



# Lewis County Employment Opportunity

Division: **Human Resources**

Position: **HR Generalist**

Who May Apply: **Any Qualified Applicant**

Employment Status: **Regular Full Time**

Salary Range: **Grade 122 \$5,332-\$7,171/mo.**

Posting Opens: **July 21, 2025**

Posting Closes: **Open Until Filled**

First Review: **July 30, 2025**

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## DEPARTMENT / OFFICE

The HR department serves roughly 600 Lewis County Employees. The office is located in the Historic Courthouse, at 351 NW North Street, Chehalis, WA 98532.

## POSITION SUMMARY

Under general direction, this position is one of two HR Generalists responsible for the day-to-day operations of the Human Resources Department, including recruitment; onboarding; pay, benefits, and leave; performance management; training; interpreting collective bargaining agreements administering County policies; overseeing processes for medical leave and accommodations, and other related duties as assigned.

## WHO MAY APPLY

This recruitment is open to any qualified applicant who meets the minimum qualifications and can perform the essential functions and possesses the knowledge, skills and abilities as identified in the job description.

**Interviews are anticipated to occur on August 6, 2025.**

## HOW TO APPLY

Application materials and job description are available online at <https://jobs.lewiscountywa.gov/>.

Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.

## REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment. Email materials to [HR@lewiscountywa.gov](mailto:HR@lewiscountywa.gov) by July 30, 2025, to be considered in the first review of applicants.

- ✓ **A cover letter describing how you meet the specific qualifications for this position.**
- ✓ **A resume detailing experience and education.**
- ✓ **Three professional references.**

## QUALIFICATIONS

### REQUIRED:

- Associate's degree in human resources, public administration, business/office administration, or a closely related field; AND three (3) years' human resources experience; OR
- Bachelor's degree in human resources, public administration, business/office administration, or a closely related field; AND one (1) year human resources experience; OR
- A combination of at least five (5) years relevant experience and/or education

### PREFERRED:

- 2 years' experience interpreting collective bargaining agreements
- 2 years' experience with recruitment/hiring process
- 2 years' experience with protected leave and/or reasonable accommodations
- HR Professional Certification (SHRM-CP or PHR; SHRM-SCP or SPHR)

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**NOTE:** The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.