



1300 St. Germain Street West
St. Cloud, MN 56301
Telephone 320-650-2500 Fax 320-650-2501

Board of Trustees Personnel Committee Meeting
Tuesday, July 20, 2021, 5:30 p.m.
St. Cloud Public Library Mississippi Room
Agenda

- | | |
|--|------|
| 1. Call to Order | 5:30 |
| 2. Adoption/Amendment of Agenda | 5:31 |
| 3. Human Resources Generalist Position Description Update (Requested Action – Approve) | 5:32 |
| 4. Next Meeting – To Be Determined | 5:49 |
| 5. Adjournment | 5:50 |

July 20, 2021



Human Resources Generalist Position Description Update

Submitted by Julie Schmitz, Associate Director – Human Resources

BOARD ACTION REQUESTED

Information

Discussion

Approve/Accept

RECOMMENDATION

Approve the updated Human Resources Generalist position description.

BACKGROUND INFORMATION

Supporting Documents

- Updated Human Resources Generalist position description (clean copy)
- Current Human Resources Generalist (mark-up copy), Payroll & Benefits Coordinator, and Human Resources Specialist position descriptions

In September 2021, the Payroll & Benefits Coordinator will be retiring. It is expected that there will be additional vacancies due to retirements in the Human Resources (HR) department in the near future. The Human Resources Generalist position description is being updated to prepare for these vacancies and ensure continuity of operations.

The updated Human Resources Generalist position description reflects duties from three positions in the HR department including:

- Human Resources Specialist – was vacated in July of 2020 and has not been filled
- Payroll & Benefits Coordinator – will be vacant in September
- Current Human Resources Generalist

The position description is broad in nature and consistent with responsibilities for a Generalist. Duties shall be assigned between the current Human Resources Generalist and the new Human Resources Generalist, with one having an emphasis on recruitment, and the other on payroll.

The update increases the position's responsibility level and pay grade placement from Grade 20 to 21. It is a pay grade decrease for the current Payroll & Benefits Coordinator position, which is in Grade 22.

The updated Human Resources Generalist position shall be considered Exempt under the FLSA based on responsibilities.

FINANCIAL IMPLICATIONS

Estimated Cost: -\$5,000

Funding Source:

Budgeted Yes No

ACTION

Passed

Failed

Tabled

- 19. Develops and maintains content and delivery of the on-line orientation program for new hires and other training opportunities.
- 20. Coordinates the staff recognition program including communications and gift distribution.
- 21. Provides personnel policy and procedure guidance to employees and management.
- 22. Maintains the confidentiality of personnel information.
- 23. Assists with special projects or initiatives as needed.

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor’s degree in Human Resources, Business Administration or related field
- Experience in human resources preferred

Required Knowledge, Skills and Abilities:

- Proficiency in Microsoft Office including Excel
- Experience with HRIS systems
- Knowledge of state and federal regulations impacting HR and payroll administration
- Effective communication skills, both written and verbal
- Strong customer service focus
- Ability to manage multiple priorities and successfully meet deadlines
- Strong attention to detail and follow up
- Team player, willing to do a variety of tasks in support of the department and team
- Ability to maintain confidential information and handle sensitive situations

Scope of Work: Complex

Budget Responsibility: May monitor budget expenditures

Supervisory Responsibility: None

Scope of Relationships (internal): Regular contact with library staff regarding policies and procedures and to present training

Scope of Relationships (external): Occasional contact with benefit administrators and frequent contact with HRIS system administrators, vendors and job applicants

ACKNOWLEDGEMENT OF POSITION DESCRIPTION

This position description does not constitute an employment agreement between GRRL and the employee and is subject to change by GRRL as the needs of GRRL and requirements of the job change.

GRRL is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. GRRL will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with GRRL.

Employee signature below indicates employee’s understanding of the duties and requirements of the position.

Employee _____ Date _____

Printed Name _____

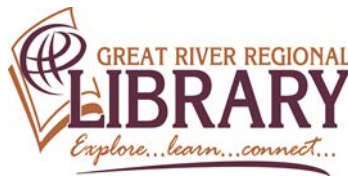
PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work is performed in a standard office environment.

N=Not at all; O=Occasionally (under 1/3); F=Frequently (1/3 to 2/3); C=Continuously (over 2/3)

PHYSICAL DEMANDS		N	O	F	C	Description
Repetitive use of hands					X	Keyboarding
Looking at computer screen					X	
Reaching in any direction			X			Handling files
Kneel/Crouch/Crawl		X				
Bend/Stoop/Squat			X			Filing
Balance		X				
Push/Pull/Twist			X			Move carts with training materials
Climb heights/ladder		X				
Sit					X	
Stand			X			
Walk			X			
Lift	1-10 lbs		X			Files/training materials
	11-19 lbs	X				
	20-49 lbs	X				
	50+ lbs	X				
Carry	1-10 lbs		X			Files/training materials
	11-19 lbs	X				
	20-49 lbs	X				
	50+ lbs	X				

WORK ENVIRONMENT	Yes	No	Comments
Working on unprotected heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working near moving equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to temperature extremes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Driving automotive equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Travel to libraries
Exposure to dust, fumes and gases	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working in restricted spaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to elevated noise levels for extended periods of time	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to cleaning chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Operation of equipment and/or machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General office equipment



HUMAN RESOURCES GENERALIST

Department: Human Resources/GRRL

Pay Grade: **210**

Reports To: Associate Director, Human Resources
Union Non-Union

FLSA Status: **Non-Exempt**

Date Approved: 06/06/02

Date of Last Revision: 11/19/2013, 03/21/2017, 07/20/2021

JOB SUMMARY

Under general direction, the Human Resources Generalist is responsible for a wide range of human resources functions including, but not limited to, recruiting, new hire onboarding, leave and benefits administration, payroll processing, employee training and development, and employee relations. ~~identifies, develops and coordinates training opportunities that will enhance staff performance and organizational effectiveness.~~

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following are some of the duties that may be assigned to the regular duties for this position. ~~These duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.~~

1. Processes bi-weekly payroll and uploads benefit contributions in an accurate and timely manner.
2. Administers employee leaves of absence according to GRRL policy by assuring necessary paperwork is completed and tracking time in payroll system.
3. Provides information and assists employees with benefit-related questions.
4. Manages benefit enrollments for new hires, employee status changes and terminations.
5. Verifies benefit invoices for accuracy and submits to Accounting for payment.
6. Coordinates annual open enrollment, including communications, enrollments, and payroll deductions.
7. Assists with the recruitment process by managing the applicant tracking system to include posting jobs, processing applications and notices, scheduling interviews, checking references, and initiating pre-employment screens. May participate in the interviewing process.
8. Facilitates the onboarding process to ensure a positive experience for new hires.
9. Accurately and confidentially maintains employee records in personnel files and electronically according to the record retention plan and state/federal regulations.
10. Supports the department by preparing reports for audits or other requests.
11. Participates on the Safety & Wellness Committee.
12. Completes OSHA reporting and worker's compensation claims.
13. Manages paperwork for volunteers throughout the region.
14. Coordinates annual volunteer recognition program.
- 1-15. Conducts and/or coordinates employee training relating to strategic plan objectives and mandatory training programs. ~~Assesses training needs and develops and conducts training programs.~~

- ~~2-16.~~ Coordinates employee registrations and evaluations for training opportunities.
- ~~3.~~ Oversees the Staff Development budget.
- ~~4-17.~~ Coordinates the internship and mentoring program.
- ~~5-18.~~ Plans and facilitates training events such as All Staff Day, ~~Shadow Day~~ and Organizational Orientation.
- ~~6.~~ Coordinates and participates in presentation of Day One orientation at headquarters.
- ~~7-19.~~ Develops and maintains content and delivery of the on-line orientation program for new hires and other training opportunities. ~~the Training Events Page.~~
- ~~8.~~ Runs reports and tracks human resources/training and development data and activities.
- ~~9.~~ Develops training aids and materials that are easily understood and usable.
- ~~10.~~ Keeps abreast of training research, technologies and trends.
- ~~20.~~ Coordinates ~~Manages~~ the staff recognition program including communications and gift distribution.
- ~~11-21.~~ Provides personnel policy and procedure guidance to employees and management.
- ~~12-22.~~ Maintains the confidentiality of personnel information.
- ~~23.~~ Assists with special projects or initiatives as needed. ~~the Human Resources Department as needed.~~
- ~~13.~~

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's degree in ~~Human Resources, Business Administration or related field~~ ~~organizational development or related field~~
- ~~Experience in human resources preferred~~ ~~Two years of professional training experience; library experience preferred~~

Required Knowledge, Skills and Abilities:

- ~~Demonstrated p~~Proficiency in Microsoft Office ~~including Excel and~~ HRIS/training software
- Experience with HRIS systems
- ~~Knowledge of state and federal regulations impacting HR and payroll administration~~
- Effective communication skills, ~~both~~ written and verbal
- Strong customer service focus
- ~~Ability to manage multiple priorities and successfully meet deadlines~~
- Strong attention to detail and follow up
- ~~Knowledge of adult learning styles and delivery~~
- ~~Demonstrated presentation skills~~
- ~~Skill at managing and completing projects~~
- Team player, willing to do a variety of tasks in support of the department and team
- Ability to maintain confidential information and handle sensitive situations
 - ~~Must possess valid driver's license and maintain a satisfactory driving record~~

Scope of Work: Complex

Budget Responsibility: ~~May monitor budget expenditures~~ ~~monitors and makes recommendations for staff development budget~~

Supervisory Responsibility: None

Scope of Relationships (internal): Regular contact with library staff regarding ~~HR~~ policies and procedures ~~and to present training, presents training programs to large and small groups of library staff, collaborates with leadership team and IT regarding training needs~~

Scope of Relationships (external): Occasional contact with ~~vendors/presenters~~ benefit administrators and frequent contact with HRIS system administrators, vendors and job applicants

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Date _____

Printed Name _____

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PHYSICAL DEMANDS		N	O	F	C	Description
Repetitive use of hands					X	Keyboarding
Looking at computer screen					X	
Reaching in any direction			X			Handling files
Kneel/Crouch/Crawl		X				
Bend/Stoop/Squat			X			Filing
Balance		X				
Push/Pull/Twist			X			Move carts with training materials
Climb heights/ladder		X				
Sit					X	
Stand			X			
Walk			X			
Lift	1-10 lbs		X			Files/training materials
	11-19 lbs	X				
	20-49 lbs	X				
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Driving automotive equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Travel to libraries
Exposure to dust, fumes and gases	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working in restricted spaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to elevated noise levels for extended periods of time	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to cleaning chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Operation of equipment and/or machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General office equipment

- Ability to analyze and solve problems in a timely and accurate manner
- Strong attention to detail and follow up
- Strong mathematical aptitude

Scope of Work: Complex

Budget Responsibility: None

Supervisory Responsibility: None

Scope of Relationships (internal): Regular contact with library staff regarding HR/payroll policies and procedures.

Scope of Relationships (external): Occasional contact with benefit administrators and frequent contact with HRIS system administrators.

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Operation of equipment and/or machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General office equipment

- Strong attention to detail and follow up
- Ability to maintain confidential information

Scope of Work: Routine

Budget Responsibility: None

Supervisory Responsibility: None

Scope of Relationships (internal): Regular contact with library staff regarding HR policies and procedures

Scope of Relationships (external): Occasional contact with applicants and HRIS representatives

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Sit					X	
Stand			X			
Walk			X			
Lift	1-10 lbs	X				
	11-19 lbs	X				
	20-49 lbs	X				
	50+ lbs	X				
Carry	1-10 lbs	X				
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Operation of equipment and/or machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General office equipment