

MERIDIAN LIBRARY DISTRICT

Human Resources Manager



Position Summary

The Human Resources Manager is responsible for performing Human Resources (HR) related duties on a professional level and works closely with senior management. This position carries out responsibilities in the following functional areas: benefits administration, employee relations, training, performance management, onboarding, policy implementation, full-cycle recruitment/employment, pay administration/negotiation/management, affirmative action and employment law compliance, managing the Human Resources Department. Work is performed under the direction of the Library Director.

Duties and Responsibilities

Essential

Employee Relations

The Human Resources Manager provides guidance to all levels of management and employees on all HR matters, including personnel, staffing, benefits and compensation, discipline and investigations, and risk management issues. Provides consistent understanding and adherence to policies, guidelines, programs, and philosophies. Actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere that embraces diversity. Partners with managers and supervisors to ensure understanding and accurate execution of HR and strategies related to talent, recruitment, retention, and succession planning. Respectfully share opinions and ideas.

Benefits Administration

The Human Resources Manager analyzes trends in benefits, ensuring competitive contribution and benefit administration including paid time off benefits, group health insurance, open enrollment, COBRA, wellness, and retirement. Works closely with the Library Director, and Accounting and Finance Manager to evaluate changes in rates for benefit administration, setting

Adopted by the Meridian Library Board of Trustees n.d.

Revised and Board Approved 03/20/2024

contribution allocations to ensure accuracy within budgetary constraints. Works closely with other staff and management to develop and implement standard pay practices and payroll processing to ensure wage and hour compliance. Oversees worker's compensation, FMLA, and employee requests for accommodations or protected leave.

Management and Supervision

The Human Resources Manager supervises HR Department staff, and participates in all daily service and support operations of the HR team. Is responsible for the effective support of the Library Director, Assistant Directors, Admin Team, managers and supervisors, and staff. The Human Resources Manager, in collaboration with the Library Director, is responsible for personnel decisions of the HR Department including recruitment, hiring, coaching and discipline, performance feedback and reviews, and employee training and development. Coaches and evaluates HR Department employee performance and maintains proper records.

Payroll

Manages HR Department staff on processing payroll and acts as the primary backup for processing payroll; stays up to date on payroll processing procedures. Ensures accuracy of pay administration and deductions. Stays up to date on applicable payroll tax laws and coordinates with the Accounting and Finance Manager to ensure payroll and W2 processing procedures are compliant with all applicable regulatory and tax laws. Has shared responsibility in auditing and oversight of payroll.

Compliance

The Human Resources Manager is responsible for ensuring compliance with all federal, state and local employment and reporting laws. Stays current with human resources best practices. Reviews and evaluates existing, and proposed, legislation applicable to the District in regards to human resources. Ensures accurate updates to employee specific policies, handbooks, and training that are in alignment with legal updates and best practices. Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.

Responds to unemployment claims and worker's compensation claims in a timely manner.

Recruitment

Develops, implements, and regularly evaluates the District's hiring and recruitment processes, procedures and onboarding for volunteers and applicants. Performs recruitment activities such as posting positions, pre-screening applications, conducting phone screens, facilitating interviews, and conducting reference checks in an unbiased, timely, and effective manner for library positions. Consults and coaches managers, supervisors, HR Coordinator, and Recruitment Coordinator on thoroughly and objectively evaluating candidates for hire. Coordinates and assists with the management of worksite internships. Conducts, or acquires, background checks and employee eligibility verifications. Implements new hire orientation and employee recognition programs.

Performance and Compensation

Implements and regularly updates the District's compensation program. Conducts wage surveys, job evaluations, equity adjustments, and salary negotiations. Works with staff to ensure accuracy of job descriptions. Follows procedure to ensure proper approval of job descriptions and pay scale changes. Conducts employee complaint investigations and identifies problems. In collaboration with management and legal counsel recommends appropriate resolution and/or disciplinary actions. Prior to issuance of approved recommendations the Human Resources Manager reviews all disciplinary and termination documentation. Develops, implements, and maintains the District's performance evaluation process.

Budget

Works closely in conjunction with the Assistant Director to create and manage staffing models. Prepares the staffing and HR budget for Board approval. Assists the Accounting and Finance Manager in assurance of accurate invoicing on HR and benefit related bills. Works to audit and approve HR related bills for District related charges.

Marginal

Oversees applicable training for volunteers, employees, and management. Oversees employee new hire orientation, onboarding, and paperwork. Maintains proper volunteer and employee records in adherence to records retention schedules. Assists with organizational development, talent development, and succession planning.

Performs other duties as assigned.

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Minimum Qualifications

Knowledge, Skills, and Abilities:

Demonstrated commitment to Diversity, Equity, and Inclusion.

This position requires considerable knowledge of human resources, personnel practices, and State and Federal employment regulation. This position requires good judgment, discretion, and decision-making, maintaining appropriate confidentiality. Must be able to handle stressful and/or negative situations and find positive resolution. This position requires independent resolution to sensitive, confidential, and complex matters. The Human Resources Manager must be detail-oriented with exceptional accuracy, auditing, and organizational skills.

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

Proficient with standard office applications (including Microsoft Office and Google Workspace). The Human Resources Manager must possess the ability to work with a variety of HRIS systems. Proficiency with, or the ability to quickly learn, the District's HRIS systems. Ability to learn and adapt to new software and equipment technologies.

This position involves overseeing various demands and priorities, necessitating flexibility and a readiness to adjust approaches to suit the requirements of others. It entails persuading, fostering cooperation, and securing acceptance of ideas, as well as resolving conflicts through negotiation. Coaches, trains, and seeks feedback in both individual and group contexts.

Experience: 5 years of Human Resource experience in a Generalist capacity or equivalent experience working in various HR roles.

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

Training, Licenses, or Certifications: None

Supervisory Responsibility: Directly supervises all staff within the HR Department.

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Preferred Qualification: SHRM-CP or SHRM-SCP Certification, Professional Human Resource (PHR), Senior Professional Human Resource (SPHR), or equivalent recognized HR certification.

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. The job also requires the employee to occasionally lift up to 10 lbs.

Mental Requirements: This position requires the employee to read, write, perform clerical duties, comprehend and use perception, 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 commonly used office software, HRIS systems, databases, email, video conferencing, and cloud environments. This position requires the employee to operate and occasionally troubleshoot general office equipment and other new consumer technologies.

This position requires operation of a vehicle on behalf of the District.

Work Environment: This position requires the employee to work alone, work remotely, 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: This position requires the employee to work a flexible daytime schedule and may occasionally work in the evenings and on weekends (Saturday and Sunday). Position schedule and work location are subject to change at the discretion of management to support business needs.

Expected travel: This position requires regular travel between District locations; occasional travel required for conferences, meetings, 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.

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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.