

SNOHOMISH COUNTY JOB DESCRIPTION

HUMAN RESOURCES CONSULTANT

Spec No. 6070

BASIC FUNCTION

While actively contributing to an inclusive and cooperative team environment, performs at a professional level in the development and implementation of Central Human Resources programs and policies in areas such as classification, compensation, benefits, recruitment diversity strategies, conflict resolution, corrective action, civil service, employee and labor relations, accommodations and leaves; provides mentorship and guidance to other professional and support staff in related activities.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Proactively consults with HR Business Partners and management to provide accurate and research-based guidance and interpretation to departments and employees. Assures a practical level of consistency interdepartmentally.
2. Provides consultation and advice to employees and departments by answering questions, resolving issues, explaining services, policies, and procedures; locates information from appropriate records and provides as requested.
3. Investigates and analyzes problems or inaccuracies with processes and makes recommendations or suggests necessary action for resolution. Recommends and implements improvements and efficiencies.
4. Utilizes human resource information systems and structures in order to leverage the return on technological capabilities. Provides support and advice relative to system capabilities and best practices. Runs reports and analytics to utilize data in providing service internally and externally.
5. Contributes to a cooperative team environment by demonstrating a willingness to perform work team-related activities and efficiently prioritizing work.
6. Assists with inquiries regarding retirement, long term disability and/or other benefits and meets with individuals to provide information.
7. Provides guidance and interpretation to leave and disability inquiries, including but not limited to Family and Medical Leave Act (FMLA), PFML, or other leaves.
8. Maintains and updates pay tables, reviews and implements annual rate adjustments, salary changes within an HRIS and other pay adjustments in collaboration with labor relations, finance, and departments.
9. Establishes and maintains a variety of complex and confidential records and filing systems utilizing technology; creates and develops monthly reports and maintains logs, as needed.

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10. Conducts special project work within human resources functional areas as assigned.
11. Researches and applies federal, state and county policy and local laws as they impact the work team's operations and to provide consultation.
12. Leads subordinate staff and/or project teams as assigned.
13. 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

14. Attends trainings, workshops, and meetings to maintain and increase knowledge of human resources.
15. Actively engages in work team-related activities, events and meetings concerning policy and county philosophy in regard to human resources functions. Builds relationships and represents Central Human Resources; serves on committees and task forces as assigned.
16. Performs related duties as required.

WHEN ASSIGNED TO CIVIL SERVICE:

1. Acts 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.
2. Performs all duties outlined in the Snohomish County Civil Service Commission Rules and Regulations, to include conducting full-cycle recruitment for civil service positions, developing and administering examinations, maintaining the civil service classification plan, managing applicable records, and other related duties.
3. 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.

MINIMUM QUALIFICATIONS

Bachelor's degree in business or public administration or other discipline directly related to human resources; AND one (1) year 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.

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PREFERRED QUALIFICATIONS

Professional Human Resources certification, such as SHRM-CP, PHR, or IPMA-CP.

SPECIAL REQUIREMENTS

Must sign a confidentiality agreement as a condition of employment.

Occasionally attend off-site meetings at various work locations within Snohomish County.

KNOWLEDGE AND ABILITIES

Knowledge of:

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

Ability to:

- interpret and apply procedures, policies, laws and regulations
- take action that is consistent with available facts, constraints, and probable consequences
- understand and interpret Snohomish County code and collective bargaining agreements
- explain and apply human resources practices, policies and procedures in a consultative manner
- analyze, organize and evaluate a variety of data; prepare reports of findings and recommendations in a clear, concise and logical manner
- demonstrate a willingness to perform work team-related activities as needed and/or requested
- manage projects and prioritize work in a customer-oriented, high volume, deadline driven organization
- remain current with emerging technologies, trends, processes, and practices
- accurately compute mathematical calculations
- independently organize tasks
- 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

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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 assignments on their own initiative and pursues additional, specific instructions as needed.

WORKING CONDITIONS

The work is performed remotely or in an office environment and may include travel 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 as Human Resources Generalist, February 2021 as Human Resources Consultant

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

FLSA Status: Non-Exempt