

SNOHOMISH COUNTY JOB DESCRIPTION

HUMAN RESOURCES COORDINATOR – PUBLIC WORKS

Spec No. 2342

BASIC FUNCTION

To perform a variety of administrative and technical work in support of the department human resources/administrative services, public records requests, training and education programs. This is a confidential position.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Assists the department and public in person or on the phone by answering questions, resolving complaints, explaining services, policies, and procedures; locates information from appropriate records and provides it to the employee or citizen as requested.
2. Supports human resources activities for the department by tracking and maintaining salary and classification information; tracking all departmental positions as approved by the budget; retrieving and providing information related to personnel matters as requested; provides support work for the training and education program.
3. Processes public records requests as assigned including records collection; review, redaction and preparation of related documents.
4. Assists in the collection and preparation of documents for the prosecuting attorney on employment related matters, including pending litigation and EEOC claims.
5. Assists and coordinates all hiring, testing, interviewing, and selection processes; prepares job announcements for posting; prepares and maintains employment files; reviews supplemental, employment examinations and interview questions and makes recommendations; verifies scores and prepares all employment related documents and certifications, coordinating when necessary with Human Resources.
6. Conducts background checks in compliance with adopted county standards; obtains and reviews driver's abstracts when necessary and facilitates and schedules employment related physical exams and drug testing.
7. Receives and processes various personnel related forms such as classification requests, payroll record changes, benefit enrollment forms and changes; reviews forms for accuracy and required signatures; prepares for filing and distributes copies as necessary.
8. Develops and maintains manual and computerized records and databases using available hardware and software to track personnel and position related actions such as position vacancies, employee hiring, reclassifications, investigations and disciplinary actions, FMLA and L&I leave status, and grievance processing.
9. Maintains custody of and processes confidential department employee information including but not limited to employee evaluations, grievances and employee files; prepares payroll record changes for the department as needed.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

10. Provides assistance as directed regarding employee and supervisor training; maintains department training records.
11. Assists with answering employee questions and makes referrals concerning personnel, union contracts and training related matters to management as required.
12. Coordinates and facilitates employee accommodations as required or as recommended by management.

STATEMENT OF OTHER JOB DUTIES

13. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in business, public administration, human resources or related field; AND, two (2) years experience in administrative work; OR any equivalent combination of training and/or experience that provides the required knowledge and abilities.

SPECIAL REQUIREMENTS

A confidentiality agreement is required as a condition of employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- standard office practices and procedures
- basic arithmetic
- employment, compensation, and benefits practices, policies and procedures
- federal, state and local laws as they apply to human resources administration
- computerized applications computer technology
- proper English, spelling, grammar, punctuation and word usage

Ability to:

- analyze and develop administrative systems and procedures
- analyze and resolve work related problems
- exercise initiative and judgment and make decisions within the scope of assigned authority
- communicate effectively both orally and in writing
- establish and maintain effective work relationships with department personnel, public and private officials, other county employees and with the general public

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KNOWLEDGE AND ABILITIES (Continued)

- handle multiple tasks efficiently in a busy office environment
- understand and apply complex procedures, policies, laws and regulations
- clearly explain human resources practices, policies and procedures
- gather, evaluate and document technical data
- independently organize tasks and work in a team environment
- work within a team and coordinate broad projects
- utilize desktop computer applications, such as word processing, spreadsheets, databases, and other network applications as available

SUPERVISION

Employee reports to an administrative superior as assigned. The work is reviewed through periodic status reports and results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment and may require periodic visits to department satellite locations 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: June 2011

Revised: January 2017

EEO Category: 2 - Professionals

Pay Grade: 237 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous