

SNOHOMISH COUNTY JOB DESCRIPTION

HUMAN RESOURCES GENERALIST

Spec No. 6070

BASIC FUNCTION

To perform a variety of administrative/technical work in support of Central Human Resources. This position gathers and analyzes data, communicates as part of a team and works to deliver Human Resources (HR) solutions.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Leads the Human Resources Information Systems (HRIS) entry process to analyze the data for accuracy; assists other staff in data entry retrieval and benefit administration; reviews data entry into the HRIS and various HR systems.
2. Receives and reviews various HR forms for accuracy and completeness which includes Personnel Record Changes (PRC's) and/or Personnel Actions (PA's) to insure compliance with instructions, policies and procedures; troubleshoots when issues arise.
3. Assists employees and departments by answering questions, resolving issues, explaining services, policies, and procedures; locates information from appropriate records and provides as requested.
4. Assists employees with benefit information; meets with employees and/or beneficiaries individually to provide information about retirement, long term disability or other related benefits.
5. Maintains and updates pay tables, reviews and implements COLA adjustments, salary changes and other pay adjustments.
6. Sets up and maintains files and record keeping systems; creates and develops monthly reports and maintains logs, as requested.
7. With guidance, responds to general employee leave questions, related to Family and Medical Leave Act (FMLA) or other leaves.
8. Conducts special project work in the area of employment, benefits, salary administration, employee relations or other areas as assigned.
9. Researches federal, state and local laws as they apply to the various disciplines of human resources.
10. 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.

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STATEMENT OF OTHER JOB DUTIES

11. Participates in recruitment; prepares job postings; reviews supplemental, employment examinations, and interview questions, as needed.
12. Assists with job ratings or other classification related duties as needed.
13. Performs related duties as required.

MINIMUM QUALIFICATIONS

Associate's degree in subject matter related to human resources; AND two (2) years of 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

Experience in civil service processes preferred.

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:

- standard office practices and procedures
- employment, compensation, benefits, public disclosure practices, policies and procedures
- mathematical calculations
- federal, state and local laws as they apply to human resources administration
- computerized applications, to include HRIS, Microsoft Office and other related systems and software

Ability to:

- interpret and apply procedures, policies, laws and regulations
- explain human resources practices, policies and procedures
- gather, evaluate, analyze and document technical data
- manage projects in a customer-oriented, high volume, deadline driven organization
- independently organize tasks

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KNOWLEDGE AND ABILITIES (Continued)

- build consensus among individuals with conflicting viewpoints
- establish and maintain effective work relationships with all levels of county management and staff, representatives of other agencies and the general public

SUPERVISION

Employees in this classification receive direction from an administrative superior as assigned. Assignments are made indicating generally what is to be done, the quantity of work expected, and any deadlines which are required to be met. The employee independently carries out recurring assignments on their own initiative and receives additional, specific instructions for new assignments.

WORKING CONDITIONS

The work is performed in the usual office environment and may include field trips to outlying areas.

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 1995 as Human Resources Specialist, Sr.

Previous Spec No. 740767

Revised and Retitled: March 2000

Revised: December 2004, April 2008, May 2009, October 2014, February 2017, October 2017, May 2018

EEO Category: 5 - Paraprofessionals

Pay Grade: 240 - Classified Pay Plan

Workers Comp: 5306 Non-Hazardous