults with and provides guidance to County-wide professional staff and department management to maintain successful recruitment strategy to include supplemental questions, advertising, developing or reviewing interview questions, and coaching on interview techniques.
4. Administers the Applicant Tracking System (ATS). Develops and creates training materials using PowerPoint and other technology as appropriate; trains users on relevant, new and updated program usage requirements.
5. Facilitates full-life cycle recruitment for Human Resources Department openings, including the strategic selection process, prepares job postings, makes recommendations related to supplemental questions, employment examinations and interview questions, schedules interviews and conducts background checks.
6. Develops strategies for recruitment and retention of diverse populations.
7. Represents Snohomish County at employment outreach activities including job fairs and other recruitment related events.
8. Develops, coordinates, implements and maintains, internship, mentoring, and special outreach programs.
9. Provides support and advice relative to ATS capabilities for labor negotiations, labor management meetings and discussions, regarding issues on recruitment
10. May represent the Human Resources Department in interdepartmental, interagency and public meetings; acts as staff to and/or serves on committees and task forces as assigned.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

11. Researches federal, state and county laws as they apply to recruitment practices; analyzes and evaluates policies and procedures and takes corrective action to correct deficiencies and resolve problems.
12. Maintains confidentiality of all personnel, payroll, accounting and finance records and reports along with any other records, reports and/or information deemed to be sensitive in nature.

STATEMENT OF OTHER JOB DUTIES

13. Performs other duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Human Resource Management, Business, Public Administration, or closely related field; AND, two (2) years of recruitment administration experience which includes utilizing an Applicant Tracking System (ATS); OR, any equivalent combination of training and experience that provides the required knowledge and abilities.

PREFERRED QUALIFICATIONS

Knowledge of principles and practices of public sector collective bargaining.

SPECIAL REQUIREMENTS

Must sign a confidentiality agreement as a condition of employment.

A valid State of Washington Driver's License is required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- managing the employee life cycle with an emphasis on recruitment and selection and implementing strategies to attract and identify the best talent
- strategic planning techniques and principles, policy development and analysis; business process design and improvement, and human resources best practices
- the principles and practices of personnel administration
- theories, practices and procedures related to the job specialty
- collective bargaining agreements
- using Microsoft Office Suite

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KNOWLEDGE AND ABILITIES (Continued)

- building consensus among individuals with conflicting viewpoints
- HRIS systems and Applicant Tracking System (ATS)

Ability to:

- gather, analyze and evaluate data
- prepare clear concise analytic, descriptive reports including findings and recommendations
- prepare a variety of correspondence, charts, graphs, memoranda and other written materials
- establish and maintain effective work relationships with elected officials, management staff and employees, educational institutions, community based organizations, professional organizations and other key partners
- communicate effectively, both orally and in writing
- plan and organize work with minimal supervision
- maintain accurate records
- interpret and apply oral and written instructions
- apply general principles to specific conditions
- work collaboratively in a team oriented environment
- act as the technical expert for the County in the specialty area

SUPERVISION

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

WORKING CONDITIONS

The work is performed in the usual office environment with occasional travel to meetings, job fairs and work sites. Some physical exertion is required to transport materials in and out of the office and vehicles.

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: December 2018  
Revised: May 2019  
EEO Category: 2 - Professionals  
Pay Grade: 242 – Classified Pay Plan  
Workers Comp: 5306 Non-Hazardous