



Sr. Human Resource Analyst

DEPARTMENT: DLS - Local Services
DIVISION: Road Services
SALARY: \$41.15 - \$52.16 Hourly
\$85,586.80 - \$108,486.35 Annually
LOCATION: King Street Center - 201 S Jackson St, Seattle
JOB TYPE: Career Service, Full Time, 40 hrs/week
CLOSING DATE: 07/19/20 11:59 PM

SUMMARY:

King County - Department of Local Services is looking for a **strategic, customer-focused Senior HR Analyst** to join our "rock star" team. As a Sr. Analyst, you will provide collaborative, professional-level, **operations-focused** Human Resource service delivery to the Road Services Division of the Department of Local Services

In this position, your focus will be recruiting for **high level leaders** and **developing and executing innovative strategies** to source applicants; manage the candidate relationship for competitive diverse candidates for our department leadership positions. You will also provide **strategic consultation** to senior leadership regarding their hiring needs.

Our ideal candidate will know how to identify top quality talent with a strong and unique recruiting and sourcing plan for each position. We are looking for someone to good energy and innovative ideas to enhance the quality and diversity in our applicant pools.

JOB DUTIES:

To be considered for this opportunity, you must at a minimum demonstrate skill and ability to:

- **Manage and perform full-cycle recruitment processes** for a variety of senior level positions. Partner with hiring managers and internal stakeholders to identify position requirements and understand hiring needs;
- **Engage with and source applicants.** Leverage and optimize all available tools including internal and external networks, social media, job boards, direct sourcing, community contacts, and personal networking events. Manage the candidate relationship from beginning to end;

- **Promote King County** as an Employer of Choice. Generate diverse applicant pools in support of **Equity and Social Justice Goals**;
- **Educate and train leaders** on processes and practices for identifying, attracting, assessing, and closing qualified, diverse talent;
- **Gather and report on crucial recruitment metrics.**
- **Provide strategic operations** and **customer focused** advice and support on Federal and State Law, current case law, King County code, policy and best practices, to section managers. And supervisors, other HR/Payroll staff & employees
- **Plan, develop,** and **deliver** HR Management programs, project and training
- Support and/or conduct workplace investigations.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS: WE ARE LOOKING FOR CANDIDATES WHO:

- **Are experienced in** managing full-cycle recruitment for senior level positions including providing consultative advice to hiring managers OR any combination of education and experience necessary to perform the scope of job duties;
- **Can** develop and implement screening and examination techniques to broaden our applicant pools; prepare candidates for interviews – reviewing culture, organization structure, job description, competencies and expectations;
- **Have** a genuine collaborative and consultative style in their approach to their work, understands the importance of building effective relationships with hiring managers, team members, stakeholders and candidates;
- **Have** excellent interpersonal skills and who is very politically savvy; comfortable providing advice and consultation to senior leaders;
- **Can** prioritize and handle multiple tasks and deadlines in a fast-paced and demanding environment;
- **Have** effective communication skills and can use tact and diplomacy in all situations;
- **Are** skilled and comfortable using a variety of technology, including; office productivity suite, iPads and the ability to use application tracking, SharePoint, and other internet-based tools in their daily work (The county uses Microsoft Office and NeoGov).

Why King County Roads Division?

- **Competitive** – healthcare plans
- **Free** – transportation options
- **On-Site** – gym
- **Manager Support** – structured employee assistance program
- **Paid** – vacation time (in addition to paid holidays)
- **Paid** – sick leave
- **Paid** – parental leave
- **Deferred** – compensation plan
- **Ten** – paid holidays and **Two Additional** personal holidays
- **Awesome** *Employee Giving Program!*

SUPPLEMENTAL INFORMATION:

ABOUT THE DEPARTMENT

King County is the local service provider for the roughly quarter-million people who live in the unincorporated areas of the county; taken together, Unincorporated King County would be the second-largest city in the state. The Department of Local Services includes a Director's Office with a Community Service Area group, and the Road Services and Permitting Divisions. Together, this department provides a single executive point of accountability for delivery of local services to all of the unincorporated areas.

The King County Road Services Division designs, builds, operates and maintains roads and bridges in unincorporated areas of King County in an efficient and environmentally responsible manner to protect the public's investment and facilitate safe travel. The division is committed to ensuring the county's transportation system is safe and efficient for all uses and modes of travel. The Division is responsible for 1,500 miles of road and 182 bridges, 5.7 million feet of drainage ditches, over 44,000 traffic control signs, 78 traffic signals, and 50 traffic cameras in unincorporated King County.

COMMITMENT TO EQUITY AND SOCIAL JUSTICE

As the only jurisdiction in the world named after Dr. Martin Luther King, Jr., one of the most influential civil rights leaders in our nation's history, King County is a vibrant international community with residents that represent countries from around the world. It is a region with increasing diversity that cherishes the traditions of many cultures.

We have a deep commitment to equity and social justice and advancing practices, strategies, and policies that promote fairness, justice, and opportunity for all – in our workplaces and our communities. With this commitment, King County has adopted a pro-equity agenda to advance regional change and ensure that residents from vulnerable communities are incorporated into our emergency planning and public outreach efforts.

King County values diverse perspectives, life experiences, and differences. The Department of Local Services encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ+, people with disabilities, and veterans.

To learn more, please visit <http://www.kingcounty.gov/elected/executive/equity-social-justice.aspx>

ADDITIONAL INFORMATION

This position is not represented.

This recruitment may be used to fill additional vacancies for up to 6 months.

This position Exempt, therefore not eligible for overtime.

Are you ready to APPLY?

The recruitment for this position is open to **all applicants**. A completed King County Application is required. We highly recommend that you also provide a cover letter and resume.

If you have any questions, please contact **Austin Fulgham**, HR Analyst, by e-mail at afulgham@kingcounty.gov, or by phone at 206-263-1741. Connect with me on [LinkedIn](#).

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.kingcounty.gov/>

Job #2020AF11685
SR. HUMAN RESOURCE ANALYST
AF

King County Administration Bldg.
500 4th Ave. Rm. 553
Seattle, WA 98104
206-477-3404

afulgham@kingcounty.gov

An Equal Opportunity Employer

Sr. Human Resource Analyst Supplemental Questionnaire

- * 1. How many years of experience do you have managing full-cycle recruitment for senior level positions?
- 0-2 Years
 - 2-5 Years
 - 5-7 Years
 - 7+ Years
- * 2. Do you have 1 or more years of experience in any of the following areas of HR? Select all that apply.
- Protected Leave
 - Employee Relations
 - Labor Relations
 - Talent Management
 - Employee Engagement
 - Training & Organizational Development
 - None of the Above
- * 3. Do you possess any of the following HR Certifications?
- SHRM-CP
 - PHR
 - SHRM - SCP
 - SPRH
 - None/Other
- * Required Question