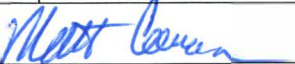
	<p align="center">POLICY - ADMIN 124.1 (2.1.53) JOB DESCRIPTION Human Resources Specialist</p>		
Approved By: 	Original Job Description Date: 1/04/2024	Revision Date: New	
Supersedes:		See Also:	

SUMMARY

This is a full-time, FLSA, non-exempt, non-supervisory position reporting to, and at the direction of, the Administrative Director. Under minimal supervision, this position is expected to perform confidential human resources and administrative-related tasks, meet training and performance management initiatives, etc. Individuals assigned to this position will have a commitment to professionalism, be attentive to detail, demonstrate a high degree of accuracy, manage work-flow deadlines, keep work organized and easily accessible, think independently and problem-solve, be discrete and confidential in handling job responsibilities. In addition, individuals assigned to this position must have the ability to develop good relationships with all personnel and work effectively with a diverse group of employees and the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities may include, but are not limited to, the following.

Core Administrative Support Duties

These are the minimum expectations for ALL Administrative Support Staff, regardless of assignment.

- Provide independent administrative support: arrange meetings and coordinate schedules; prepare confidential correspondence, comprehensive reports, surveys, and memorandums; attend meetings and provide accurate meeting minutes. Responsible for compiling, summarizing, and reporting findings which may include providing recommendations. May assist with miscellaneous desktop publishing and computer-generated audio/visual production. Provide primary administrative support for an assigned division.
- Receive incoming telephone calls for employees and the public using professional and courteous phone etiquette and with sensitivity to the diversity of a multi-cultural audience. Respond to and answer questions and requests within the realm of authority and forward calls to appropriate personnel.
- Maintain accurate, complete, and easily accessible paper and electronic records and filing systems, including confidential documents. Ensure that the integrity of the information is maintained.
- As assigned, may participate in the Strategic Plan process establishing and tracking annual goals and objectives.
- Serve as liaison to other divisions and departments.
- As dictated by staffing needs, serve as backup support to various administrative positions.
- On a regular basis, exercise administrative judgment and assume responsibility for decisions, consequences, and results having an impact on individuals, the organization, and the quality of service within the assigned area. Responsible for keeping the supervisor informed of any issues that may have an adverse impact on the division or the Department so that undue escalations can be avoided and proactive solutions considered.
- Know and interpret the formal and informal Departmental goals, standards, policies, and procedures, safety rules, and administrative and financial procedural manuals for the area of assignment.
- As needed, welcome guests and customers in person and over the telephone in the absence of the receptionist due to lunch, breaks, vacations, or leaves.

- As an employee of an emergency response organization, may be required to report to work in times of disaster.
- May be required to work outside of job description during times of disaster.
- May be required to work some evenings and/or weekends.
- Miscellaneous other administrative duties as assigned.

Performance Management

- Under supervision, responsible for the day-to-day coordination of the Department's formal performance management program. Assist with implementing systems, developing content for and delivering Department-wide training, including the scheduling and tracking of evaluations and associated records management.
- May serve as a resource to managers/supervisors in individual performance management techniques to contribute to the success of the employee and Department objectives, including development of attainable short and long-term goals and performance improvement plans.
- Assist in the tracking and timely removal of disciplinary actions from personnel files consistent with approved guidelines.

Supervisory/Employee Training and Development

- Assist with the development and delivery of internal course material to all levels of the Department in the area of human resource best practices, anti-harassment and other legal compliance areas.
- Responsible to continually engage with Training Division and Management to identify specific leadership/supervisory training needs, and to secure external trainers as appropriate.

Diversity, Equity, and Inclusion (DEI) Coordinator

Under the direction of the Fire Chief and in coordination with the Administrative Director, the DEI Coordinator will:

- Assist with program coordination of diversity and inclusion related to education and training events.
- Assist with the compilation and creation of reports for internal and external data.
- In ongoing planning, presenting, and conducting DEI Committee meetings.
- Keeps abreast of diversity, equity, and inclusion trends and standards.
- Make recommendations to management to maintain efficiency and best practices of DEI.

External and Internal Communications Support

- Serve as the primary Portal Administrator and subject matter expert for the Department's portal. Provide a strong working knowledge of SharePoint. Maintain portal layout and functionality. Provide oversight to other divisions on formatting and applicable content to ensure the portal is current and accurate for our Department.
- Serve as the secondary Administrator for the Department's website. Update, maintain, and improve website content. Advise on website best practices and improvements.
- As needed, may assist with the management of social media accounts.
- Assist with content and data collection for the annual report, as well as necessary quarterly reporting requirements.
- Responsible to obtain Executive Team approval for any major changes to structure or content in advance of implementing changes.

Other Duties and Responsibilities

- Provide logistical support to the Administrative Director in the internal investigation process.
- Assist in developing and implementing HR policies and procedures throughout the organization.
- Assist in maintaining the organizational chart, detailed job descriptions, and salary records.
- Attend Management Team meetings and prepare summarized notes for posting on the portal.

- May be required to assist with the processing of public records in compliance with statutes.
- Perform other related duties and special projects as assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty thoroughly and satisfactorily. Reasonable accommodations may be made to enable individuals with limited disabilities; however, accommodations may not be available for the essential functions listed above due to bona fide occupational requirements. Individuals must satisfactorily complete a criminal history background check. The requirements listed in this job description are representative of the knowledge, skills and/or abilities required. The employee will strive at all times to excel in the following competencies necessary to accomplish the core and division duties listed:

Knowledge

Must be proficient in:

- Knowledge of contemporary human resources principles practice, and processes.
- Proficient in handling confidential, difficult or sensitive issues.
- Modern office systems and technology, including personal computers and related software (at a minimum, MS Word, Excel, Outlook, Publisher, FrontPage, SharePoint, and similar programs).
- Standard office equipment, i.e., photocopier, 10-key machine, typewriter, dictation equipment, facsimile machine and electronic postage machine.
- Business letter writing, email communications and report preparation.
- Advanced principles and procedures of record keeping and filing to include both hard copy and electronic.
- Customer service and team building techniques.
- Basic mathematical computations, accounting and record keeping.
- Creative and innovative techniques for performing assignments
- The employee must have proficient knowledge of Department organizational structure and function within three months of employment with the Department.

Skills and Abilities

Must demonstrate the following skills and abilities:

- Ability to read, write, speak and communicate using the English language.
- Ability to maintain a high level of accuracy and confidentiality concerning financial and personnel matters. Ability to effectively handle confidential, difficult, and sensitive issues by using tact, diplomacy, and an understanding of the organizational culture, climate, and/or politics.
- Excellent interpersonal skills, including the ability to build and maintain effective team relationships with employees, public officials, and the public. Consistently respect the individual values of all Department employees and members of the community. Effectively communicate, build rapport, and relate well with diverse populations.
- Working knowledge of state and federal regulations affecting human resources.
- Ability to engage with diverse populations in a respectful and culturally responsive manner.
- Ability to anticipate, analyze, diagnose, and problem-solve.
- Ability to communicate clearly and concisely, both verbally and in writing.
- Attention to detail.
- Very effective organizational skills.
- Computer skills, including the ability to utilize spreadsheets, word processing, and other programs being used by the Department.
- Demonstrate self-control and an ability to manage time, multiple projects, and priorities with minimal supervision. Ability to work under stressful conditions with various personality types and expectations.

- Ability to emphasize customer service in all aspects of interacting with the community by anticipating and meeting customer needs, wants, and expectations whenever possible.

Personal Attributes

Must demonstrate the following personal attributes:

- Be honest and trustworthy.
- Be respectful, professional, and courteous.
- Possess cultural awareness and sensitivity.
- Be flexible.
- Possess sound work ethics.

Education and/or Experience

- A two-year degree in a human resources or business-related field is preferred, or any combination of training/education and/or experience that provides the required knowledge and abilities to competently perform the duties outlined in this job description.

Desired Qualifications

- Professional Human Resources or Senior Professional Human Resources or similar certification is highly desirable.
- Experience in a public service agency.

Certificates, Licenses, Registrations, Other

- Upon employment, and while employed, must hold and continuously maintain a valid Washington State driver's license.
- Must be insurable under the Department's existing vehicle and umbrella liability insurance carrier and Washington State law.

Physical Demands

The physical demands described are representative of those that must be met to successfully perform the essential functions of this position:

- Regularly required to sit for long periods of time, use hands and fingers to handle or feel objects, tools, or controls, reach with hands and arms, ability to speak and hear, and frequently required to stand, walk, stoop, and kneel.
- Regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

- Work is normally performed indoors in an office environment.
- Emotionally demanding, stressful environment.
- The noise level is usually quiet.

The statements contained herein reflect general details to describe the principle functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or to otherwise balance the workload. The omission of specific statements of duties does not exclude them from the position if the work is similar related or a logical assignment to the position.