



FRANKLIN COUNTY JOB POSTING Human Resources Generalist II

Open Date: 5/9/22	Location: Franklin County Courthouse 1016 N 4th Ave Pasco, WA 99301
Close Date: 6/10/22	Type: Full-time; Non-Bargaining
Reports to: Human Resources Director	FLSA Status: Exempt
Salary and Benefits: Grade 17 Starting at \$29.85/hr; Full benefits package	

SUMMARY

The Human Resources Generalist II provides advanced professional, technical, and analytical support in a variety of areas including but not limited to recruitment and selection, compensation, contract administration and negotiations, training, employee benefits, leave administration, and other complex and sensitive personnel related assignments. This position may act on behalf of the HR Director in their absence or as requested, including supervision and mentoring of other HR staff members.

ESSENTIAL FUNCTIONS OF THE JOB

- Leads the County's benefits administration programs in collaboration with the County's benefits consultant. This position is the main point of contact with the County's benefit vendors regarding all areas of benefits administration, resolving employee benefit issues, and is a standing member of the Benefits Committee.
- Assists in the preparation and updating of job descriptions, conducts compensation and classification studies utilizing a variety of resources, and makes recommendations for compensation to the HR Director.
- Assists in the research, review, development, and implementation of personnel policies, procedures, employee handbooks, and other employee communication. Stays up to date with personnel related trends and legal development to ensure County maintains compliance with federal and state regulations.
- Develops and maintains affirmative action/equal employment opportunity program.
- Identifies process improvement opportunities within scope of assigned area and County-wide. Researches and recommends improvements and participates in improvement projects within HR and County-wide.
- Assists with formulating and developing organizational strategies by identifying and researching HR issues, contributing information, analysis, and recommendations and establishing and aligning HR objectives with County objectives.
- Gathers information on departmental and organizational processes, structures, policies, procedures, and technology to configure and test financial software modules to validate data from the financial system.
- Analyzes, creates, and partners on the implementation of workflows, security, reporting, and test scripts for the financial system based on internal control expectations and processes.
- Pursues self-development and continuing personal development of skills and knowledge by attending ongoing educational workshops, reviewing professional publications, and establishing personal networks.

KNOWLEDGE, SKILLS, AND ABILITIES

- Expert knowledge of modern principles, methods, and practices in human resources.

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- Proficient knowledge of Franklin County business and financial acumen and the application and interpretation of Franklin County policies and procedures and federal, state, and local rules, laws, regulations, legislation, codes, and ordinances as they relate to area(s) of assignment.
- Proficient knowledge of principles and practices of governmental fiscal management including budget preparation, expenditure control, and sound record keeping.
- Expert troubleshooting skills to resolve issues or problems by analyzing trends and problems, identifying alternative solutions, interpreting compliance documentation, projecting consequences of proposed actions, and communicating and/or implementing recommendations in support of goals and maintaining compliance.
- Proficient time management and mental and physical organization skills that support the ability to focus, have clarity, and use strategy to fulfill a variety of tasks successfully.
- Proficient Skills in Microsoft Office Suite, the internet for research and the ability learn and develop proficient skills in the County-wide enterprise resource planning software, Access Washington, and other online portals for state agencies and benefits.
- Ability to exercise a high degree of independent judgment and discretion and maintain the confidentiality of sensitive and confidential information.
- Ability to write and speak clearly and concisely and to express ideas and recommendations effectively, orally, and in writing.
- Ability and willingness to establish and maintain communication and working relationships with peers, representatives from other agencies, vendors, public officials, and the general public using courtesy, tact, and good judgment.
- Ability to effectively present information, findings, proposals, training, or other information to a variety of audiences by clearly articulating, engaging the audience, assessing the needs of the audience, and using appropriate materials to help audience understand the message.
- Ability to identify and take advantage of opportunities, organize and prioritize several ongoing and frequently changing assignments to meet deadlines.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work may be performed in the following environmental conditions:
 - constantly: in an office environment, and
 - occasionally: near moving mechanical parts, outdoor weather conditions, and near dirt, dust, and shavings, exposed to other environmental conditions when interacting with employees who work in those conditions.
- The noise level in the general work environment is moderate as in a standard business office.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The person in this position must be able to

- spend the following amount of time in an activity:
 - constantly: talk or hear and use hands, fingers to handle or feel, or operate equipment or tools,

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- frequently: stand, walk, or sit for extended periods of time; climb, pull, push or balance, and
 - occasionally: stoop, kneel, crouch, or crawl; reach with hands and arms.
- carry or transport items:
 - frequently: up to 10 pounds, and
 - occasionally: between 11 and 50 pounds.
- have close vision (1- 20 inches) and have the ability to adjust focus.

QUALIFICATIONS

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor degree in Human Resources or a related field.
- Two years of exempt-level Human Resources experience.

OR

- Any combination of education and experience which would provide the applicant with the desired knowledge, skills, and abilities required to perform the job.

PREFERRED QUALIFICATIONS

- Exempt-level HR experience with a public sector or government employer.

LICENSES, CERTIFICATES, AND OTHER QUALIFICATIONS

- Employment at Franklin County is contingent upon the results of a background check and eligibility for coverage by the County's liability insurance carrier. Depending upon the position, background checks may include personal and professional references, social security verification, education and professional licensing verification, financial history, and criminal history.
- Human Resources certification (HRCI or SHRM) or ability to obtain within 12 months of hire.
- Valid driver's license if driving a vehicle for County business.

OTHER DUTIES DISCLAIMER

The statements herein describe the principal functions of this job, level of knowledge and skills typically required, scope of responsibility, work requirements, and working conditions, but are not all-inclusive. Individuals may perform other duties and Franklin County, Washington reserves the right to modify, add, or remove duties, and assign other duties as necessary, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

Refer to Franklin County Website for complete job posting and application instructions.

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APPLICANTS MAY PICK UP AND RETURN THE APPLICATION TO:
Franklin County Human Resources • 1016 N.4th Avenue, A101 • Pasco, WA 99301 • 509-546-5813

OR DOWNLOAD FROM THE COUNTY WEBSITE AT: www.co.franklin.wa.us

E-MAIL COMPLETED APPLICATION PACKAGE TO: hr@franklincountywa.gov

Selection based on qualifications, interview, background checks and drug screening, where applicable.

FRANKLIN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

If you require an accommodation in the recruitment process or an alternate format of application materials, please contact the Human Resources Department at 509-546-5813.