

JOB DESCRIPTION

POSITION: Human Resources Specialist

LOCATION: Mishawaka Library

CLASSIFICATION: 5-Specialist II

HOURS OF WORK: Full-time-40 hours per week (M-F: 8:00 a.m.-5:00 p.m.)

WAGE: \$22.00 *minimum starting pay*

FLSA STATUS: Non-Exempt

BENEFITS: As specified in the latest edition of the staff handbook or as amended by the Board of Trustees.

DIRECT SUPERVISOR: Director of Operations

QUALIFICATIONS AND WORK SKILLS:

1. Bachelor's degree, preferably in human resources or business.
2. Must possess three to five years of HR experience and knowledge of federal and state employment and benefit laws.
3. Professional in Human Resources (PHR) designation, preferred.
4. Strong organizational, multi-tasking and verbal and written communication skills.
5. Demonstrated computer proficiency; experience with learning management systems preferred.

RESPONSIBILITIES AND DUTIES:

This position is responsible for running the daily functions of the Human Resources department and professional development of staff.

ESSENTIAL JOB DUTIES:

1. Manage the payroll process and maintain direct oversight of the payroll system, HR employment files, job descriptions and worker's compensation claims.
2. Recruit and facilitate the hiring of qualified applicants (conducting employment verifications and background checks and scheduling pre-employment drug-screenings).
3. Facilitate HR onboarding for new hires (administering new hire paperwork, discussing employer-paid benefits and insurance benefits, and providing an overview of the MPHPL manuals and policies).
4. Conduct HR-related and other training for staff and the leadership team, as assigned.
5. Oversee the annual performance-appraisal program and professional certifications.
6. Work closely with Administration to assign, administer and track internal staff training.
7. Plan, coordinate and oversee quarterly Staff In-Service events.
8. Participate in administrative staff meetings and other meetings, as requested.

9. Perform other duties to ensure the smooth and efficient operation of the library, as assigned.

PHYSICAL REQUIREMENTS:

1. Ability to occasionally pull a loaded book cart across the rooms to work areas.
2. Ability to occasionally lift and carry 20-30 pounds of books and materials to work areas.
3. Ability to frequently stand, bend or stoop to shelve records for a short period of time.
4. Ability, stamina, and balance to perform basic movements frequently. These movements could include squatting, bending and stooping, marching, turning in circles, and lifting arms overhead.
5. Ability to constantly sit for periods of time while keyboarding or typing.

Key:

Constant Physical Requirement: 67% or more of the day

Frequent Physical Requirement: 33-66% of the day

Occasional Physical Requirement: 0-32% of the day

July 2024