

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Human Resources Technician I**

Dept.: **Human Resources**

Job Code Number: **10809**

Reports to: **HR Supervisor**

Grade Number: **7, Non-represented**

Effective Date: **July 2008**

FLSA Status: **Non-Exempt**

General Position Summary:

Under immediate supervision, performs a variety of routine clerical, secretarial and administrative work in supporting the various components of the human resources system, including classification and compensation, recruitment and selection, labor relations, safety, and training and staff development.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Mail correspondence, reports, memoranda, advertisements and other material, as assigned.
2. Help enter and maintain a variety of records, files and data bases such as staff development class information and attendees and applicant and employee information including personal data, position data, compensation, benefits, attendance, performance reviews, and related employment information.
3. May compose, type and edit correspondence, reports, memoranda and other material, as assigned.
4. May update employee files and other confidential personnel related files.
5. Bulk mail position vacancies. Enter and maintain applicant information in Excel spreadsheet.
6. Assist in the coordination of human resource activities. Provide information on KCLS facilities and job opportunities to potential applicants. Correspond with job applicants to notify them of employment consideration. Process employment applications and assist in other employment activities. Help arrange for oral interviews and testing of applicants. Assist-with enrolling employees in classes. Set-up classes and provide clerical support for classes. Assist in sending confirmation letters to students regarding class schedules, etc.
7. Procure supplies and workplace posters.

Secondary Duties:

1. Provides backup to other technicians, pages or assistants.
2. Assist in new employee orientation as needed.
3. Serve as a member of various employee committees as assigned.
4. Perform other related duties as assigned.

Communication:

This position has regular responsibility for interaction and communication with a broad range of people, generally in individual meetings. Contacts are frequently with the public, and periodically within the library structure. The contacts normally concern information exchange of a routine nature, but may, at times, require some discussion or explanation. Contacts may be either by phone, mail, or face to face. Collaboration and cooperation must be established to accomplish assigned tasks. Adverse consequence to the organization could be significant if interactions are not handled well.

Initiative:

This position operates under close supervision, and generally functions from a set of instructions or written procedures. Work requires an occasional decision or recommendation about a situation outside the norm, or identification of potential problem situations. Decisions are normally arrived at through discussions with own supervisor or coworkers or through a group process. Decisions affect not only the immediate work unit, but may impact the staffing and training functions system-wide.

This position has a minimal assigned responsibility for creation, development, design or problem solving or new product, programs, methods, systems, procedures or policy issues. The requirement to generate new ideas, innovate from current practice, or create original work is only incidental to other aspects of the position. There is little responsibility for artistic creativity or development of new "customer" activity, or programs.

Accountability:

The position experiences frequent interruptions and maximum flexibility is required. The incumbent needs to foresee issues associated with own work and identify future needs for supplies, equipment and resources. The position has impact on others to the extent that applicants and staff depend on this position for proper processing of employment applications, or internal training needs. Applicants could miss deadlines, employees could miss opportunities, or payroll issues could result due to errors or delays in the incumbent's work. The work of this position is frequently monitored or checked by the supervisor. Resources under the control of the incumbent are limited.

Leadership:

This position has no formal responsibility for leadership but is expected to clearly act in accordance with values and vision, especially relative to outside contacts and “customer” service interactions. The position may develop system-wide flyers and other documents that reflect the values and mission of the Library.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- High school diploma or GED equivalent.
- Two years office related experience, or library experience.

Necessary Knowledge, Ability and Skills:

- Considerable knowledge of software such as Microsoft Office Word, Excel etc.
- Considerable knowledge of modern office practices.
- Working knowledge of modern policies and practices of human resource administration; basic understanding of employee classification, compensation and benefits, recruitment, selection, training, and labor relations;
- Considerable knowledge of recruitment and selection practices.
- Working knowledge of the KCLS staff, organization and services.

Ability to:

- Provide support to several tasks at the same time (multi-tasking).
- Be aware of and adhere to frequent deadlines.
- Pay attention to detail and multitask.
- Ability to carry out assigned projects to their completion.
- Ability to communicate effectively verbally and in writing
- Ability to establish and maintain effective working relationships with applicants, employees, and the general public.
- Ability to maintain confidential and sensitive information
- Ability to understand and follow instructions.

Skill in:

- The use of computer hardware and software i.e.: Word and Excel.
- Reading, writing, speaking and understanding the English language.
- Working with a teamwork customer service orientation in a variety of training programs, candidates and attendees.
- Development of a variety of employment bulletins and recruitment brochures.

SPECIAL REQUIREMENTS

Washington State drivers license.

PHYSICAL DEMANDS

Physical demands of a normal office environment are required. The position requires continuous repetitive motions of the hands/wrists. While performing the duties of this job, the employee is frequently required to sit and talk or hear, and to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed in a normal office environment. Extensive travel to branch libraries, evening/early AM meetings and extensive PC monitoring work is required.

The duties listed above are intended only as illustrations of the various 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.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Advancement Possibilities:

HR Technician II

HR Generalist

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Approval: _____
HR Director

Final: 7/31/01
Revised: 7/31/08