**Class Summary**

The responsibilities of this classification include supervising assigned staff and human resource services and programs. Human resource services includes, but is not limited to: recruiting, labor and employee relations, training, workforce planning, compensation and benefits, leave administration, and coaching and performance management.

**Distinguishing Characteristics**

This is the first level within a four level Human Resources manager series. Incumbents in this classification supervise and direct staff for an assigned work group and allocate staff and resources to meet service delivery demands and workload fluctuations. A portion of time may be spent performing individual tasks related to the unit.

This classification is distinguished from the Human Resource Analyst-Senior in that supervisory activities constitutes the primary purpose of the job. This classification is distinguished from the Human Resources Manager I in that incumbents are not assigned to oversee the human resources functions for a division.

**Examples of Duties**

*Incumbents in this classification may be responsible for performing the duties within the HR Analyst – Senior or HR and the following:*

1. Provide immediate supervision to a unit or group of human resources employees and coach for development and performance.
2. Ensure accountability and stewardship of county resources in compliance with standards and procedures by working with human resources managers in the coordination and implementation of human resources services and programs.
3. Identify and recommend opportunities to continuously improve processes and procedures for human resources programs.
4. Perform other duties as required.

**Knowledge/Skills**

Ability to lead the implementation of change initiatives and process improvement as well as to encourages others to challenge common practices and generates new ideas

Ability to take risks and learn from mistakes, encouraging others to do so as well

Ability to coach others to close developmental gaps and increase capability, develop effective problem solvers

Ability to empower team by clarifying roles, enabling the team to execute, and celebrating success

Ability to gain support by building relationships and soliciting input from others; asks for and uses feedback continually to improve own capabilities

Ability to take personal accountability for improving the customer experience

Ability to demonstrate business acumen and holds self and others accountable for achieving results

Ability to follows through on commitments and demonstrates high integrity

Ability to recognize and demonstrate through actions and words the value that different perspectives & cultures bring to the County

Advanced knowledge of HR generalist functions or HR specialty, including employment, labor relations, training, staffing, classification/compensation, employee relations and performance management

Knowledge of and skill in budget techniques and principles, preferably in the public sector environment

Knowledge of principles and practices of labor contract negotiation and administration, grievance handling and arbitration processes

Skill in handling sensitive issues while maintaining confidentiality

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Bachelor’s degree and/or any combination of education and progressive human resources experience that clearly demonstrates the ability to perform the job duties of the position

OR any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position.

**Licensing, Certification, and Other Requirements**

Valid Washington State Driver License or the ability to travel throughout the county in a timely fashion.

Additional minimum qualifications may be established based on business needs and are specified in position announcements as appropriate.

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| **FLSA Designation** | Exempt |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within same series** | None |
| **Class History** | 03/2017 - Created |