

# 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.	Adiournment	5:50



# Human Resources Generalist Position Description Update

Submitted by Julie Schmitz, Associate Director – Human Resources

BOARD ACTION REQUESTED								
☐ Information	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: -\$5,0	00	Funding Source:	Budgeted 🔀 Yes	☐ No					
ACTION									
Passed	Failed	Tabled							



# **HUMAN RESOURCES GENERALIST**

Department: Human Resources/GRRL Pay Grade: 21
Reports To: Associate Director, Human Resources FLSA Status: Exempt

Union: Non-Union

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.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following are some of the duties that may be assigned to 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.
- 15. Conducts and/or coordinates employee training relating to strategic plan objectives and mandatory training programs.
- 16. Coordinates employee registrations and evaluations for training opportunities.
- 17. Coordinates the internship and mentoring program.
- 18. Plans and facilitates training events such as All Staff Day and Organizational Orientation.

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

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

<u>Scope of Relationships (external)</u>: 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	

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)

PHY	SICAL DEMANDS	N	0	F	С	Description
Repetitive use of hands					Х	Keyboarding
Looking a	it computer screen				Х	
Reaching	in any direction		Х			Handling files
Kneel/Cro	ouch/Crawl	Х				
Bend/Sto	op/Squat		Х			Filing
Balance		Х				
Push/Pull	I/Twist		Х			Move carts with training materials
Climb hei	ghts/ladder	Х				
Sit					Х	
Stand			Х			
Walk			X			
Lift	1-10 lbs		Х			Files/training materials
	11-19 lbs	Х				
	20-49 lbs	х				
	50+ lbs	Х				
Carry	1-10 lbs		Х			Files/training materials
	11-19 lbs	Х				
	20-49 lbs	Х				
	50+ lbs	Х				

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



# **HUMAN RESOURCES GENERALIST**

Department: Human Resources/GRRL Pay Grade: 210

Reports To: Associate Director, Human Resources FLSA Status: Non-Exempt

Union Non-Union

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 <u>some of the duties that may be assigned to the regular duties for this position.</u>
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.
- <u>6. Coordinates annual open enrollment, including communications, enrollments, and payroll deductions.</u>
- 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.
- 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.
- 41.21. 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 <u>Human Resources</u>, <u>Business Administration or related fieldorganizational</u> development or related field
- Experience in human resources preferred Two years of professional training experience; library experience preferred

### Required Knowledge, Skills and Abilities:

- Demonstrated pProficiency in Microsoft Office including Exceland 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

<u>Budget Responsibility:</u> May monitor budget expenditures onitors and makes recommendations for staff development budget

**Supervisory Responsibility:** None

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

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

### **ACKNOWLEDGEMENT OF POSITION DESCRIPTION**

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

Employee	Date	
. ,		
Printed Name		

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	L DEMANDS	N	0	F	С	Description
Repetitivo	e use of hands				Х	Keyboarding
Looking a	it computer screen				Х	
Reaching	in any direction		х			Handling files
Kneel/Cro	ouch/Crawl	Х				
Bend/Sto	op/Squat		Х			Filing
Balance		Х				
Push/Pull	I/Twist		Х			Move carts with training materials
Climb hei	ghts/ladder	Х				
Sit					Х	
Stand			Х			
Walk			Х			
Lift	1-10 lbs		Х			Files/training materials
	11-19 lbs	X				
	20-49 lbs	Х				
	50+ lbs	Х				
Carry	1-10 lbs		Х			Files/training materials
	11-19 lbs	Х				
	20-49 lbs	Х				
	50+ lbs	Х				

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



# PAYROLL & BENEFIT COORDINATOR

Department: Human Resources Pay Grade: 22

Reports To: Associate Director, Human Resources FLSA Status: Non-Exempt

Union: Non-Union

Date Approved: 09/17/2013

Date of Last Revision: 11/19/2013, 01/21/2014, 10/12/2015, 11/15/2016

### **JOB SUMMARY**

Under general supervision, the Payroll & Benefit Coordinator is responsible for handling all aspects of accurate and timely payroll processing for GRRL's workforce and administering employee benefit programs.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

The following are 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. Administers employee leaves of absence according to company policy by assuring necessary paperwork is completed and tracking time off in HRIS system.
- 2. Processes bi-weekly payroll in an accurate and timely manner.
- 3. Completes uploads of payroll and benefits in an accurate and timely manner.
- 4. Prepares and submits reports related to payroll and benefits for audits or other requests.
- 5. Communicates HR/payroll policies and procedures to staff.
- 6. Administers employee benefit programs in compliance with state and federal regulations.
- 7. Coordinates open enrollment for benefits.
- 8. Verifies and prepares payment for benefit invoices.
- 9. Provides benefit information to new employees and assists with enrollments.
- 10. Maintains employee benefit files.
- 11. Maintains the confidentiality of personnel information.

### **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

- Associate Degree in Accounting or related field
- Two years experience directly related to payroll and benefit administration.

### Required Knowledge, Skills and Abilities:

- Proficiency in Microsoft Office and HRIS/payroll software
- Strong data entry skills
- Knowledge of laws and regulations related to compensation and benefits
- Effective communication skills written and verbal
- Strong customer service focus
- Ability to manage multiple priorities and successfully meet deadlines

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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

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

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

# **ACKNOWLEDGEMENT OF POSITION DESCRIPTION**

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Employee	Date
Printed Name	

Item 3

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.

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PHY	SICAL DEMANDS	N	0	F	С	Description
Repetitive use of hands				х		Keyboarding
Looking a	t computer screen			Х		
Reaching	in any direction		х			Handling files
Kneel/Cro	ouch/Crawl	х				
Bend/Sto	op/Squat		х			Filing
Balance		х				
Push/Pull	/Twist	х				
Climb hei	ghts/ladder	х				
Sit				Х		
Stand			Х			
Walk			Х			
Lift	1-10 lbs	X				
	11-19 lbs	X				
	20-49 lbs	х				
	50+ lbs	Х				
Carry	1-10 lbs	Х				
	11-19 lbs	Х				
	20-49 lbs	х				
	50+ lbs	Х				

WORK ENVIRONMENT	Yes	No	Comments
Working on unprotected heights		$\boxtimes$	
Working near moving equipment		$\boxtimes$	
Exposure to temperature extremes		$\boxtimes$	
Driving automotive equipment		$\boxtimes$	
Exposure to dust, fumes and gases		$\boxtimes$	
Working in restricted spaces		$\boxtimes$	
Exposure to elevated noise levels for extended periods of time		$\boxtimes$	
Exposure to cleaning chemicals		$\boxtimes$	
Operation of equipment and/or machinery	$\boxtimes$		General office equipment



# **HUMAN RESOURCES SPECIALIST**

Department: Human Resources/GRRL Pay Grade: 16

Reports To: Associate Director, Human Resources FLSA Status: Non-Exempt

Union: Non-Union

Date Approved: 05/01/2001

Date of Last Revision: 11/19/2013, 3/21/2017

#### **JOB SUMMARY**

Under general supervision, the Human Resources Specialist provides administrative support to the Human Resources Department.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following are 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. Coordinates the recruitment process including posting open positions, rating applicants, and preparing interview packets.
- 2. Facilitates new employee orientation by preparing new hire packets and participating in presentation of Day One Orientation at headquarters.
- 3. Coordinates recordkeeping required in the resignation and performance management processes.
- 4. Maintains accurate records by obtaining required paperwork from employees and supervisors, maintaining personnel files and entering employee data into the HRIS system.
- 5. Manages volunteer program by obtaining applications, conducting background checks, and maintaining volunteer logs. Coordinates annual volunteer recognition.
- 6. Manages worker's compensation claims by submitting First Report of Injury forms and completing OSHA logs.
- 7. Runs reports and tracks human resources data.
- 8. Maintains the confidentiality of personnel information.
- 9. Serves as a resource to employees and management regarding HR policies and procedures.

### **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

- High school diploma or equivalent
- Two years office administration experience; human resources experience preferred

# **Required Knowledge, Skills and Abilities:**

- Proficiency in Microsoft Office and HRIS applications
- Effective communication skills written and verbal
- Strong customer service focus
- Ability to manage multiple priorities with frequent interruptions

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

**Scope of Work:** Routine

**Budget Responsibility: None** 

Supervisory Responsibility: None

<u>Scope of Relationships (internal)</u>: 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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Printed Name	

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PHY	SICAL DEMANDS	N	0	F	С	Description	
Repetitive	e use of hands				Х	Keyboarding	
Looking a	t computer screen				х		
Reaching	in any direction	X Handling files					
Kneel/Crouch/Crawl		Х					
Bend/Stoop/Squat			Х			Filing	
Balance		Х					
Push/Pull	Push/Pull/Twist						
Climb hei	Climb heights/ladder						
Sit					Х		
Stand			Х				
Walk			X				
Lift	1-10 lbs	Х					
	11-19 lbs	Х					
	20-49 lbs	х					
	50+ lbs	Х					
Carry	1-10 lbs	Х					
	11-19 lbs	Х					
	20-49 lbs	х					
	50+ lbs	Х					

WORK ENVIRONMENT	Yes	No	Comments
Working on unprotected heights		$\boxtimes$	
Working near moving equipment		$\boxtimes$	
Exposure to temperature extremes		$\boxtimes$	
Driving automotive equipment		$\boxtimes$	
Exposure to dust, fumes and gases		$\boxtimes$	
Working in restricted spaces		$\boxtimes$	
Exposure to elevated noise levels for extended periods of time		$\boxtimes$	
Exposure to cleaning chemicals			
Operation of equipment and/or machinery	$\boxtimes$		General office equipment