

MERIDIAN LIBRARY DISTRICT

Human Resources Coordinator



Position Summary

The Human Resources (HR) Coordinator uses a friendly, customer service oriented approach to administer and facilitate a variety of general human resources (HR) activities for the District. This position is responsible for a full range of human resource activities and program support district-wide, including onboarding, recruitment, training, benefits administration, payroll processing, records maintenance, and regulatory compliance. Works under general supervision of the Human Resources (HR) Manager.

Duties and Responsibilities

Essential

Recruitment

The HR Coordinator assists with recruitment and hiring activities such as posting positions, pre-screening applications, conducting phone screens, and conducting reference checks, and conducting background checks in a timely manner in conjunction with the Recruitment Coordinator. Facilitates and participates in interviews. Coordinates employee new hire orientation and onboarding paperwork; updates the organizational chart. Works to ensure onboarding coordination for smooth onboarding processes and schedule coordination. Conducts or acquires background checks and assists with employee eligibility verifications. Implements new hire orientation and employee recognition programs. Assists with system terminations, preparation of new employee files, and accuracy of employment and recruitment records. Tracks status of candidates in HRIS and responds with timely follow-up letters and calls as needed. Assists with orientation of new hires along with HR Manager.

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Payroll

Ensures payroll is processed timely and accurately. Works with managers, supervisors, and employees to ensure accuracy of timekeeping records and adherence to labor law. Maintains accurate timekeeping and payroll records according to record retention requirements. The HR Coordinator works closely with the HR Manager, Accounting and Finance Manager, and benefit brokers to ensure accuracy of deductions and earnings in staff profiles in HRIS systems.

The HR Coordinator assists with benefit administration including open enrollment, paid time off benefits, group health insurance, COBRA, wellness, health reimbursement account, and retirement.

Coordinates leave processes (FMLA, Worker's Compensation, etc.), working closely with the employee to gather and track proper documentation. Responsible for meeting compliance deadlines and following return to work procedures. Assists the HR Manager in coordinating employee requests for accommodation.

Benefit Administration

Ensures enrollment in and administration of the Library's benefit packages, to include changes and terminations, processing documents through payroll and benefits for accuracy. Works closely with the HR Manager to ensure accurate deductions and earnings are applied in all HRIS systems, and enrollment documents are complete and submitted on time.

Assists Accounting and Finance Manager in reconciliation of benefit statements and invoices when Accounting and Finance Manager audits payroll as necessary. Works as backup to Accounting and Finance Manager for bill extraction, tracking, management, and reconciliation; and for transmittal of the Library's PERSI retirement allocation post-payroll.

Training and Development

Assesses staff and organizational training needs and prioritizes and organizes those needs. Develops a training plan to meet the variety of training needs. Plans, organizes, and implements training activities, including coordinating or location external training sources or presenters. Works in conjunction with management to track employee training.

Employee Records

Maintains and updates employee data and information in the HRIS system in a timely and accurate manner and assists employees and management in using the HR system, training them on system use if necessary. Ensures digital and physical files are properly maintained and purged

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according to applicable laws and the District's records retention schedule. Maintains the confidentiality and privacy of employee data and information. Assists with application of compensation changes in HRIS in accordance with performance review increases to pay, ensuring accuracy of data for payroll processing.

Compliance and Organization Policies

Works closely with the HR Manager to ensure compliance with Local, State, and Federal regulatory requirements, but not limited to, I-9s, FLSA, ADA, FMLA, Title VII, ACA, worker's comp, unemployment benefits, etc. Interprets and explains personnel policies and procedures to staff and management. May contribute to policy or job description revisions and development. Participates in reviews and contributes to recommendations of potential improvements in overall efficiency, and compliance with department standard operating procedures and regulations.

Customer Service

The HR Coordinator provides high quality customer service to other staff and vendors, and is responsive to employee requests. Actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere that embraces diversity.

Marginal

In conjunction with the HR Manager, acts as a liaison between management and staff on employee relations issues. Refers employee complaints to the HR Manager. May perform complaint investigations as needed.

May consult with managers on the disciplinary process and refers complex and severe disciplinary issues to the HR Manager. Maintains disciplinary and performance records, adhering to records retention schedule.

Minimum Qualifications

Knowledge, Skills, and Abilities:

Demonstrated commitment to diversity, equity, and inclusion.

This position requires some knowledge of human resources, personnel practices, and State and Federal employment regulation. This position requires good judgment, discretion, and decision-making. Must be able to handle stressful and negative situations and find positive resolution.

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Provides exemplary customer service and maintains a favorable public image of the library. The incumbent has a desire to work in a public service role. Has excellent interpersonal skills and the ability to communicate effectively and appropriately with people from diverse backgrounds, including youth, families, volunteers, coworkers, managers, supervisors, and employees. Builds and maintains positive working relationships with individuals at all levels of the organization and fosters positive partnerships with outside organizations.

Proficient with standard office applications (including Microsoft Office and Google Workspace). The incumbent must possess the ability to work with a variety of HRIS systems. Proficient in the use of video conferencing software. Understands the role of technology in providing library services and is proficient in that technology. Ability to learn and adapt to new software and equipment technologies.

This position requires managing multiple needs and priorities. Must be flexible and willing to adapt styles to effectively meet the needs of others. Has a positive and enthusiastic approach to change and shows a curiosity and willingness to try new ideas. Proficient in the principles of project management. Able to oversee multiple large scale projects and effectively manage time.

Experience: 1-2 years of Human Resource experience or equivalent combination of education, training and experience.

Education: Bachelor's degree in Human Resources, Business, or equivalent combination of education or experience.

Training, Licenses, or Certifications: None

Supervisory Responsibility: None

Preferred Qualifications: Degree in Human Resources, Business Administration, Public Administration or related degree and a Professional Human Resource (PHR), SPHR, SHRM-CP or SHRM-SCP or equivalent recognized HR certification. Prefer some experience performing a variety of HR activities, including payroll processing. Prefer experience with assessing and developing training and support materials and programs, including e-learning.

Working Conditions

Physical Requirements: This position requires the employee to sit (constantly); seldom stand, stoop/bend, walk, and twist/turn; frequently hear, listen, and speak clearly, perform manual dexterity movements; and constantly see. This position also requires the employee to occasionally lift up to 10 lbs.

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Mental Requirements: This position requires the employee to read, write, perform clerical duties, comprehend and use perceptions, perform alphabetical sorting, and perform basic math.

Technology, Equipment, and Devices: This position requires the employee to regularly operate and exhibit proficiency with computers and standard office applications (including Microsoft Office and Google Workspace), email, video conferencing tools, and cloud environments , HRIS systems, and the internet. This position may use social media. This position requires the employee to operate and troubleshoot general office equipment.

Work Environment: This position requires the employee to work alone, work remotely (as approved by HR Manager), work around others, have verbal contact with others, work with vendors, have face-to-face contact, be subject to inside and occasionally outside environments.

Expected Hours of Work: The job requires the employee to work a weekday (Monday-Friday) daytime schedule and may occasionally include work in the evenings and on weekends (Saturday and Sunday). Position schedule is subject to change at any time.

Expected travel: This position requires some travel between Meridian Library District locations and occasional travel for conferences and training.

Disclaimers: The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed. Management reserves the right to assign or reassign duties and responsibilities to this position at any time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Meridian Library District is an Equal Opportunity Employer. Hiring and employment practices are done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. In addition, preference in employment may be given to veterans who qualify under state and federal laws and regulations.

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