

Job Title: Human Resources Manager

Classification: Exempt

Department: Administration

Starting Salary: \$52,000

Benefits: Comprehensive benefits package, including: 22 vacation days; 11 paid holidays; sick leave; medical, dental, vision & life insurance; Ohio Public Employees Retirement System (OPERS)

Weekly Hours: 40 hours per week

Purpose:

This position is responsible for the management of the library's human resources (HR) functions. This position ensures compliance with current employment laws and participates as a member of the library's Management Team.

Reporting Relationship: Reports to the Library Director

ESSENTIAL FUNCTIONS:

Recruitment & Hiring

- Coordinates the recruitment and hiring of staff.
- Maintains position descriptions, postings, and interview guidelines.
- Conducts reference and background checks.
- Prepares and submits letters of hire and rejection.
- Conducts exit interviews.

Orientation, Training & Continuing Education

- Oversees the onboarding of staff.
- Under guidance from the Director, trains and mentors managers on HR best practices.
- Coordinates training and professional development for staff.
- Participates in professional organizations at the local and state level.

Personnel Administration

- Maintains HR files in accordance with the library's record retention policy.
- Advises Director on HR topics and stays current with HR best practices.
- Monitors federal and state employment law changes and trends affecting personnel policies and procedures.
- Maintains library's Employee Policy Handbook.
- As EEOC (Equal Employment Opportunity Commission) Officer investigates complaints and conducts harassment investigations.

Salaries & Benefit Administration

- Administers the library's compensation and benefit programs: health and fringe benefits, Ohio Deferred Compensation, Ohio Public Employees Retirement (OPERS), COBRA (Consolidated Omnibus Budget Reconciliation Act), Ohio Bureau of Workers Compensation, and Ohio Department of Job & Family Services unemployment claims management.
- Administers Family and Medical Leave Act (FMLA) and staff absences.
- Serves as payroll back-up for Fiscal Officer and Deputy Fiscal Officer.

Staff & Volunteer Recognition & Appreciation

- Assists in planning staff in-service day, employee recognition, and staff safety and wellness initiatives.
- Assists with volunteer recognition.

Evaluating

- Oversees the employee performance review process.
- Consults with managers and supervisors on disciplinary and performance issues.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of human resources principles, theories, and concepts, as well as excellent command of Ohio and Federal employment law and trends.
- Ability to maintain confidentiality and use appropriate judgement in handling information and records.
- Excellent organizational skills and ability to work accurately with attention to detail.
- Ability to work well independently and in a team environment.
- Effective interpersonal skills, including the ability to communicate clearly in verbal and written English.
- Proficient in the use of Microsoft Office 365 applications (Word, Excel, Outlook).
- Occasional travel, valid Ohio driver's license, and proof of insurance required.
- Ability to pass a background check prior to employment.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Human Resources, Business Administration, or related field required.
- Three or more years of human resources experience preferred with progressive responsibility and training in employment law and employee development.
- Public employment experience preferred.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

- Ability to sit and use a computer daily for several hours and operate office equipment.
- Travel by automobile, occasionally.
- Majority of work is performed in a general office/library environment.
- Manual dexterity sufficient to perform general typing and computer skills.
- Calm and focused handling of interruptions and distractions.

This position description is not intended to be a complete list of all responsibilities, skills, or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of Grandview Heights Public Library.