

# **HUMAN RESOURCES REPRESENTATIVE AND HUMAN RESOURCES REPRESENTATIVE, SENIOR**

## **JOB PURPOSE AND SUMMARY**

Provides professional-level human resources assistance, services and guidance within one or more areas of responsibility: recruitment and selection, classification, compensation, benefits, training, labor relations or other areas as assigned. May be assigned as a generalist providing a nearly full range of services to a group of departments or as a specialist, providing services in one or more areas for the entire county organization.

## **CLASSIFICATION DISTINCTIONS**

Employees in these classifications are full, working professionals within the assigned HR discipline(s). The Senior level denotes employees who are highly experienced and able to routinely provide expert services on the most complex and sensitive assignments and issues. At both levels, employees function with a high level of autonomy and responsibility. HR Representatives report to the HR director with a strong dotted line responsibility to the "client" departments. HR Representatives may be assigned supervisory responsibility over support and technical staff on a continuing or project basis and at the lead or full supervisor level.

The next lower level of HR Specialist denotes position/employees which perform a combination of high-level paraprofessional duties or entry level professional duties. HR Specialists are also generally skilled in and assigned a narrower range of responsibilities, generally spanning only one or two HR disciplines.

## **KEY OR TYPICAL TASKS AND RESPONSIBILITIES, either level:**

**Recruitment and Selection:** Assists and advises departments in recruitment and selection of employees. Develops or assists in the development of recruitment strategies and materials, selection instruments and techniques, qualifications sought, selection criteria, scoring techniques, participants in the process and frequently serves as a rating participant in some or all elements of the process.

**Job Classification:** Conducts classification studies in response to department or union requests or indications of need for review and revision. Interviews or observes incumbents and/or reviews written materials relevant to the study including position questionnaires. Determines proper allocation of positions to existing classifications or identifies the need for new classifications or revisions. Prepares classification reports and staff reports which document and justify the recommendations for approval by the appropriate authorities.

**Compensation:** Assisting in ensuring that the County's compensation program is competitive, cost-effective and equitable in relation to internal comparisons, external comparisons and

contemporary compensation practices and techniques. Develops and conducts salary surveys to determine appropriate market-based compensation. Conducts job evaluations and analysis to resolve internal equity issues and assists in the development and administration of a wide variety of internal pay practices, including step increases, premium pay, pay-for-performance or incentive pay programs and others.

**Civil Service.** May be appointed to serve as Chief Civil Service Examiner with responsibility to manage and oversee the operation of the civil service system for Sheriff's Office personnel and serves as staff to the Civil Service Commission in that capacity.

**Benefits.** If assigned as the County's Benefits Manager, develops and manages the County's benefits programs with an emphasis on insurance benefits (health, dental, life, LTD), deferred compensation and retirement programs. In that capacity may manage other programs including employee recognition, new employee orientation, the Employee Assistance Program, LEOFF Disability Program, Commute Trip Reduction and others. Serves as staff specialist and manager in work-family issues and related areas such as FMLA and ADA compliance. Provides staff support to the disability board which oversees the administration of LEOFF medical and disability benefits.

If assigned as a generalist, assists departments and employees with benefits issues and concerns in all areas including use of paid leave programs, serving as liaison between the benefits manager and the operating departments.

**Labor Relations.** Participates in labor contract negotiations and is responsible for ongoing relations between the departments to which assigned and the applicable labor groups. Interprets and administers labor contracts, represents the department in grievance handling, matters before the Public Employment Relations Commission and other employment claims, generally at the pre-litigation stage. Secondary to counsel, serves as the key staff person in arbitration proceedings involving contract interpretation and disciplinary matters.

**Performance Management.** Advises department managers in a variety of sensitive and legally complex employee relations and discipline issues. Areas of involvement include discrimination and EEO issues, sexual harassment, wage and hour violations, wrongful termination claims and other areas requiring both knowledge of employment law and expertise in organizational behavior. Represents County in unemployment insurance hearings.

**Training.** Develops and presents (or assists in) a variety of training programs to management and employees in a range of human resource areas: performance management, equal opportunity, diversity, sexual harassment and others.

### **Policies and Practices.**

Provides interpretation and guidance to managers and employees on legal and policy matters. Processes and approves a variety of personnel actions, forms and reports. Analyzes legislation

and regulations to determine effect on personnel programs and services; completes various government reports.

Performs related duties as assigned.

## **QUALIFICATIONS**

**Education:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in human resources, organizational behavior, psychology, public administration, or a similarly related field. Additional graduate-level coursework or a degree is desirable.

### **Experience:**

HR Representative: Two to four years of professional-level human resources experience. Experience spanning multiple HR disciplines and in a unionized and/or public sector environment is desirable.

Senior-level: an additional two to four years of experience.

**Knowledge of:** contemporary principles and practices of human resource management including recruitment and selection, job classification, compensation, employee benefits and training. Federal and state employment, labor and wage and hour laws; principles and techniques of labor relations including contract negotiation, interpretation and administration and grievance handling. Laws and techniques governing EEO and affirmative action programs.

**Ability to:** understand and effectively apply the laws, theories principles and techniques of human resource management to organizational needs and situations guide and assist managers in preventing and resolving HR issues and concerns; develop and maintain successful working relationships with colleagues, management, labor representatives and employees. Prepare effective reports, correspondence and other written materials; utilize a range of personal computer resources and applications; verbally communicate effectively in a variety of settings, including sensitive 1:1 situations and formal classroom training.

Office use: 6/22/00