

Yakima Valley Libraries

Human Resources Administrator

FLSA: Non-Exempt

Job Purpose and Summary

The Human Resources Administrator assists the Business Services Director in the planning, organizing, and administering of all Yakima Valley Libraries human resources functions. Ensures that policies, programs, and practices are in compliance with relevant federal and state laws for the Yakima Valley Libraries. This position serves as a liaison, with the guidance of the Business Services Director, to provide coaching, counseling and guidance to departments concerning a wide variety of personnel issues. Functional areas include but are not limited to staffing, total compensation, employee relations, training and communications.

Supervision Received and Exercised:

This position reports to the Business Services Director as part of a service-oriented team and works as a bridge between departments, employees, and functions.

Essential Duties and Responsibilities

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

- Assists the Business Service Director in the formulation, recommendation, implementation, and/or interpretation of human resources goals and objectives, plans and programs, policies and procedures, within the framework of the library's mission and system-wide goals and objectives.
- Facilitates a positive culture and employee relations program through relationship building, communications, program development, and support.
- Reviews, and recommends, to the Business Services Director, new and revised Human Resources policies, procedures, programs, and systems. Disseminates approved changes to the staff of YVL.
- Oversees compliance with federal, state, and local labor and employment laws and regulations, as well as compliance with library policies and procedures.
- Ensures system-wide compatibility, and uniform understanding and application of standards, programs, policies, procedures and functions related to human resources.
- Assists with employee recruitment, including advertising of positions, screening of resumes, and setting up and participating in interviews. Monitors and promotes equal opportunity in employment, in compliance with government regulations and the Yakima Valley Libraries Equal Opportunity in Employment plan.

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- Prepares all documentation related to the hiring of YVL staff
- Assesses needs and plans, designs, and develops employee orientation program and works with the Business Services Director and Public Services Manager to develop in-service training for all staff. Researches and evaluates training methods and tools.
- Oversees new employee orientations and ensures that appropriate paperwork is completed and routed appropriately.
- Assists the Business Services Director in the development, support and implementation of Human Resources strategic plans, goals and objectives.
- Maintains personnel files and employee benefit information.
- Assists staff members with personnel and benefits issues. Explains and interprets policies and procedures and assists employees in resolving problems.
- Develops and maintains liaison with Washington state agencies concerning retirement plans, medical insurance, workers compensation coverage, and unemployment insurance.
- Acts as a liaison with benefit providers, assists employees with benefit plan interpretation and problem resolution
- Administers enrollments, changes, and annual open enrollment and maintains benefits
- Administers YVL Wellness Program
- Makes recommendations to the Business Services Director and provides assistance in resolving employee relation issues.
- May participate in pre-disciplinary hearings with the Business Services Director and may provide advice as to the appropriate disciplinary action. Ensures system-wide consistency of disciplinary action. Assists in carrying forward with disciplinary action, with approval of the Business Services Director. This includes: conducts investigations, prepares reports, and holds meetings as necessary, to resolve human resources and discrimination/harassment matters.
- Maintains YVL's human resources information system (HRIS) that meets library and regulatory personnel information needs.
- Annually reviews and makes recommendations to the Business Services Director for improvement of human resources policies, procedures, and practices.

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- Assists the Business Services Director in the Evaluation of work, prepares and maintains accurate job descriptions in consultation with managers and incumbent employees
- Assists the Business Services Director in the administration of wages, salaries, benefits, and other forms of compensation.
- Administers FMLA, PFML, and other types of leave required by staff
- Serves as Safety Officer for YVL. Administers comprehensive safety program.
- Maintains up to date OSHA/WISHA requirements including SDS, Accident Prevention Program, and evacuation procedures for all facilities.
- Works with the Business Services Director and other members of the management team to project staffing needs, develop and monitor HR budget.
- Assists the Business Services Director to advise and coach supervisors on effective performance review and planning; develops and maintains performance review materials
- Reviews, with the Business Services Director, staff performance appraisals Providing input and approval to department managers. May conduct performance appraisals of assigned personnel.
- Establish and maintain effective working relationships with internal staff, outside organizations, and the general public.
- Attends administrative, staff, and other miscellaneous meetings.
- Participates in professional associations and activities; reads professional journals and publications; reviews current information and trends in public sector human resources management.
- Performs other duties as assigned.

Qualifications

- Bachelor of Arts/Science degree in human resources, business, personnel management, or a related discipline required.
- Three years progressively responsible experience as a human resources professional
- Professional in Human Resources (PHR) or SHRM Certified Professional (SHRM-CP) certifications desired.
- In lieu of education and management requirements; equivalent technical training, education, and/or experience may be substituted.

Knowledge of:

- Current principles and practices of public sector human resources management.
- Knowledge of developing and implementing policies and procedures.
- Ability to conduct job analysis and apply the findings to development of selection processes or position allocations.
- Ability to conduct thorough and impartial investigations.
- State and federal law governing labor relations, employment law, and benefits administration. Including FMLA, and PFML
- Use and application of automated human resources information systems.
- Principles and practices of organization, administration, and personnel management.
- Pertinent Federal, State, and local laws, regulations, and ordinances as well as all Library System policies and procedures.
- Strong computer skills, to include database management, word processing, creating spreadsheets, document management and organization, email applications and the internet.
- Intermediate Microsoft Office Suite skills (SharePoint, Outlook, Word, Excel) to satisfactorily complete job responsibilities.
- Knowledge of computerized information systems used in human resources applications.

Skill in:

- Developing and maintaining good working relationships.
- Effective written and verbal communications, including public speaking.

Ability to:

- Gain thorough knowledge of YVL's policies, procedures and programs.
- Represent YVL in a positive, responsive manner to the Library Board of Trustees, staff, public, applicants, volunteers, and supporters.
- Exhibit reliability and dependability. Demonstrate punctuality and regular and consistent attendance.

- Knowledge and support of YVL's principals of intellectual freedom.
- Develop and implement system wide goals, objectives, programs and plans.
- Analyze complex problems, evaluate alternatives, and implement changes.
- Establish priorities and organize workload; manage time effectively and remain on task despite interruptions.
- Establish and maintain a pleasant and productive working atmosphere and maintain composure and work under the stress of handling several task at one time.
- Keep all relevant parties informed of all major issues and to recommend changes as appropriate.
- Work and communicate effectively with diverse staff in numerous locations in order to accomplish library goals and objectives.
- Obtain and maintain a valid Washington driver's license.

Work Environment:

- (CONTINUOUS) seeing, talking, hearing and manual dexterity.
- (FREQUENT) sitting for long periods of time, walking, standing, grasping, keyboarding and repetitive motion of hands/wrists.
- (OCCASIONAL) kneeling, stooping, reaching, bending, crouching, twisting, and squatting.
- Requires occasional lifting, pushing, pulling, and carrying objects weighing up to 10 pounds and, occasionally, up to 25 pounds. Work is performed indoors under office-type conditions. Phone usage, reading, speaking, and listening required.
- May at times have unsupervised access to children under the age of 18 or a vulnerable adult or person
- Occasional travel is required to attend meetings at other sites and locations, or to participate in work-related assignments.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Signature

Date