



Classification Title	Human Resources Administrative Specialist	Code	163100
Department	Human Resources	FLSA	Non-Exempt
Pay Range	Professional 05	Represented	No

GENERAL SUMMARY

This is administrative and technical work in support of county human resources management. An incumbent in this classification will oversee, review and ensure the data integrity of Human Resources record changes on a county-wide basis within the Human Resources Information System (HRIS). This classification may perform lead duties. This is a single incumbent classification.

SERIES CONCEPT

None

ESSENTIAL DUTIES & PRIMARY RESPONSIBILITIES

Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. This list of essential functions is intended to be representative of the duties performed within this classification. The omission of a function does not preclude management from assigning essential duties not listed if such duties relate to the position.

- Oversee, review and monitor the county wide processing of employee personnel actions within the Human Resources Information System (HRIS), to ensure consistency, accuracy and completion for payroll processing; correct and update processes as necessary.
- Create training materials, notices, and deliver training and guidance regarding how to process employee record changes within the HRIS system.
- Develop and document procedures.
- Assist with testing and troubleshooting system upgrades, issues, process improvements, various audits and the development of HRIS test scenarios.
- Review, monitor and adjust position eligibility for Washington State Retirement, time off balances for personal holidays, leave and step increase counters and accruals and associated reports, military leave for supporting documentation, fiscal year day compliance and ensures employee(s) receives appropriate accrual amounts for benefits and pay increases. Resolve discrepancies and notifies departments, payroll and benefit staff of areas of concern.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.

Other Job Functions

- Assign work to a specific work unit and ensure tasks are completed correctly and timely.
- May approve leave requests and work schedules.
- Provide input on performance evaluations.



- Perform other job functions as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

Associate degree in human resources management, public or business administration or closely related field and 3 years of experience performing duties directly related to the position OR any equivalent combination of education and experience which clearly indicates the ability to perform the essential functions of the position is required.

Licenses or Certifications

A valid Washington State driver's license or the ability to otherwise meet the travel requirements of the position is required.

OTHER JOB REQUIREMENTS

Must meet travel requirements and authorize and complete a background check prior to employment. Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

PREFERRED QUALIFICATIONS

Experience performing lead worker duties is highly preferred.

SUPERVISION

This job class does not supervise. Work performed involves the use of independent judgment in limited areas and is performed under the general supervision and direction of an administrative superior. Incumbents may serve as a lead worker.

COMPETENCIES

Knowledge of:

- Pierce County's Human Resources Information System.
- Washington State Department of Retirement Systems as it relates to position eligibility.
- Federal, state and local laws, ordinances and other legislative actions pertaining to human resources management.
- Computerized applications and general office procedures.
- Employment, compensation, benefits and public disclosure practices, policies and procedures.

Skill in:

- The use of systems software, spreadsheet software and computers at the proficient level.
- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.
- Assessing, interpreting and identifying options and problems.
- Working with a variety of individuals from diverse backgrounds.



Ability to:

- Interpret and apply procedures, policies, laws and regulations.
- Explain human resources practices, policies and procedures.
- Gather, evaluate, analyze and document technical data.
- Plan, assign and coordinate work for co-workers.
- Establish and maintain effective work relationships with elected officials, department heads, associates, and with the general public.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.

WORKING ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Exposures	Frequency Working in Designated Environment
Individuals who are hostile or irate	Sometimes
Extreme cold (<i>below 32 degrees</i>)	Seldom or Never
Extreme heat (<i>above 100 degrees</i>)	Seldom or Never
Communicable diseases	Sometimes
Moving mechanical parts	Seldom or Never
Fumes or airborne/blood borne	Seldom or Never
Toxic or caustic chemicals or substances	Seldom or Never
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)	Seldom or Never

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Ability to move throughout an office environment, sitting, bending/stooping,



pushing/pulling and minimal unassisted lifting associated with the job duties is required. Work is performed in an office environment with exposure to general office noise and frequent interruptions. Occasional travel is required to attend meetings at other county sites and locations or participate in work-related assignments.