Position Title: Personnel Analyst  
Date: October 3, 2000  
Reports to: Human Resources Manager  
Department: Office of County Manager  
FLSA Status: Nonexempt  
Positions Supervised: None

**BASIC FUNCTION:**
The employee occupying this position performs a variety of complex and technical duties related to administration of the county's personnel programs and procedures. This is a confidential position that works closely with the Human Resources Manager on labor negotiation issues and employee actions. The position requires independent judgement and discretion in dealing with County departments and members of the public. Responsibilities include performing routine duties of the Administrative Coordinator in their absence. Work is performed independently under the supervision of the Human Resources Manager and the general direction of the County Manager, with unusual or sensitive problems being referred to the supervisor. Work is reviewed through consultation, observation and on the basis of results achieved for quality, accuracy and the accomplishment of goals.

**MINIMUM QUALIFICATIONS:**
Associates of Arts or two years vocational training which includes coursework in office practices, records management, and business communications, plus three years progressively responsible office work experience, OR any equivalent combination of education, training and experience which provides the knowledge, skills and abilities to perform the essential functions of the job. Must have good written and oral communication skills, and excellent organizational skills with emphasis on attention to detail. Must be a team player who can handle stressful situations with tact and work well with others. Word processing and spreadsheet experience, and the ability to perform simple mathematical equations is required. Experience preparing payroll, preparing and maintaining personnel records, and preparing employment advertisements is desirable.

**PRINCIPAL DUTIES - Asterisk designates essential function:**
*1. Creates and coordinates job postings and advertisements with department heads, managers and the Human Resources Manager to ensure conformity with county policies as well as regulatory requirements; tracks outcomes of vacancies and maintains records of job postings and applications.

*2. Assists applicants and other departments over the phone and in person in the job application process, including providing employment information. Assembles application and hiring packets. Administers and scores tests for initial screening and skills testing as assigned by the Human Resources Manager.
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3. Conducts new employee and annual open enrollment orientations for employees, which includes information on all fringe and medical benefits, such as: 125 Program, Deferred Compensation program, Personnel Rules and policies and how to report on-the-job injuries. Follows up with employees and departments on payroll paperwork and personnel action forms and forwards necessary information to the Payroll Clerk. Maintains and updates employment orientation files as necessary.

4. Processes and verifies accuracy of Employee Action Forms, Employee Information Sheets (EIS’s) and other employment paperwork required for the purpose of payroll and benefit administration. Maintains the centralized personnel records with confidentiality regarding job applications, salary information and performance reviews.

5. Assists in the administration of labor agreements, employee programs, and insurance coverage and claims.

6. Acts as confidential assistant to the Human Resources Manager in all aspects of personnel administration; handles routine functions of Human Resource Manager during absences as assigned.

7. Assists in monitoring salary and benefit actions; completing paperwork for step changes, cost of living adjustments; and computing wages and salaries.

8. Records data and tracks status for each employee (master list, EIS’s) and for employment actions (job fills, separations, reclassifications).

9. Prepares reports and completes surveys for salary, classification, and negotiations as assigned by the Human Resources Manager.

10. Updates the “Employment Opportunities” section of the County web page.

11. Works closely with the Payroll Clerk to ensure personnel records are accurate.

12. Acts as agency telecom coordinator for the SCAN and SCANPlus programs in cooperation with the WA State Department of Information Services.

13. Acts as worker’s compensation claims coordinator in the administration of L&I requirements. Contacts medical authorities, employees and the WA State Dept. of Labor & Industries to obtain information and follow up on L&I claims. Keeps the Human Resources Manager, County Manager, and the Payroll Deputy informed regarding the status of employees who are injured on the job.

14. Greets customers of the department in person and over the phone and processes mail. Handles routine functions of the Administrative Coordinator in absences and as assigned, such as providing citizens with forms to file tax appeals to the Board of Equalization, copying and filing, and, updating logs, and preparing correspondence.

15. Acts within the scope of his or her responsibilities, working as a public employee and municipal officer with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

16. Performs other related duties as assigned.

PHYSICAL AND MENTAL REQUIREMENTS:
Requires frequent sitting, standing and walking. This position frequently requires continuous hand and finger movement. This position requires visual acuity at 20 inches or less, and frequent hearing acuity for speech discrimination. The employee must be able to talk and receive and understand written and oral communication. Requires minimal bending or lifting. Position requires significant reading, written, and verbal communication, and the ability to perform simple mathematical calculations.
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## EQUIPMENT REQUIREMENTS:

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone / Fax</td>
<td>2</td>
<td>X</td>
</tr>
<tr>
<td>Copy machine</td>
<td>.25</td>
<td>X</td>
</tr>
<tr>
<td>Computer</td>
<td>5.5</td>
<td>X</td>
</tr>
</tbody>
</table>

## WORKING CONDITIONS:
Work is performed in a normal office environment.