

**OKANOGAN COUNTY COMMISSIONERS'**

**RESOLUTION 178 - 2020**

*A resolution to adopt an updated job description and reclassify Human Resources Assistant*

**WHEREAS**, Section 3.1 of the Okanogan County Personnel Manual provides that a classification system inventorying the duties and responsibilities of each position shall group individual positions into classifications based upon the similarities in job duties and responsibilities; and

**WHEREAS**, the current Human Resources Assistant has excelled in their position and far exceeded the capability of performing more complex duties which prompted a job description review; and

**WHEREAS**, the Board of County Commissioners has requested job descriptions periodically be reviewed and updated to accurately reflect the duties and responsibilities of each position; and

**WHEREAS**, the Human Resources Director/Risk Manager has updated the job description which more accurately reflects that of a Human Resources Analyst.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Okanogan County Commissioners that effective January 1, 2021, the Okanogan County Non-Bargaining Pay Classification Plan is hereby amended to change the title of Human Resources Assistant, Grade 22, to Human Resources Analyst, Grade 27 with position duties as described in Attachment "A".

**BE IF FURTHER RESOLVED** that Shelley Keitzman be reclassified from Human Resources Assistant Grade 22, Step 2, to Human Resources Analyst Grade 27, Step 2.

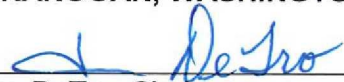
**DATED** at Okanogan, Washington this 15<sup>th</sup> day of December, 2020.

**ATTEST:**



Lalena Johns, Clerk of the Board

**BOARD OF COUNTY COMMISSIONERS  
OKANOGAN, WASHINGTON**

  
Jim DeTro, Chairman

  
Chris Branch, Member

  
Andy Hover, Member



# OKANOGAN COUNTY

## *POSITION DESCRIPTION*

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**TITLE: HUMAN RESOURCES ANALYST**

**SCOPE OF RESPONSIBILITY:**

This position serves as the Human Resources Analyst under the direction of the Human Resources Director/Risk Manager. The HR Analyst is a skilled professional level classification with expertise in various Human Resources functions and able to routinely provide analysis and recommendations on complex, sensitive, and confidential assignments and issues. **This position reports directly to the Human Resources Director/Risk Manager and is a highly confidential position.**

**TYPICAL DUTIES:**

- Administers recruitment activities including preparation of job announcements, advertisements, and application packets. Responds to requests for application packages, and provides employment announcements updates for the County website. Receives completed applications and forwards to applicable department head. May assist department heads/elected officials with scheduling interviews and preparing letters to interviewed applicants. Interacts with the public concerning employment application questions and selection process. May participate on interview panels.
- Conducts new employee orientation for all departments, which includes medical/dental/vision benefits, life insurance, deferred compensation, PERS/LEOFF/PSERS Retirement, optional insurance benefits, County policies, and all County, State, and Federal required forms. Enters all new employees into database for reports, surveys, and budget purposes. Corresponds closely with the Payroll Department regarding health benefit enrollments, processing new hires/terminations, and related issues.
- Provides benefit administration for all employees, department heads, and elected officials. Acts as liaison between employees and health insurance carriers for issues regarding eligibility, claim problems, dependent status changes, membership cards, etc. Assists employees with interpretation of insurance benefits, claim procedures, and other program benefits. Provides confidential support to employees regarding health benefit concerns, leaves of absence affecting benefits, sick leave sharing, and time loss benefit applications.
- Coordinates open enrollment procedures including benefit fairs, preparing and distributing new premium rate charts and plan booklets, creating and disbursing memos regarding plan benefit changes, collecting and reviewing open enrollment forms, and responding to employee inquiries regarding insurance changes. Creates, updates, and distributes charts of itemized health premiums and variations of



employee-paid premiums for each plan and bargaining unit. Assists employees with retirement benefit questions and concerns. Maintains supply of insurance forms and booklets, and ensures up-to-date revisions are received. Coordinates meetings for the deferred compensation advisors and the AFLAC representative.

- Receives and processes personal action forms for all employee changes including new hires, terminations, promotions, salary steps, longevity, union contracts/rates, accounting codes, etc. Verifies eligibility and the accuracy of personnel actions and corrects any errors.
- Acts as the Chief Examiner/Secretary for the Civil Service Commission following RCW 41.14 and the Civil Service Rules.
- Administers the County's L&I program, review of incidents/accidents, communications with Labor and Industries and third part administrator, monitoring time loss and compensation, maintaining claim files, generate reports for HR Director/Risk Manager as needed, prepare annual OSHA 300A report, and assist departments with return to work accommodations.
- Provides generalized advice and guidance to appointing authorities, managers, supervisors, and employees regarding personnel policies, practices and procedures. Interprets employee union contracts, County personnel policies, and Federal and State laws.
- Assists departments and employees in problem resolution regarding concerns in areas of use of paid leave programs. Responsible for keeping up-to-date on the provisions and interpretations of the Federal and State leave laws. Provides technical guidance and problem resolution to departments and staff leave law issues. Administers and tracks various leave programs and employee usage to ensure conformity with applicable laws.
- Keeps informed on laws and regulations affecting conditions of employment. Advises departments and employees of updated regulations regarding ADA, FMLA, HIPAA, PFML, etc., and related regulations.
- Maintains individual personnel, medical, and Civil Services files for all County employees and elected officials according to best practices put forth by law. Responsible for the retention schedule of these files according to State and Federal guidelines.
- Completes verification of employment forms received from banks and mortgage companies. Reference checks by outside agencies.
- Provides wage and labor postings to each department/building as required by law.

- May respond to salary survey requests from outside agencies; assists in the gathering, compilation, and analysis of market data for compensation program. May assist with classification process.
- Acts as Claims Assistant to the HR Director/Risk Manager as directed.
- Processes invoices and credit card statements conforming to County Auditor guidelines for HR Director/Risk Manager's approval.
- Runs reports and assists outside agency audits as necessary.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or GED; AND
- Knowledge of the field of assignment (Human Resources, Accounting, Insurance) sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by examples in the above job description; AND
- Six (6) years of increasingly responsible experience in an office dealing with human resources experience; OR any equivalent combination of training and/or work experience that provides the minimum knowledge and abilities.

**PREFERRED QUALIFICATIONS:**

- Associate Degree in Human Resource Management.
- Certification in Human Resources or related field.

**LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS:**

- Possession of a valid Washington State driver's license.
- Ability to satisfactorily pass a comprehensive background investigation which shows no conviction of criminal activity which could directly impact the ability to perform the requirements of the position.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to communicate effectively both orally and in writing with employees and public.
- Knowledge of grammatical composition and spelling.
- Ability to conduct research, gather information and prepare clear, concise reports and correspondence.
- Ability to utilize word-processing, spreadsheet and database programs.
- Ability to use tact, discretion and sound judgment and to work with sensitive and confidential information. Individuals in this position are classified as a confidential employee. Any breach of these terms and conditions of employment may result in immediate discipline, up to and including termination.
- Maintain confidentiality of personnel records and communications on confidential matters such as personnel decisions and labor relations matters.
- Ability to have regular, reliable and punctual attendance.
- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities, including those laws/regulations governing employment practices, benefit administration, and safety and self-insurance programs.

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TTY/Voice use 800.833.6388

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509.422.7106



- Principles and practices of budget and accounting.
- Modern office practices, methods, procedures and equipment.
- Record-keeping principles, procedures, and techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Public speaking techniques.
- Time management to effectively plan and organize work and complete tasks within prescribed timeframes.
- Ability to multi-task and work in an ever-changing environment.

**PHYSICAL DEMANDS:**

Work is performed primarily in an office environment. However, attendance at meetings may require working evenings and other odd hours on occasion. The essential functions of this position require: sitting, standing, walking, stooping, bending, kneeling, crouching, reaching, pushing, pulling, twisting, sense of touch, finger dexterity, ability to grip with hands and fingers, ability to hear voice conversations, to see and to speak, and occasionally, climbing and lifting up to 25 pounds. Substantial telephone and in-person contact with the public, special interest groups, County officials, government agencies and County department requires that the incumbent have the ability to communicate effectively. Must be able to collect, assimilate and analyze data and information and operate a personal computer.

**ACKNOWLEDGEMENTS:**

The statements contained herein reflect the general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. 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. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Director/Risk Manager

\_\_\_\_\_  
Date

Effective Date: 1/01/2021	EEO Code: 2	Department: Human Resources Dept
Dates Amended: 1/01/2021	Union: n/a	Division: Human Resources
FLSA Exempt: No	Grade: 27	Pos #: COM007HRC-002

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