



## North Sound BH-ASO

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[www.nsbhaso.org](http://www.nsbhaso.org)

### NORTH SOUND BEHAVIORAL HEALTH ADMINISTRATIVE SERVICES ORGANIZATION

#### Position Description

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<b>Job Title:</b>	<b>Human Resources Specialist</b>
<b>Reports To:</b>	<b>Assistant Director</b>
<b>Assigned Team:</b>	<b>Human Resources</b>
<b>FLSA Status:</b>	<b>Non-Exempt, Part Time</b>
<b>Classification:</b>	<b>Grade 33</b>

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*North Sound Behavioral Health Administrative Services Organization values and seeks diversity, equity, and inclusion as integral to the behavioral health field. We support, embrace, and celebrate everyone's uniqueness, promote inclusion, and commit to remove systemic barriers that affect our workforce, our providers, and the people that receive behavioral health services.*

#### **JOB SUMMARY**

The Human Resources Specialist provides a variety of technical and administrative work in support of the Assistant Director and to employees within the organization. This position is responsible for the enrollment and coordination of employee benefits with the North Sound Behavioral Health Administrative Services Organization (North Sound BH-ASO) third party benefits administrator, administers the online learning systems, organizes live training events and conferences, and acts as Safety Coordinator. This is a confidential position.

#### **ESSENTIAL JOB FUNCTIONS**

##### Human Resources/Benefits:

1. Performs recruitment activities, assists in the hiring process by reviewing resumes and performing reference checks.
2. Participates in new employee orientation to ensure employees gain an understanding of benefit plans and enrollment provisions.
3. Prepares and maintains employee files, assuring accuracy, compliance with legal requirements and confidentiality.
4. Coordinates Open Enrollment including assisting staff with benefit enrollment, such as group insurance, medical and dental, life, accident and disability, pension and savings plans; reviews enrollment forms for accuracy and coordinates enrollment with third party benefits administrator.
5. Administrates benefits administration software programs.

6. Coordinates annual meetings designed to help employees obtain information and North Sound BH-ASO benefits and other related programs.
7. Ensures compliance with COBRA guidelines by preparing letters and other paperwork as directed.
8. Coordinates health, life and disability insurance enrollments and communicates with employees concerning routine administration of programs.
9. Keeps employee records current by processing employee status changes in a timely manner.
10. Maintains listing of approved positions along with assigned salary grade levels.
11. Processes personnel action forms and ensures proper approvals; disseminates approved forms.
12. Assists with implementation of the organization's Diversity, Racial Equity and Inclusion Strategic Plan, and related policies and procedures.
13. Coordinates and participates in North Sound BH-ASO Wellness Committee.
14. Coordinates annual employee evaluations.

Training Coordination:

15. Work with the Leadership Team and other staff to analyze training needs, design and implement comprehensive training plans in alignment with North Sound BH-ASO's mission, vision and strategic goals.
16. Coordinate training with staff, and other entities as identified by North Sound BH-ASO.
17. Produce high quality publications to ensure optimum internal and external communication, including a regional training calendar.
18. Monitor and coordinate training modules including, as appropriate, development of online modules and coordination with subject matter experts.
19. Provide oversight of the process and assignment of Clock Hours and Continuing Education Units.

Relias Administration:

20. Administrator of the Relias Online Learning Management System.
21. Functions as the Relias liaison.

**REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

1. High level of interpersonal skills to handle sensitive and confidential situations and documentation.
2. Exemplary customer service skills.
3. Ability to professionally collaborate with North Sound BH-ASO and stakeholder staff.
4. Ability to work independently and effectively participate in and lead work teams.
5. Excellent and demonstrated oral, written and interpersonal communication skills.
6. Demonstrated composition and editorial skills including excellent grammar.
7. Excellent computer skills including desktop publishing and Microsoft Office Suite.
8. Demonstrated ability to manage special projects.
9. Proven problem-solving skills.

10. Knowledge of a wide range of diversity issues concerning the workplace, including ethnic, cultural, disability, sexual minority, and gender issues.
11. Knowledge of a wide range of methods of communicating information using technology.
12. Knowledge of a variety of training methods and approaches.
13. Demonstrated commitment to North Sound BH-ASO's Strategic Plan, Priorities and Core Values.

**OTHER JOB FUNCTIONS:**

1. Attends staff meetings, training, and seminars as requested.
2. In addition to the above, any other responsibilities appropriate to the position and not specifically listed in the job description.

**EDUCATION AND EXPERIENCE:**

1. BS/BA in Human Resources, business administration, or relevant field, and experience equal to two (2) years that provide the required knowledge and abilities, OR
2. Any combination of related education and experience equal to four (4) years that provides the required knowledge and abilities.

**LICENSE AND CERTIFICATION:**

- SHRM, PHR/SPHR Certification preferred.
- Valid Washington State driver's license and proof of insurance at the time of hire and vehicle available for work-related travel.

**WORKING CONDITIONS/PHYSICAL DEMANDS:**

Work is generally performed in an office environment. Duties involve some travel to other locations to attend meetings and conduct work. Travel outside local area may be needed to attend seminars or conferences. Duties may include occasional evening meetings. Position requires sitting in meetings or at a desk or computer for extended periods. On occasion, duties will require carrying of supplies/materials up to 15 pounds from vehicle to building for meetings and presentations. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

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*The statements contained herein reflect 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. 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. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.*