

HUMAN RESOURCES MANAGER-LIBRARY

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision of the Library Director the incumbent is responsible for performing various technical phases of personnel administration including working with Saratoga County Civil Service on position classification, recruitment, examinations and personnel transactions. Duties also include maintaining and implementing the policies in the Employee Handbook, developing and administering training programs and preparing a fringe benefits schedule. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirement and maintains appropriate personnel records through the development of a filing and retrieval system for current and past records;

Responsible for the administration of the staff benefits programs;

Analyzes and modifies compensation and benefits policy to establish competitive programs and ensure compliance with legal requirement;

Advises and consults with the Library Director on the preparation and updating of human resource policies and procedures;

Responsible for maintain and implementing the policies in the Employee Handbook and makes recommendations to the Library Board as necessary;

Develops and administers training programs in response to the needs of the library including compliance training such as Sexual Harassment Prevention training;

Develops and coordinates employee orientation and in-service training on personnel management/labor relations;

Participates in periodic salary surveys by selection of sources, analysis of data, and preparation of tabulation and recommendation of pay rates;

Provides assistance in creating job descriptions and job postings.

Ensure that personnel transactions are promptly reported to Saratoga County Civil Service and are in compliance with civil service requirements;

Provides an orientation for new staff, describing benefits, policies, salary, etc;

Assists with application for membership in the retirement system, health benefits and similar options offered by the library to employees;

Assists the library director in disciplinary hearings and annual personnel budget and administering employee programs (retirement, health insurance and worker's compensation);

Processes paperwork for personnel transactions such as appointment, leaves of absence, resignations and retirements;

Meets with department heads to explain and ensure proper employment procedures and changes;

Works with department heads to ensure fair and consistent recruiting, interviewing, hiring, training and promoting;

Investigates personnel problems as directed by the library Board or Library Director and reports findings;

Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks, and participating in professional societies;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of principles, practices, and techniques of personnel administration; good knowledge of principles of position classification, job evaluation, salary administration, employee relations, performance rating and recruitment; good knowledge of the State Civil Service Law and Local Civil Service Rules and Regulations and their application to public employment; proficient in Microsoft Office Suite; working knowledge of public administration as it applies to local government; ability to understand and interpret complex written material; ability to communicate effectively, both orally and in writing; ability to plan and supervise the work of others; ability to prepare detailed reports.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree in Business Administration, Business Management, Public Administration or a closely related field and two (2) years experience in public or private personnel administration; OR
- B. Graduation from a regionally accredited or NYS registered college or university with an Associate's Degree in Business Administration, Business Management, Public Administration or a closely related field and four (4) years experience in public or private personnel administration.

SPECIAL REQUIREMENTS: Candidate must possess a Professional in Human Resources (PHR) certificate or a Senior Professional in Human Resources (SPHR) certificate at the time of appointment.