

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Human Resources Analyst**

Dept.: **Human Resources**

Job Code Number: **10806**

Reports to: **HR Manager**

Grade Number: **16, Non-represented**

Effective Date: **October 2008**

FLSA Status: **Exempt**

General Position Summary:

Under general supervision, performs a variety of highly responsible professional, technical and analytical activities in support of the evaluation, development, implementation and maintenance of the KCLS classification and compensation system, the information systems used to transact HR business processes; the records retention and public request processes, the labor relations activities and performs other human resource duties as assigned.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Participates in planning and carrying out position classification and compensation studies; audits and prepares new or modified job analysis documents, class specifications and class concepts; recommends the classification of new or modified positions, classes and class series; designs and conducts special surveys and studies regarding compensation and other human resource management issues; recommends salary structure changes based on studies and analysis and assists with classification appeals process.
2. Provides technical expertise to managers and supervisors on KCLS classification and compensation systems, issues and wage and hour laws and regulations.
3. Conduct job analysis studies and construct job related and valid selection criteria.
4. Provide statistical and research assistance to staff in gathering, preparing and analyzing data for use in developing and implementing policies and procedures and determining cost. Assist in the development of HR policies, procedures and activities; respond to inquiries from staff and public regarding HR policies and procedures as appropriate.
5. Design and utilize databases for tracking HR related data and responding to information requests: Prepare statistical reports, graphs, charts and other reports. Provide reporting and analysis using the HRIS and other spreadsheet and database applications.
6. Document business requirements for the HRIS system and assist with purchase, implementation, and maintenance of the data and system.
7. Administers the HR intranet site and KCLS HR websites as assigned. Acts as the HR liaison with the IT Department.
8. Researches and administers the HR records retention policy and procedures. Maintains compliance with required HR related postings and employee notification of local, state and federal laws and regulations. Researches and responds to public records requests.
9. Conducts a variety of special projects, as directed.

Secondary Duties:

1. Serve on various employee committees.
2. Assist with budget preparation.
3. Provide backup for related positions.
4. Other related duties as assigned.

Communication:

Contacts are normally made with KCLS staff members and potential KCLS staff members along with other agencies and consultants. Contacts are frequently initiated by a third party (i.e. staff member or outside agency), regularly are made on the incumbent's own initiative or at the supervisor's request. The position has a requirement to frequently interact with management and supervisory staff and communications frequently contain confidential/sensitive information necessitating discretion at all times.

Initiative:

The position operates from established and well-known procedures (on a general basis) and is responsible for problem solving with others within own department. Some design of new programs/services or concepts is required and the job involves a moderate degree of complexity. The position operates independently with minimal supervisions and recurring work situations are experienced with occasional variations from the norm. Decisions are made within specific organizational policy constraints/guidelines.

Accountability:

The position experiences frequent interruptions and maximum flexibility is required. Incumbents consider own work and work of others and must be able to forecast for the near future. Operational planning is involved at the department level. Decisions (i.e. classification and compensation recommendations) made by this position have broad/far reaching impact across KCLS.

Leadership:

The position includes mentoring and leading responsibility and responsibility for role modeling and promoting organizational values within own work unit or department and to the public and other agencies.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

A typical way of obtaining the knowledge, abilities and skills outlined below is graduation from a four year college or university with a major in public or business administration, management, human resources, psychology or a closely related field; and at least three years of progressively responsible human resource management experience, or an equivalent combination of training and experience. Experience in a public agency is preferred.

Necessary Knowledge, Ability and Skills:

- Considerable knowledge of software such as MS Office suite of programs including Word, Excel and Access.
- Considerable knowledge of computer based information systems and use of computers for research and analysis.
- Considerable knowledge of classification, job analysis/evaluation and compensation programs and practices and applicable local, state, and federal legislation and regulations.
- Considerable knowledge of statistical concepts and basic mathematics.
- Considerable knowledge of research methods and data analysis techniques.
- Working knowledge of the principles of program and project management and administration.
- Some knowledge of employee and labor relations, including negotiation and contract administration practices.
- Some knowledge of basic principles/practices and purpose of personnel and public administration.
- Some knowledge of the principles and practices of effective communications.
- Some knowledge of organizations, services and materials available within the KCLS.

Ability to:

- Implement classification and compensation programs, including processes for regular updating and maintenance to meet operating and staffing needs.
- Design, implement and utilize data gathering and reporting procedures via HRIS.
- Analyze/troubleshoot data and application problems and implement solutions.
- Gather relevant data, analyze problems, situations and data, draw logical conclusions, evaluate alternatives and make appropriate recommendations.
- Turn data into information and effectively communicate analysis and recommendations to others. Present proposals and recommendations clearly and logically.
- Prepare clear, concise, accurate and persuasive reports, correspondence, analytical studies and other written materials.
- Understand, interpret, explain and apply KCLS HR rules, regulations, policies and procedures and applicable local, state, and federal legislation and regulations.
- Exercise independent judgment and initiative within established guidelines.

- Communicate effectively orally and in writing and with a diverse population.
- Maintain confidential and sensitive information.
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential human resource issues and employee situations.
- Learn KCLS organization and administration.
- Establish and maintain effective working relationships with community library and service center managers, supervisors, employees and applicants.
- Organize and maintain numerous assignments and files.
- Read, speak, write and understand the English language.
- Work creatively and cooperatively with staff throughout the KCLS organization and develop partnerships.

Skill in:

- MS Excel and MS Access applications including advanced functions and features, MS PowerPoint and HRIS systems.
- Accurate data entry and record keeping.
- Maintaining records and documenting conclusions.
- Clear and effective oral presentation of ideas and recommendations.
- Effective written communication including reports and correspondence.
- Organizing and consolidating accurate and thorough information.
- Researching information in a variety of fields.
- Reading, understanding and the practical application of personnel related information obtained from textbooks, professional journals, laws, guidelines, rules, and other written materials.
- Working efficiently and effectively in order to meet deadlines.
- Communicating with people of diverse backgrounds and interests in sometimes difficult and stressful circumstances.
- Use of computer hardware and office software.
- Interpersonal relations with staff and individuals in the applicant pool.
- Maintaining a customer service orientation toward creating and maintaining an excellent level of service at KCLS.
- Working in a team environment.

SPECIAL REQUIREMENTS

A valid Washington driver's license.
Prefer experience with JD Edwards Enterprise One or equivalent HRIS system.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit and talk or hear, and to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move

up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed in a normal office environment. Some travel to the KCLS facilities throughout King County.

Advancement Possibilities:

Program Coordinator – Human Resources
Human Resources Benefits and Employment Supervisor
Human Resources Manager

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____
HR Manager

Final: 7/31/06
Revised 10/02/08 (corrected pay grade)