This Job Description identifies the major responsibilities of this job.

**I. POSITION PURPOSE**

The Human Resources Manager is responsible for administration and coordination of human resources functions for the library district with a focus on maintaining a fair and respectful workplace. This position provides leadership in recruiting, benefits, recognition, organizational development, volunteer services and administration of policies and procedures. This position has the opportunity to positively impact organizational effectiveness and employee experience.

**II. RELATIONSHIPS**

The Human Resources Manager reports to the Director of Human Resources and serves all Library District employees. This position works independently and as part of the human resources team. The Human Resources Manager is responsible for establishing and maintaining professional working relations with library staff, applicants, volunteers, vendors, and outside organizations. The HR Manager must maintain a high level of confidentiality. Provides excellent customer service demonstrating the ability to communicate effectively with people regardless of age, race, sexual orientation, ability level or background.

**III. PRIMARY DUTIES AND RESPONSIBILITIES**

**Talent Acquisition and Onboarding**

* Oversight for full-cycle talent acquisition. Administers the recruiting process using the Applicant Tracking System(ATS) including requisitioning, interview documentation, pipeline monitoring, and communication with hiring managers and applicants. Provides manager training and support for ATS.
* Develops and conducts employee onboarding and off boarding orientation and process. Collaborates with hiring managers to welcome new employees.

**Administration**

* Ensures accurate and timely data updates to employee files in the HRIS. This includes accurate entry of employee benefit deductions, leave accruals, and wage information as well as the bi-weekly monitoring of time card accuracy.
* Serves as the primary backup for bi-weekly Payroll processing.
* Tracks overall salary costs relative to established budget.
* Supports and may lead the effective rollout of Human Resource initiatives.
* Reconciles monthly billing statements against medical, life, dental and vision insurances.
* Conducts exit interviews to gain employee feedback and insight; processes COBRA enrollment for all eligible departing employees.
* Assists with managing Workers’ Compensation.
* Participates in developing Human Resources department goals and objectives.
* Maintains organizational compliance with federal, state and local employment and benefits laws and regulations.
* Maintains all personnel files in compliance with company policy and requirements.

**Benefits Administration**

* Works closely with broker to lead employee open enrollment.
* Manages employee insurance program, including claims resolution, change reporting, working with brokers, and communicating benefits information to employees.

**Learning and Development**

* Partners with departmental leaders to foster a continuous learning philosophy across the district linked to organizational needs and employee development goals. Provides employee and manager training and support for HRIS, benefits, Employee Guidelines document and human resource procedures.
* Knowledge of and ability to grow and deliver new HR processes where needed including but not limited to training, talent development, and succession planning.
* Demonstrated ability to effectively and efficiently facilitate meetings, webinars, trainings, and communication events.

**Employee Engagement** **and Recognition**

* In partnership with the Human Resources Director and Library Lead Trainer designs and implements organizational IDEA (inclusion, diversity, equity, and access) strategies assessing organizational systems and policies through an IDEA lens and creating resolutions for those that may impede IDEA efforts; developing strategies related to employee engagement and recognition.
* Works in conjunction with the HR Director to strengthen employee relations by coordinating and championing employee activities, recognition and fostering employee engagement.
* Serves as a crucial part of the team to develop a workplace culture where all team members can learn based on individual, team and library district needs.
* Provides guidance and leadership to individuals and managers on human resource service needs including talent acquisition, benefits, and culture enhancements.
* Proactively solicits the voice of various internal audiences (i.e., public services employees, support service employees, and managers) in order to drive impactful communications.
* Develops and champions employee engagement and recognition initiatives as well as team member events.
* In connection with the Human Resources Director, leads employee engagement initiatives and measures outcomes.

**Other Responsibilities Include:**

* Manages HRIS systems, process improvement, project management and data.
* Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
* Serves as Person in Charge (PIC) in absence of the Human Resources Director.
* Supports team efforts to maintain a safe and secure environment for customers and staff by maintaining awareness of surroundings and working in accordance with safety policies and procedures.
* Participates in monthly department meetings, attends All Staff Development Days, and other training sessions as required to stay informed and current on changes to library policies and procedures and information pertinent to PCCLD.
* Reads daily organizational communications from intranet, e-mail, newsletters, telecommunications and print.  Stays informed on all Library events throughout the District. Regularly accesses electronic timekeeping system, personnel and payroll database and on-line work request system.

**QUALIFICATIONS**

**Education and Experience**:

* A Bachelor’s degree in Human Resources, Business Administration or a related field is strongly preferred.
* A minimum of four years of experience working in the Human Resources field is required.
* PHR or SHRM-CP Certification is preferred.

**Skills and Abilities:**

* Ability to effectively communicate with employees and business partners. Able to develop collaborative relationships across a diverse organization.
* Experience creating presentations, training resources, reference guides, and communications.
* Strong work ethic and high degree of self-leadership. Self-motivated and flexible with the ability to work independently while setting priorities for multiple ongoing assignments. Able to meet deadlines and project outcomes with little supervision.
* Ability to identify and implement process improvements by consolidating, reviewing and analyzing data to determine more efficient solutions.
* Experience using HRIS systems.
* High degree of self-leadership and motivation. Strong internal drive to produce positive results and continually improve.
* Excellent interpersonal communication skills including the ability to respond diplomatically to complaints and difficult situations.
* Ability to act with integrity, professionalism, and strict confidentiality.
* Ability to build relationships with employees and create a positive work environment. Strong analytical and problem-solving skills.
* Proficient with Microsoft Office Suite or related software.
* Proficient in the use of software programs, systems and databases used in Human Resources including spreadsheets, presentations, email, internet, HRIS software, on-line benefit portals, electronic timekeeping software, job boards and electronic application processes.
* Familiarity with the administration of FMLA, ADA, and other employment laws. Demonstrated time-management skills.
* Detail oriented with demonstrated accuracy in editing, proofreading, data entry and math skills. Ability to function under flexible and changing conditions.
* Excellent organizational skills with attention to detail.

**Other Requirements**: Applicants must pass a criminal background investigation.

Equal Opportunity Employer