<table>
<thead>
<tr>
<th>Position Title</th>
<th>Human Resources Generalist</th>
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<tbody>
<tr>
<td>Position Statement</td>
<td>All NCW Libraries staff embrace these core competencies as an organization and as individuals who positively represent the library and its mission in the community.</td>
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<td>Position Summary</td>
<td>The HR Generalist will perform HR-related duties on a professional level and work closely with the HR Director in planning, organizing, and administering all North Central Washington Libraries human resources functions. This position will assist with the employee life cycle from onboarding to offboarding, including background checks. This position carries out responsibilities in the following functional areas: employee relations, training, performance management, onboarding, recruitment/employment.</td>
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| Essential Functions | - Performs human resource work under the supervision of more experienced HR staff members who review work in progress or upon completion for accuracy, quality and professional development and serve as resource experts.  
- Assist with administering various Human Resources projects; prepares, assists in development, implementation, and maintenance of personnel policies and HR procedures.  
- Assists with required staff training by scheduling and setting up training programs for all new and regular employees.  
- Using HRIS, creates initial employment records and generates monthly, quarterly and annual routine reports for internal or external use. Creates complex statistical and other reports related to assigned areas, as needed.  
- Assists with maintenance of Position Control. Checks the accuracy of information against HRIS data and requisitions for vacancies.  
- Researches and compiles related information to answer claims for unemployment benefits, public records disclosure requests, public records retention requirement, and other employment related questions or requests. Responds to inquiries from staff and public regarding HR policies and procedures as appropriate.  
- Assists with all leaves-of-absence as required by the Family Medical Leave Act, Washington Family Leave Act, Washington Family Cares Act, and USERRA.  
- Prepare paperwork, schedule, and facilitate a smooth new hire onboarding process, coordinating with cross-functional departments to deliver an exceptional first-day experience.  
- Assists with special programs and projects.  
- Maintain confidential and sensitive information.  
- Assist in the communication, interpretation, and upkeep of employee handbook, employee directory, and organizational chart, and contributes to the development of policies. |
| Knowledge, Skills & Abilities | - HR Principles, procedures and information systems.  
- Federal employment laws: FMLA, ADA, FLSA, I-9 and EEO as examples.  
- Regulations, standards and best practices governing human resources operations.  
- Must have proficient computer skills, Microsoft Office Suite experience and the ability to learn new software.  
- Must possess strong organizational skills, be able to establish priorities and meet deadlines. |
| Education & Experience | Associates Degree or equivalent from a two-year college or technical school, with a focus in human resources or a closely related field. Moderate (2-4 years) of human resource experience or an equivalent combination of education and experience. Experience using an HRIS and in public sector HR preferred. |
| Special Requirements | Fluency in English required. Fluency in English and Spanish strongly preferred. |
| Physical Requirements | While performing the duties of this job, the employee is frequently required talk or hear. The employee is frequently required to sit for long periods of time; walk; stand; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must be able to lift and/or move up to 10 pounds. Specific vision abilities required for this job include close vision, distance vision, ability to adjust focus, and peripheral vision. |
| Wage & Benefits | - Grade I; $45,538.47-$61,199.90  
- Non-exempt  
- Full-Time; M-F 8-5  
- Medical, dental, vision, life  
- Sick and vacation leave, 11 paid holidays  
- Retirement through State of Washington |