

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Human Resources Supervisor**

Dept.: **Human Resources**

Job Code Number: **10802**

Reports to: **Human Resources Manager**

Grade Number: **18, Non-represented**

Effective Date: **November 2003**

FLSA Status: **Exempt**

General Position Summary

Under the general guidance of the Human Resources Manager, provides development and administration of Human Resources programs and projects that promote a supportive, creative, customer oriented work environment for the King County Library System.

Essential Duties/Major Responsibilities:

1. Administer assigned aspects of staffing and employment including workforce planning, job analysis, labor relations, salary administration, recruitment, application screening, interviewing, selection assistance, reference checking and hiring.
2. This position may be assigned immediate supervisory responsibility for staff such as a Human Resources Technician and Human Resources Generalist.
3. Monitor, review and approve unemployment claims.
4. Participate in community outreach programs in support of recruiting programs to locate and hire qualified staff into the KCLS.
5. Administer the staffing and other Human Resource databases as assigned.
6. Research, develop and administer Human Resource policies and procedures as assigned.
7. Assist in the preparation and development of HR Department budget and track actual expenses against budget.
8. Maintain current knowledge of applicable governmental regulations and case law and monitor compliance where applicable.
9. Assist the HR Manager with employee relations and compensation issues.
10. May provide the administration and coordination of a basic safety program for the KCLS that meets WISHA guidelines. Insure KCLS compliance with all safety federal, state and other applicable safety program requirements.
11. May administer leave of absence program. Review and authorize leaves. Maintain, track and analyze the impact of leaves on staffing levels. Assist the Leave transfer committee.

Secondary Duties:

1. Perform backup duties of other human resource positions as needed.
2. May serve as the acting Human Resources Manager in the absence of the Manager.
3. Serve on a variety of employee committees as assigned.
4. Perform other related duties as assigned.

Communication:

Contacts are normally made with others both within and without KCLS, including interactions with employees, patrons, applicants, consultants, other agencies, etc. Contacts are frequently made on the incumbent's own initiative, by a third party, and occasionally are made at the supervisor's request. The position is required to frequently interact with customers, both internal and external. Communications frequently contain confidential and sensitive information necessitating discretion at all times.

Initiative:

The position is responsible for developing policies/procedures and problem solving across the organization. Some design of new programs/services or concepts is required and the job involves a high degree of complexity. The position operates under only general supervision and experiences frequent new and varied work situations. Decisions are made within the broad directives of the Human Resources Manager, and broad interpretation of applicable laws and governmental guidelines.

Accountability:

The position is subject to frequent interruptions and requires maximum flexibility. Under the delegation of the HR Manager, substantial planning and goal-setting responsibilities are included in the position. Plans have a long-term view in impact or results. Strategic planning is also involved in the position. Decisions made by this position have broad/far reaching impact across KCLS and the incumbent's work is only periodically monitored or checked by the supervisor, and usually at the incumbent's request. An error or delay in the incumbent's work could result in a lack of service to customers and/or major government fines and lawsuits against the KCLS. Extremely sensitive and confidential records, such as employee files and other records, are maintained by the position.

Leadership:

The position is responsible for mentoring and supervising human resource technicians and generalists. It takes a leadership role in modeling and promoting organizational values across the organization and as a representative of the organization in the community. The position has a responsibility to either assist in the creation or communicate the vision of the library.

DESIRED MINIMUM QUALIFICATIONS

Knowledge:

- Thorough knowledge of federal, state and local laws and regulations that apply to the hiring, management and working conditions of employees.
- Thorough knowledge of Human Resources policies and procedures.
- Extensive knowledge of organizations, staff and employees.
- Considerable knowledge of program, policy, and project design, administration and implementation requirements.
- Considerable knowledge of computer software for word processing, budgeting and database management including HRIS.

Ability to:

- Effectively communicate verbally and in written English. Frequently material is of a complex and/or legal nature.
- Facilitate meetings and discussions covering a wide range of employee related issues.
- Represent KCLS and make presentations to a variety of groups and individual employees.
- Deliver unpleasant information courteously and tactfully to diverse people and in a variety of situations.
- Select, train and motivate staff.
- Work effectively in an advisory/consulting role to managers, supervisors and employees throughout the KCLS.
- Work independently and recognize and set priorities.
- Be attentive and responsive to customer concerns.
- Adapt to others and new situations; be flexible, handle multiple tasks.

Skill in:

- Using applicable computer systems and programs as well as the Internet.
- Screening and interviewing candidates for a range of positions within the KCLS.
- Researching and analyzing issues in a variety of HR related issues and effectively solving problems.
- Working creatively and cooperatively with staff throughout the KCLS. Actively taking chances, experimenting and searching out new ways of doing business.
- Using discretion and sound judgment including when dealing with potentially extremely sensitive and personal individual and organizational issues.
- Anticipating and managing change in the employee relations area.
- Working under stress, short deadlines, conflicting demands, interruptions and changes.

Education and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in Human Resources, Business or Public Administration, general studies or a related field; and five years of progressively responsible human resources generalist experience with emphasis on staffing and employment and HRIS; or an equivalent combination of training and experience to successfully perform the duties of the position.

SPECIAL REQUIREMENTS

Valid Washington driver's license

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. Substantial overtime is required on occasion as is constant sitting and standing and extensive PC monitoring.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Advancement Possibilities:
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: 7/31/01
Revised: 11/13/03