



HUMAN RESOURCES SPECIALIST JOB DESCRIPTION

Job Title: **Human Resources Specialist**

Job Code: **HR106**

Pay Grade: **121**

Effective Date: **September 2012**

FLSA: **Non-Exempt**

Revision Date: **March 2022**

NATURE OF WORK

Under general supervision, coordinates and performs a variety of technical and administrative human resources functions on behalf of the Lewis County Human Resources Department; provides human resources services to County departments; and performs other related duties as assigned.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Participates and assists in coordinating a variety of departmental functions pertaining to recruiting, benefits, classification, compensation, training, personnel policy administration, and data management.
- Assist in developing human resources policies and procedures; reviews policies and recommends policy additions and/or amendments as required.
- Responds to inquiries from County departments and personnel regarding human resources policies, benefits, employment laws, and/or other personnel related matters.
- Conducts a variety of recruiting activities; coordinates job postings and recruiting advertisements; receives and screens applications; schedules interviews; develops screening tools and interview questions; conducts interviews, processes criminal history investigations; conducts employer reference checks; prepares hiring packets; and onboarding.
- Assists with the maintenance of the County's job description database; reviews job descriptions and monitors language for consistency within job families; researches industry standards in relation to basic job requirements.
- Assists and facilitates the development of County-wide training. Assists in coordinating and administering the County's training program; schedules in-house trainers and training facilities; posts training schedules and sign-up sheets; organizes special supplemental training classes as necessary; orders and maintains training supplies.
- Performs a variety of general accounting duties; prepares payroll; processes accounts payable and receivable.
- Provides administrative support to the Human Resources personnel.
- Performs a variety of employee relations duties; conducts exit interviews and internal investigations.
- Prepares and maintains a variety of human resources records, reports, and documentation.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and involves light physical demands and frequent use of a personal computer.

EMPLOYMENT STANDARDS:

Associate's Degree in Human Resources, Public Administration, Business Administration, or a closely related field; AND two (2) year's human resources experience.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.
- Human resources principles, practices, and policies.
- Regulations governing human resources activities.
- Classification and compensation principles.
- Recruiting principles, processes, and strategies.
- Training principles and practices.
- Human resources records, reports, and documentation.
- Health and welfare benefits administration.

Skills in:

- Coordinating and performing a variety of human resources functions.
- Maintaining compliance with regulations governing human resources activities.
- Coordinating and conducting training classes.
- Conducting a variety of employee labor relations, recruiting, and training activities.
- Providing human resources services and support to County departments.
- Assisting in developing human resources policies and procedures.
- Preparing and maintaining a variety of departmental records, files, and documentation.
- Utilizing standard computer software and administering assigned databases.
- Communicating effectively verbally and in writing.
- Operating a personal computer utilizing standard and specialized software.
- Dealing constructively and courteously with the Department, BOCC, Lewis County and general public.
- Establishing and maintaining effective working relationships with co-workers.
- Communicating effectively verbally and in writing.