



Currently accepting applications for:

Human Resources Administrative Specialist (Long- Term Temporary)

SALARY: \$24.68 - \$28.38 Hourly

OPENING DATE: 08/28/20

CLOSING DATE: Continuous

JOB SUMMARY:

This position is open until filled; however, to ensure consideration applications should be received by September 14, 2020 at 4:30 p.m.

King County Housing Authority (KCHA), an independent municipal organization is a high performing nationally recognized leader in affordable housing. KCHA is a national leader in providing innovative and effective housing solutions so that people and communities can prosper. Our vision is that all residents of King County have quality affordable housing. KCHA is the largest housing provider in the county, and annually, the agency serves over 55,000 low-income individuals.

The Department of Human Resources is currently recruiting a highly skilled, professional and detail-oriented Administrative Specialist. Located on the central campus in Tukwila, WA, this position serves as an integral part of the HR team and plays a critical role in assisting the department by providing a wide variety of administrative support to ensure the effective operation of the office.

The ideal candidate for this role enjoys database operations, will have strong problem-solving skills, proven experience maximizing the use of available technology and data systems while balancing complex projects, competing priorities, and completing daily tasks. We are looking for a person who enjoys administrative support, who thrives in a fast-paced, high-intensity environment and excels at time management, organization and planning skills. Your love of efficiency, attention to detail, resourcefulness and good judgment to ensure smooth operations of the team make you successful in this role.

If you are interested in joining a high performing team and learning more about Human Resources, this opportunity is for you!

ESSENTIAL FUNCTIONS:

Duties may include:

- Providing support to special projects as assigned by the Department Director and Associate Director addressing complex day-to-day operations of the Human Resources Department.
- Processing employee benefits, including document review and data-entry, using the Human Resources Information System and several third party benefit systems.
- Collaborating with HR staff for delivery of timely and accurate information in response to inquiries and/or service issues.
- Preparing correspondence, responding to emails and organizing files for inquiries related to the workplace injury program.
- Establishing and maintaining group calendar to schedule department meetings, requesting and preparing agenda, taking notes and sending follow up task requests as needed.

- Preparing and reviewing employment documentation for compliance along with state and federal reporting requirements.

QUALIFICATIONS AND COMPETENCIES:

Required Qualifications:

- Associate's Degree **AND**
- One to three years of relevant experience providing progressively complex administrative support; Human Resources and database management experience preferred **OR**
- An equivalent combination of experience and education that provides the necessary knowledge, skills, and abilities to perform the essential functions of this position.

Required Knowledge, Skills and Abilities:

- Exercises independent judgment in providing administrative support relating to sensitive and confidential matters including legal, personnel and/or financial functions.
- Experience utilizing database systems and performing data entry with a high level of accuracy and attention to detail while ensuring compliance with organization policy and state/federal law.
- Clearly and effectively communicates both verbally and in writing by actively listening and sharing relevant information:
 - Knowledge of and ability to interpret and explain complex or technical rules, regulations and/or policies and procedures;
 - Ability to compose and prepare correspondence;
 - Assists in designing and producing technical information handouts including technical charts, tables, templates and forms;
 - Demonstrates proofreading and editing skills.
- Creates, maintains, updates, enters and retrieves data records by utilizing MS Word, Outlook, SharePoint, and Excel programs and a specialized database system(s).
- Excellent organizational skills including prioritizing, keeping track of information or work in progress, ensuring accuracy, and multi-tasking; ensures assignments are completed in a timely and effective manner.
- Ability to work effectively and positively with individuals of diverse cultural and socioeconomic backgrounds.
- Ability to work effectively and collaboratively as a team in a busy office environment while earning the trust, respect and confidence of others.
- Ability to use tact, discretion, and diplomacy when dealing with sensitive or confidential information.
- Ability to perform mathematical calculations in accordance with Human Resources policies and procedures.

Special Requirements:

- Consent to and pass required assessments.
- Consent to and pass a criminal records background check.

POSITION INFORMATION AND APPLICATION PROCESS:

To be considered for this opportunity, you must:

- Complete the online application profile in its entirety.
- Upload a cover letter that addresses how your experience and education qualifies you to perform the essential functions listed in the job announcement. **(Cover Letter)**
- Upload a detailed résumé of all educational and professional experience. **(Résumé)**

Salary & Benefits:

The starting salary range of this position is \$24.68 – \$28.38 per hour. A comprehensive health care benefits package for you and your dependents includes medical, dental and vision insurance, life and long-term disability insurance plans, vacation, sick and personal leave, reduced tuition, and retirement benefits are also available.

Physical Work Environment:

Incumbent(s) must be able to meet the physical requirements of the classification and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the functions

performed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office environments. Work requires mobility and balance, lifting and carrying of computer equipment and peripherals up to 40 pounds, kneeling, crouching, crawling, bending and twisting when installing and troubleshooting computer equipment. Uses standard and specialized office equipment including personal computers, telephone, and related equipment.

Equal Opportunity:

King County Housing Authority is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.kcha.org>

Position #2020059
HUMAN RESOURCES ADMINISTRATIVE SPECIALIST (LONG-TERM TEMPORARY)
SC

600 Andover Park West
Tukwila, WA 98188
206-574-1100
206-574-1265

Human Resources Administrative Specialist (Long-Term Temporary) Supplemental Questionnaire

- * 1. Do you have direct experience with the King County Housing Authority?
 - Yes, I am a current employee at KCHA.
 - Yes, I am a current temporary employee at KCHA.
 - Yes, I am a current resident of KCHA.
 - Yes, but not as described above.
 - No, I don't have any direct experience but I am willing to learn.

- * 2. Which best describes your level of education?
 - High School Diploma or GED
 - Some College
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree or Higher
 - None of the above

- * 3. Please identify your years of experience providing administrative support.
 - I have no experience in this area.
 - I have less than one year of experience.
 - I have 1 to 2 years of experience.
 - I have 2+ to 3 years of experience.
 - I have 3 or more years of experience.

- * 4. Please identify your years of experience with database management.
 - I have no experience with database management.
 - I have less than one year of experience.
 - I have 1 to 2 years of experience.
 - I have 2+ to 3 years of experience.
 - I have more than 3 years of experience.

- * 5. Please describe the experience you have indicated above. If you do not have related experience please enter "NA".

- * 6. Please identify your years of experience performing human resources work.
 - I have no experience in this area.
 - I have less than one year of experience.
 - I have 1 to 2 years of experience.
 - I have 2+ to 3 years of experience.
 - I have more than 3 years of experience.
- * 7. Do you have experience in any of the areas listed below? Please check all that apply.
 - I have no experience in these areas.
 - Classification and Compensation Systems
 - Dealing with Confidential Information
 - Employee Benefits and/or Employee Programs
 - Employee Relations/Meeting Minutes
 - HRIS System/Database Management
 - L&I/Managing Work Related Injuries
 - Performance Management Systems
 - Recruitment, New Employee Orientation, Onboarding
- * 8. Which of the following best describes your level of proficiency with Microsoft Excel?
 - I do not have experience with Microsoft Excel.
 - Basic (open files and use page setup; utilize formatting features; insert multi-cell formulas; use basic sum functions and formulas; print worksheets and workbooks).
 - Proficient (create, modify, and format charts; filter data and manage a filtered list; perform various sorting options and design options).
 - Advanced (use VLOOKUP functions; utilize pivot tables and macros; extract data from a database; use personalized toolbars).
- * 9. Which of the following best describes your level of proficiency with Microsoft Outlook?
 - I do not have experience with Outlook.
 - Basic (sending, receiving and replying to email; attaching documents; scheduling appointments and meeting requests).
 - Intermediate (create address books; set up auto responses; creating and utilizing distribution lists).
 - Advanced (create signatures; ability to insert and edit hyperlinks).
- * 10. Which of the following best describes your level of proficiency with Microsoft Word?
 - I do not have experience with Word.
 - Basic (create, open, edit, and save documents; format characters and paragraphs; print documents, envelopes, and labels).
 - Intermediate (create and format complex tables, and manage table data; create mail merges, sort and filter them; customize toolbars; create templates, use styles, and customize).
 - Advanced (work with advanced styles and auto format features; manage and track document changes using highlights and comments; insert multimedia elements in a web page; work with large documents that require table of contents, footnotes, endnotes, and cross-references).
- * Required Question