

S P O K A N E C O U N T Y L I B R A R Y D I S T R I C T

Job Title	Human Resources Specialist		
Reports to	Human Resources Director	Supervises	N/A
FLSA/WMWA Status	Eligible for overtime	Remote Work Status	Eligible for remote work
Revision Date	March 2025	Compensation Band	A4
Working Hours	While the District will make a good faith effort to maintain regular, predictable schedules, employees are expected to be available to work a variety of hours; working hours are subject to change and employees are scheduled according to the needs of the District which may include days, evenings, and weekends.		
Required	Background & driver license check		

Job Overview
Working with limited supervision from the Human Resources Director, this position manages, coordinates, and assists with a variety of Human Resources functions.

Qualifications	
The ideal candidate will be able to build relationships at all levels, have 3 years of recent Human Resources experience, 2 years of experience managing multiple leave types, and have experience providing administrative support. The District may accept an equivalent combination of education and experience in lieu of the above.	
Ability to	Analyze and use reasoning to logically solve problems and contribute to the solution of problems related to District services
	Communicate effectively with staff and customers
	Establish and maintain successful team relationships
	Exercise interpersonal sensitivity while working effectively with individuals of diverse cultures, interpersonal styles, abilities, motivations, or backgrounds
	Follow directions and work quickly and accurately to meet deadlines.
	Interact in a professional and respectful manner with staff and customers, demonstrating positive customer service behaviors
	Interpret, apply, and support system wide policies, procedures, and services
	Maintain confidentiality of customer information
	Model behavior for high levels of service
	Travel to a variety of locations to perform work and/or attend work-related meetings and trainings
	Use initiative, problem-solving skills, and sound judgement
	Work a variety of schedules, including evenings and weekends
	Work with and troubleshoot office machines, such as copiers
	Knowledge of
Dewey Decimal system of classification	
Family & Medical Leave Act	
HIPAA	
Human Resources principles	
Library services and resources	
Microsoft Office and other software applications	
Washington Paid Family & Medical Leave	
Other	Valid driver license and required insurance when operating a privately-owned vehicle for business purposes

Job Duties

The duties listed are intended only as illustrations of the 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.

Serves as first line of support to employees for Human Resources activities. Responds to general HR inquiries, including but not limited to employment and benefit and leave programs.

Coordinates all on-boarding procedures, including but not limited to; providing and completing paperwork, completing required background checks, and entering data into HR information systems and auditing for accuracy and compliance.

Utilizes the Human Resources Information System (HRIS) to maintain employee information. Ensures that appropriate Departments and Agencies have complete forms for insurance, retirement, payroll, and/or other documents.

Coordinates and tracks all leave of absence activities including FMLA, WA PFML, PTO, and LWOP; notifies staff as required; maintains accurate records.

Manages communications with employees on leave of absence programs and benefits. Coordinates communication with supervisors/managers on status updates.

Coordinates the interview process; schedules interviews; reserves meeting rooms and coordinates calendars for the panel.

Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refers more complex questions to the Human Resources Director.

Performs administrative tasks for employee actions such as new hire, termination, leave and compensation.

Maintains accurate and up-to-date human resource files, records, and documentation. Organizes and maintains HR files; performs archiving and records retention activities using the Washington State Records Retention Schedule. Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.

Assists with arrangements for meetings or training activities including preparing materials and reserving facilities and equipment.

Assists in planning and coordination of District events, initiatives, programs, and special projects, such as wellness.

Conducts or assists with record audits and mandatory reports, which may include I-9 audits, EEO-1 filings, payroll audits, and other compliance reviews.

Enforces the Code of Conduct.

Works to resolve internal and external customer issues effectively and with a customer-first mentality; refers to other departments or staff as necessary.

In addition, this position may:

- Assist in gathering and preparing employment data for reporting requirements and analysis.
- Respond to requests for verification of employment or salary information per District guidelines.
- Provide administrative support to other departments.
- Clean & disinfect individual and common work areas.
- Perform seasonal tasks such as shoveling snow and spreading ice melt.
- Respond to inquiries regarding library services and operations.

Performs other duties as needed or as directed

Work Environment

Work is performed in an office environment.

The noise level is usually low.

Work may be performed outdoors and exposure to extreme weather conditions may occur.

Physical Demands

An individual performing the duties in this position may be required to sit or stand for long periods of time, lift, or move up to 40 pounds and/or push and/or pull objects weighing 50-100 pounds on a wheeled cart or book truck.

Psychological Demands

Learn new tasks, remember processes, maintain focus performing repetitive duties, communicate with customers and other staff, interact with or witness interactions with individuals who may be angry, hostile, experiencing mental and/or physical health issues.