



Kittitas County, Washington
Employment Opportunity

Posted: 5/17/2023

Closes: Open Until Filled

HUMAN RESOURCES REPRESENTATIVE

The Kittitas County Human Resources Department is currently seeking qualified candidates for the position of HR Representative. This is a full-time, non-exempt, benefits-eligible, non-union position. The HR Representative performs a variety of human resources functions including recruitment, onboarding, data management, benefits administration, and support services for the Civil Service Commission. Anyone who meets the qualifications stated in the job description is encouraged to apply. This position is considered open until filled with a first review after 5/24/2023. Candidates should apply as soon as possible for optimal consideration.

The duties listed below are shared by two (2) employees. Employees in this position may be assigned to a portion or all of the duties listed below depending on current workload and staffing requirements.

SALARY RANGE

\$4,642 - \$6,246 per month.

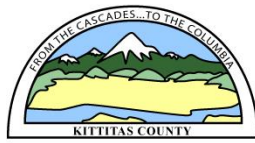
ESSENTIAL FUNCTIONS

Recruitment

- Coordinate the County recruitment process; consult with the hiring authority; and audit all phases of County recruitment to guarantee that practices remain within acceptable County policy. Maintain proactive communication with the HR Director regarding status and variation from policy.
- Ensure that recruitment processes do not occur for positions without updated job descriptions, approved vacancies, or current department evaluations.
- Maintain accurate organizational charts and staffing statistics; ensure consistency with periodic self-audits.
- Post and advertise position vacancies within established policy, contract, and statute using the HR Portal; monitor online recruitment activity; assist departments with Portal navigation as needed.
- Support the hiring authority in determining and implementing appropriate applicant screening, interviewing, testing, and notification. This support may be as limited as consulting & auditing and as involved as completing the action on behalf of the hiring authority.
- Complete required recruitment documentation; gather all materials from the hiring authority and follow records management policies and the Secretary of State's (SOS) Retention Schedule for file disposition.

Onboarding and Separations

- Prepare files for new and transfer employees; create or modify NOVAtime accounts; schedule and conduct employee orientations; provide follow-up notices and assist employees with questions, complete benefit enrollment and other online reporting; process paperwork and provide all necessary



documents to Payroll in a timely manner; ensure files are organized and filed accurately and securely; conduct self-audit of files.

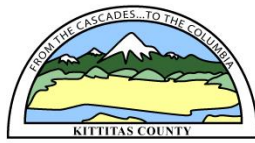
- Upon notice of employee separation, initiate file preparation and schedule Exit Interview.
- Conduct Exit Interview and ensure required paperwork is received from the department (resignation letter or other related documents, PAF, Notice of Separation, Exit Checklist, ID card, etc.); terminate benefits, provide all documents to Payroll in a timely manner.
- Perform final processing of employee in NOVAtime and follow records management policies and the SOS Retention Schedule for file disposition.

HR Generalist

- Provide customer service; primary point of contact for walk-in customers, phone calls, and emails to the general HR inbox.
- Process incoming/outgoing mail daily and distribute accordingly.
- Complete required department filing accurately and within established time frames.
- Complete accurate and timely data entry of employee information required for departmental processes.
- Post events and registrations to CAMAS.
- Create ID cards for new employees and replacement cards for those that are damaged/lost. Track issue and destruction data; monitor and order ID card supplies when needed.
- Maintain sufficient knowledge of Union contracts to perform all aspects of the position.
- Provide support services to help supervisors and managers create and maintain accurate job descriptions for all County positions, paid or volunteer, within approved format and established policy and/or contract; maintain job description archive for inactive positions and current position descriptions that are outdated.
- Conduct training on County policies and procedures.
- Maintain sufficient knowledge of compensation practices to address employee questions and concerns.
- Perform general benefits administration duties to include open enrollment periods, special enrollment & change paperwork, and troubleshooting problems.
- Attend trainings and/or conferences to increase job knowledge as approved; this may require overnight travel.
- Keep the office presentable; regular light dusting/cleaning is necessary, especially in shared spaces.

Administrative Support

- Serve as Records Officer for the department, to include participation in the Records Management Committee; make recommendations to the HR Director for efficient and compliant records management processes; ensure the scan and toss program follows proper protocols such as creating and verifying accurate digital copies; keep up-to-date on the Secretary of State's Records Retention Schedule; maintain a disposition record for all HR documents.
- Take minutes during HR Study Sessions and any other meetings as required; publish according to protocol.
- Maintain supply inventory; research options to save money; utilize FATS and the Purchasing Portal as directed by the Auditor's office; inventory control and audit.
- Prepare vouchers for payment on a weekly basis; submit to HR Director for approval; track expenses to ensure we stay within budget; assist in budget preparation.
- Prepare Personnel Action Forms (PAFs) for Monday morning processing; submit to HR Director for approval; data enter approved personnel actions upon BOCC approval of PAFs.
- Assist in the interpretation, review, and research of personnel policy. Compose narrative portions of policy statements, announcements, handbooks, and brochures.



- Assist in developing and drafting departmental Standard Operating Procedures (SOP's); maintain current job aids.
- Produce reports and statistics as requested by the HR Director or other members of management.
- Draft documents based on written or verbal direction, and proofread work of others.
- Assist with FMLA, unemployment, workers compensation, and safety/OSHA administration and compliance.
- Assist with requests for public records.
- Attend meetings, training, etc. on behalf of the HR Director when needed.
- Present items at public BOCC Agenda Sessions as required.
- Keep HR Director informed of project status, concerns, etc.
- Continuously seek ways to improve efficiencies within the department.

OTHER FUNCTIONS

- Coordinate and administer employee events as needed.
- Serve as the Alternate Civil Service Examiner in the absence of the HR Director. Schedule meetings, prepare reports and complete minutes, conduct applicant testing, create hiring rosters for classified positions within the Sheriff's Office, and complete special projects for the Civil Service Commission.

This job description is a summary of the primary functions and expectations for this position. Additional department-related duties may be assigned as required.

MINIMUM QUALIFICATIONS

- High School diploma or GED equivalent.
- Two (2) or more years of experience in Human Resources or related field performing customer-oriented duties in an office environment that requires frequent interruptions, strong organizational skills, and advanced computer use.
- Previous records management experience.
- Must possess a valid Washington State driver's license.
- A criminal history and background check will be performed on qualified applicants. Convictions may preclude candidates from employment in certain circumstances. Factors such as relativity to the position, age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

- Proficient computer operation including MS Office Suite, and be able to quickly learn technology specific to the department and/or County.
- Communicate clearly verbally and in writing, including public presentation and training others; proper use of grammar, spelling, punctuation and vocabulary; ability to proofread and edit documents.
- Follow and improve upon general office procedures and practices.
- Deliver general HR services with accuracy and confidence; learn by observation, performance, and self-study.
- Read, interpret, apply and explain rules, regulations, policies and procedures to a diverse population.
- Maintain accurate and accessible records and filing systems; adhere to retention guidelines; respond to requests for information and records.
- Establish and maintain cooperative and effective working relationships; be courteous and tactful; pleasantly greet all employees and members of the public on the phone and in person.



- Plan, organize, and prioritize work to produce an accurate, detailed end product, but be adaptive to change.
- Work effectively under pressure, meet deadlines and handle interruptions.
- Be motivated, self-supporting, and take initiative within position parameters.
- Maintain confidentiality of records and information.

PREFERRED QUALIFICATIONS

- Previous experience and/or training in advanced records management.
- Previous experience with Laserfiche.
- Formal education in human resource management or related field.
- Previous experience in a governmental setting.

WORKING CONDITIONS

Work is generally performed in an office environment; sitting, standing, walking, and computer use are frequent and can be for extended periods of time; must be able to move from sitting to standing quickly to assist customers; must also be able to kneel, stoop, bend, twist, reach and grasp, use small ladders or stepstools, and operate standard office equipment; must have the ability to lift, pull, push and/or carry up to 25 pounds using proper lifting/carrying techniques; must have sufficient vision to read printed materials and a computer screen, and adequate hearing and speech to communicate clearly in person or over the telephone. Periodic duties may require performance in non-office settings, outdoors, and traveling to multiple County locations. Employee must be able to operate a motor vehicle in a safe manner regardless of location, weather conditions, or level of daylight. Safety rules and regulations must be adhered to at all times.

The work schedule is generally maintained during normal office hours, but could include variation as required. Reliable attendance, reliability, and punctuality are required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

BENEFITS

To learn more about the County's healthcare, retirement, and leave benefits, visit the Benefits page on the Kittitas County website: <https://www.co.kittitas.wa.us/hr/benefits.aspx>.

Application Process

Applicants must apply online using the electronic recruitment portal. As part of the online application process, the following items must be uploaded in PDF format:

1. Resume
2. Letter of interest for this position
3. Three (3) professional references and one (1) personal reference
4. Supplemental exam answers



SUPPLEMENTAL EXAM QUESTIONS

1. What was your primary HR-related role in your last job?
2. What do you enjoy the most about Human Resources? What do you enjoy the least?
3. Scenario: The HR Director is unavailable for the next 48 hours. A manager comes into the HR Department and says, "I need to fire John. He has disobeyed my direct instructions too many times and I can't take another minute of his attitude. What do I do?" How would you respond to the manager?