



## **HR SPECIALIST – EMPLOYEE RELATIONS**

**PAYGRADE: 21**

**FLSA STATUS: Non-Exempt**

**LAST REVIEWED: April 2021**

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### **GENERAL PURPOSE:**

Under the direction of the Human Resource Director, perform professional, technical, and confidential human resource services, involved in the development, implementation and administration of Human Resource programs and procedures in the areas of employee relations, organizational training and compensation and Civil Service.

### **ESSENTIAL FUNCTIONS:**

- Manage and track changes to employee status including but limited to salary, accruals, promotions or transfers for Non-reps, Mechanic & Nurse CBA employees. Make changes in system to comply with contracts such as salary range, annual CPA increases and step increases. Responsible for off-boarding for Non-reps, Mechanics and Nurses including, but not limited to final paycheck and cash out amounts.
- Serves as the Civil Service Chief Examiner for the organization; lead and facilitate the hiring of civil service positions, promotional exam processes, and overall civil service policies and procedures.
- Participate in negotiations and research comparable compensation data for Nurse and Mechanic CBA's (collective bargaining agreement).
- Develop and implement employee communication and engagement strategies.
- Provide training and development to managers and staff. Research and analyze data to create training programs.
- Maintain, review, update and audit legal competencies to ensure compliance with Puget Sound RFA policies and Civil Service requirements.
- Gather and apply benchmarking data for compensation.
- Analyze trends and metrics in partnership with HR team to develop solutions, programs and policies. Manage policy updates and changes to present to Senior Management.
- Other duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

#### ***Knowledge:***

- Local, state, and federal laws, rules and regulations related to assigned Human Resource disciplines and labor contracts.
- Best practices in human resource methodology.
- Strong knowledge of effective training programs for HR disciplines.
- HRIS systems.

#### ***Skills:***

- Effectively identify, collect, and organize data and information for analysis.
- Analyze situations accurately and adopting an effective course of action.
- Exercise initiative, judgment, and decision-making skills to meet objectives.
- Exceptional communication skills, with the ability to express, advocate and defend views effectively and with clarity to internal and external customers.
- Effective conflict management.

- Critical thinking and problem solving.

***Abilities:***

- Present ideas and concepts clearly and concisely when responding to questions from managers and co-workers.
- Use interpersonal skills effectively in a tactful, patient, and courteous manner.
- Maintain cooperative and effective working relationships with others and function effectively as a member of the “team”.
- Maintain a variety of complex filing systems, records, and reports.
- Read, comprehend, apply, and explain departmental policies and procedures as applicable.
- Communicate and present information and respond to questions from managers and co-workers.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direct supervision and maintain confidentiality.
- Become familiar with, follow, and actively support the Puget Sound RFA’s mission, vision, and core value statements.

**MINIMUM REQUIREMENTS:*****Education:***

AA degree, credentials, or professional certificates

***Experience:***

Five (5) years as a Human Resource Specialist or HR Business Partner.

***Preferred:***

Certification in Human Resources (SHRM-CP or PHR).

***Or:***

In place of the above requirement, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the essential functions listed above.

**LICENSES AND OTHER REQUIREMENTS:**

- Use of Microsoft Office 365 Products, Excel, Access, Outlook, Munis and Telestaff.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

While performing the duties of this job, the employee is regularly required to sit for extended periods of time; use hands to finger, handle, or feel; and talk and hear. The employee frequently is required to type on keyboard for extended periods of time. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Work is performed in a typical office environment, which includes a technical workstation, a computer room with a controlled environment, as well as working with customers on site. The noise level in the work environment is usually moderate.