
EVERGREEN

The Evergreen State College EMPLOYMENT OPPORTUNITY

Web: www.evergreen.edu/employment

Email: jobline@evergreen.edu

Phone: (360) 867-5361

TTY: (360) 867-6695

Fax: (360) 867-6823

Bulletin 2009-023MAT

Opens: October 14, 2009

Review of applications begins: November 6, 2009

After the review of applications begins, this position may close without further notice.

TEMPORARY HUMAN RESOURCE REPRESENTATIVE

SPECIAL NOTE

This is a full-time temporary exempt position available for up to one year in Human Resource Services office of The Evergreen State College. This position is an "at will" appointment, exempt from Washington State Civil Service rules and the Fair Labor Standards Act overtime requirements. The position will provide coverage for a regular employee who is on special assignment to the Banner HR project.

COLLEGE PROFILE

The Evergreen State College is a progressive, public liberal arts and sciences college located in Olympia, Washington, in the beautiful Pacific Northwest. Since opening its doors in 1971, Evergreen has established a national reputation for leadership in developing innovative interdisciplinary, collaborative and team-taught academic programs. The college has a vibrant undergraduate program, a graduate program and seven public service centers that constitute a unique academic setting. The college values a student-centered learning environment, a link between theory and practice, and a multicultural community of diverse faculty, students and staff working together. Current enrollment is approximately 4,800. For more information about Evergreen, please visit our college catalog or our website: <http://www.evergreen.edu>.

POSITION PURPOSE

The primary functions of this position is to provide professional administration of work schedule and shift changes for overtime eligible staff, human resource payroll administration and reports, staff recruitment and diversity outreach, job allocation and classification. These functions constitute the majority of the work, although the human resource representative shall also perform other human resource generalist work. The position provides professional-level support and guidance on human resource management practices, and monitoring compliance with established rules, collective bargaining agreement provisions, and institutional policies, procedures and standards. This position reports to a Senior Human Resource Representative.

DESIRED QUALIFICATIONS

Bachelor's Degree with one year professional-level experience as a Human Resource Generalist working with HR payroll administration, recruitment, compensation and classification.

And / or

Two or more years of first level professional-level Human Resource Generalist experience working with HR payroll administration, recruitment, compensation and classification.

COMPENSATION

- Experience and training may be considered in salary placement;
- Salary range is \$2,923 to \$3,157 per month of full-time work;
- A full benefits package which includes: 12 days of sick and 24 days of vacation leave per year; paid holidays; a generous medical, dental, life and disability insurance package for employees and dependents; the TIAA-CREF retirement program; deferred compensation and optional supplemental retirement accounts are available. For more information about Evergreen's excellent employee benefits, view <http://www.evergreen.edu/payroll/employeebenefits.htm>;
- After six months of employment, employees are eligible for the statewide tuition waiver program.

ESSENTIAL FUNCTIONS

- Review for compliance with collective bargaining provisions, rules and laws and authorize Personnel Action Forms, Student/Temporary Action Forms and payroll registers.
- Review and authorize work schedule and shift changes in accord with Fair Labor standards Act and the union contract.
- Provide information and advice to supervisors and employees regarding interpretation and compliance with collective bargaining agreement, applicable laws, rules, polices and procedures.
- May perform payroll inputting and processing along with the production of requested payroll and HRIS reports.
- Conduct unemployment claims review and background checks as necessary.
- Provide information, training and advice to supervisors and employees regarding interpretation of laws, rules, polices and procedures on compensation and hours of work including interpreting and complying with state and federal wage and hour laws and collective bargaining agreement provisions.
- Advise and work collaboratively with hiring authorities on employment and recruitment, outreach and selection processes for exempt, classified and temporary employees.
- Work in cooperation with the Equal Opportunity Officer to comply with college affirmative action plan and achieve the college's EEO and diversity goals.
- Brief hiring authorities and search committees on classified and exempt staff hiring procedures including appropriate interviewing and hiring procedures.
- Develop skill and ability inventories and rating criteria, rate applications, draft and approve interview questions, establish candidate lists and certify applicants to appointing authority.
- Conduct classification reviews, job audits and salary surveys, analyze information, determine appropriate classification, write documentation and allocation decisions, develop position descriptions.
- Determine classified versus exempt status, overtime eligibility, salary, and membership in appropriate bargaining unit.
- Represent the College in allocation appeals.

KNOWLEDGE, SKILLS AND ABILITIES

- Skill and ability in staff recruitment, outreach and selection including the ability to prepare pre-employment tests, and rating criteria and interview questions.
- Knowledge of and ability to administer Fair Labor Standards Act and regulations, the state wage and hour laws, overtime eligibility rules; ability to accurately use a computerized timekeeping system.
- Knowledge of classification and compensation programs and systems.
- Ability to work independently in a respectful manner and within a collaborative team environment.
- Ability to work effectively and collaboratively with employees and managers at all levels.
- Knowledge of federal and state laws on Equal Opportunity employment and Affirmative Action.
- Commitment to equal opportunity and affirmative action and promotion of a diverse workplace.
- Ability to accurately calculate pay, to input and process payroll actions, to review and verify employee work schedule and shift changes, and to generate reports using a computerized payroll/human resource information system.
- Ability to comprehend complex human resource problems and reach reasonable conclusions and solutions.
- Possess exceptional interpersonal, customer service, and communication skills.
- Ability in the use of good judgment and logical reasoning with human resource issues.
- Ability to maintain confidentiality and demonstrated skill in using tact and discretion.
- Possess problem/dispute resolution and conflict management skills.
- Ability to multi-task and manage work to meet deadline requirement, unanticipated requests and shifting priorities.
- Ability to take initiative in making changes to procedures and processes that increase effectiveness and result in improved operations.
- Knowledge of payroll and human resource management information systems (HRIS).
- Skill in use of word processing, database and spreadsheet applications software

CONDITIONS OF EMPLOYMENT

- As a condition of employment, persons hired must provide proof of identity and employment eligibility within three (3) days of beginning work;
- Must pass a pre-employment background check;

APPLICATION PROCESS

Please carefully read the job bulletin and submit **all requested items by the review date for first consideration**. After the review of applications begins, this position may close without further notice. Applicants will not be notified once a closing date has been established. The committee in its screening of applicants will assume your abilities and experience include only those elements specifically documented within your application materials.

TO SUCCESSFULLY APPLY AND BE CONSIDERED FOR THIS POSITION YOU MUST COMPLETE AND SUBMIT ALL THE FOLLOWING REQUIRED APPLICATION MATERIALS:

1. A letter of application that addresses the extent to which you meet the Minimum Qualifications, and that thoroughly describes your qualifications, education, training and work experience as they relate directly to the first three (3) Knowledge, Skills and Abilities listed in this job announcement;
2. A resume that includes a chronological work history including months and years of employment;
3. At least three work-related references (required) including the names, current addresses and telephone numbers and an Affirmative Action Data Sheet (optional).

Materials may be submitted using any one of the following options:

- ❖ **Email:** jobline@evergreen.edu
- ❖ **Mail:** The Evergreen State College
Human Resource Services, L3102
2700 Evergreen Parkway NW
Olympia, WA 98505
- ❖ **Fax:** (360) 867-6823
- ❖ **Or in person to the Human Resource Services office.**

To request disability accommodation in the application process, call the Human Resource Services Office at (360) 867-5361 (voice), or (360) 867-6834 (TTY) or email your request to jobline@evergreen.edu.

Changes and/or modifications to this bulletin will be located on the bulletin board outside of the Human Resource Services Office, Library Building, room 3102 and on our web site at: www.evergreen.edu/employment

Committed to equal opportunity and operating with an Affirmative Action Plan, The Evergreen State College is working to build a diverse faculty and staff. We strongly encourage qualified persons of all races, ethnicities, and sexual orientations, persons of disability, persons over forty, women, Vietnam Era and disabled veterans to apply.

AFFIRMATIVE ACTION DATA

Please complete and return this form with your employment application package.

Name: (Print) _____

Position: TEMPORARY HUMAN RESOURCE REPRESENTATIVE 2009-023MAT

Check the item that best describes how you first heard about this position.

- Evergreen's web site
- Evergreen Colleague
- Letter/E-mail from Evergreen's Office for Equal Opportunity
- Colleague not at Evergreen
- I was nominated
- Chronicle of Higher Ed
- An organization electronic notice: _____
- An organization publication: _____
- Other web site: _____
- Newspaper or other publication: _____
- Other: _____

The Evergreen State College is an equal opportunity employer. The college's state-approved Affirmative Action Program seeks to ensure that employment opportunity information reaches all qualified potential candidates, including African Americans, American Indians/Alaskan Natives, Asians/Pacific Islanders, Caucasians, Hispanics, women, men, persons age 40 and over, persons with disabilities, disabled veterans, and Vietnam era veterans. To implement this program more successfully, the college requests that you provide the following information. Submission of this statistical information is voluntary; failure to complete this portion of the form will not adversely affect your candidacy for employment.

This information will be separated from your application and handled confidentially by the Office for Equal Opportunity.

Please check any/all of the following that apply:

- Male
- Female
- African American/Black
- Asian/Pacific Islander
- Age 40 or older
- Caucasian/White
- Hispanic/Latino
- Person with a disability
- Native American/American Indian/Alaska Native
- Special Disabled Veteran (30% or more disability)
- Vietnam Era Veteran (served 180 days or more between 2/28/61 and 5/7/75 and does not have a dishonorable discharge)

