

Spokane County Library District

CLASSIFICATION: E19

POSITION TITLE: Human Resources Manager

GENERAL PURPOSE:

Plans, develops, organizes and manages the implementation and operation of the District's human resources program, including short and long-range program planning and development. Supervises the administrative support staff.

POSITION SUMMARY:

The Human Resources Manager position is responsible to the Director for the development, implementation and maintenance of a human resources management program that reflects the District's overall mission and strategic plan. Work activities include classification and compensation administration, recruitment and selection, policy development and interpretation, regulatory compliance, training and employee relations. May serve as manager-in-charge in the Director's absence.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develops and implements short and long-range plans for the human resources program; develops and recommends to the director integrated personnel policies and procedures for all aspects of the human resources management system; monitors program's effectiveness and recommends modifications to personnel policies and procedures, as well as management practices, as needed.

As a member of the District's management team, assists in formulating district-wide policies, procedures, programs and services; responsible for development and administration of an annual budget for the department, as well as general staff training and associated travel.

In conjunction with the District's pay and classification consultant, administers the position classification plan including the analysis of position description questionnaires and position audits; prepares or modifies class specifications or job descriptions; establishes classification procedures; and recommends the approval or disapproval of position classification actions.

Maintains and administers compensation, fringe benefits, and retirement plans; researches, evaluates, and recommends fringe benefit changes; reviews all requests for pay increases, initial employment, and other personnel actions provided for in the district's personnel policies.

Develops and administers an equal employment recruitment and selection program including screening candidates, referring eligible candidates for interview, monitoring the interview process and coordinating employee orientation and training sessions; identifies problem areas and develops corrective measures; evaluates effectiveness of program.

Develops and administers personnel policies and procedures; provides advice and assistance to managers and supervisors regarding the interpretation, implementation, and administration of regulatory compliance and policy issues.

Develops and administers an employee performance evaluation system including participation with managers, supervisors, and employees in developing job performance standards and providing training to supervisory personnel in conducting performance evaluations; monitors the effectiveness of the performance evaluation system.

Maintains knowledge of current trends in human resources management; regulatory compliance requirements; changes in federal and state employment and discrimination law; employee relations and benefits; advises Director of significant developments affecting library operations.

Serves as the District's Safety Officer and ADA Title II Coordinator; monitors the District's safety program and assures ADA compliance; maintains OSHA 300 log; develops and implements a district-wide safety program and determines the need for and implements safety training;

Develops and conducts employee enrichment and training programs, including training support staff in HR issues.

Interacts with district staff, peers, job applicants, and the public in a professional and respectful manner;

Attends work on a regular and dependable basis.

OTHER JOB FUNCTIONS: Performs other tasks as assigned.

SELECTION FACTORS:

(Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

Knowledge of:

- The principles, practices, and laws required to plan, develop, implement, administer, and evaluate personnel programs;
- The elements of a modern human resources program;
- The current literature, trends, and developments in the field of human resources, employee relations, and management and organizational development.

Ability to:

- Develop, implement, administer, evaluate, and modify a comprehensive and integrated human resources program designed to attain organizational goals and objectives;
- Think critically and creatively; develop programs of action and carry them through to their successful conclusion;
- Use problem solving skills, initiative, and sound judgment;
- Organize and express ideas effectively in oral or written communication;
- Make effective presentations;
- Establish and maintain effective working relationships with employees, supervisors, district managers, Library Director, and the public;
- Provide quality services in a cost-effective manner and recommend improved methods of performing the work;
- Travel to library branches and other locations within the District's service area using own transportation;
- Physically perform the essential functions of the job;

MINIMUM QUALIFICATIONS:

Persons applying for a position of this class should have:

Bachelor's degree in human resources management or a related field, master's preferred; five years of progressively responsible human resources program management experience, preferably as a generalist in the public sector; three years supervisory experience; graduate level course work or training in human resources or public administration may substitute for up to two years of experience; PHR, SPHR, or IPMA-CP Certification preferred; working knowledge of pcs and office software, and the Internet, Microsoft Office preferred; **or** any equivalent combination of education, training, or experience that assures satisfactory performance of essential job functions.

Should be able to successfully pass a background check.

Possession of valid driver's license and normal risk insurability.

ILLUSTRATIVE EXAMPLES OF THE TYPES OF TOOLS/EQUIPMENT THAT MAY BE USED BY A PERSON IN THIS CLASSIFICATION:

Personal computer, including word processing, database and spreadsheet programs; office equipment such as a calculator, telephone, copy machine, and fax machine; PDA and cell phone.

WORK ENVIRONMENT:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed primarily in an office environment while sitting at a desk or computer terminal for extended periods of time. However, some travel to a variety of locations to perform work and/or attend meetings is required. Physical exertion may be required to lift office supplies. Hearing, speaking, and listening to individuals and groups in person and by telephone; using a keyboard, mouse, and viewing a computer monitor; meeting deadlines, frequent interruptions, and working under moderate levels of stress are illustrative of the mental and physical requirements of the position.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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

FLSA Classification: Exempt

Salary Range: E19

Revised: 08/05/09 mjw