

SNOHOMISH COUNTY JOB DESCRIPTION

HUMAN RESOURCE GENERALIST – CIVIL SERVICE

Spec No. 6392

BASIC FUNCTION

To perform a variety of administrative/technical work in support of county human resources programs related to recruitment; to act as Secretary/Chief Examiner to the Snohomish County Civil Service Commission, pursuant to RCW 41.14.050 and the rules and regulations of the Snohomish County Civil Service Commission.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Conducts recruitment of Sheriff's Office job openings as provided by the Civil Service Commission; determines the advertisement and recruitment plan; establishes opening and closing dates for filing applications.
2. Prepares or obtains appropriate examinations for all civil service job classes; reviews exams with subject matter experts as necessary to insure that examinations are appropriate and job related.
3. Schedules meetings and examinations, arranges for facilities and administers examinations; assembles final examination packages; grades examination papers and prepares examination registers; arranges for and consults with special examiners and other resource people; participates in Assessment Centers; updates various systems through data entry.
4. Coordinates the development and maintenance of Civil Service classifications with the Sheriff's Office, the Civil Service Commission and the county Human Resources Office; may act as resource to provide support for contract negotiations.
5. Serves as secretary to the Civil Service Commission; sets up and maintains various records, reports, and files for the Commission; retrieves documents as necessary.
6. Receives, reviews and checks for accuracy on Payroll Record Changes (PRC's) and/or Personnel Actions (PA's) to insure compliance with instructions, policies and procedures; updates various systems through data entry.
7. Assists the general 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.
8. Explains benefits, enrolls new employees; may receive for processing and may issue various forms such as, payroll record changes, benefit enrollment forms and claim forms;

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reviews items for such things as accuracy, completeness, and required signatures; secures required signatures as appropriate; updates various system through data entry.

9. Researches federal, state and local laws as they apply to the various disciplines of human resources; interprets Civil Service rules as necessary and/or refers difficult interpretive questions to legal counsel.

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.

STATEMENT OF OTHER JOB DUTIES

11. 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.

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
- basic arithmetic
- employment, compensation, benefits and public disclosure practices, policies and procedures
- federal, state and local laws as they apply to human resources administration
- computerized applications and general office procedures

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KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- coordinate assigned tasks with other county departments and outside agencies
- read, interpret and apply complex procedures, civil service rules, policies, laws and regulations
- serve as backup to the LEOFF Board Secretary
- clearly explain human resources practices, policies and procedures
- gather, analyze, evaluate and document technical data
- independently organize tasks and work in a team environment
- work within a team and coordinate broad projects
- establish and maintain effective work relationships with all levels of county management and staff, representatives of other agencies and the general public
- conduct personnel recruitment including interviews, test administration and selection
- communicate effectively both orally and in writing
- develop sound classification recommendations based on interviews, questionnaires and other documents and to conduct salary surveys and develop salary recommendations
- maintain records and prepare a variety of correspondence, memos, reports and notices
- work with minimum supervision
- meet deadlines and cope with interruptions
- utilize desktop computer applications, such as word processing, spreadsheets, databases, and other web-based applications

SUPERVISION

Employees in this classification receive direction from an administrative superior as assigned and general direction from the Civil Service Commission. 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 carries out recurring assignments on his/her own initiative and receives additional, specific instructions for new or unusual assignments.

WORKING CONDITIONS

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

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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: May 2015

Revised: February 2017

EEO Category: 5 - Paraprofessionals

Pay Grade: 240 - Classified Pay Plan

Workers Comp: 5306 Non-Hazardous