



## METROPOLITAN LIBRARY SYSTEM

### Job Description

**Job Title:** Human Resources Specialist  
(Benefits/Compensation)  
**Reports To:** Benefits Manager  
**Division:** Human Resources

**Position Code.:** 1183-110  
**Classification:** Non-exempt  
**Date:** 03-2024

#### **JOB SUMMARY:**

Under general direction, performs professional level activities to support functional areas of human resources including but not limited to benefits, compensation management, payroll, performance management, and records maintenance.

#### **ESSENTIAL JOB FUNCTIONS:**

- Provides excellent service to internal and external guests.
- Assists staff with all leave requests, including Family Medical Leave Act (FMLA) leave requests.
- Regularly monitors active FMLA leave requests to ensure staff compliance with applicable legal requirements and library policy and procedures.
- Ensures that light duty recommendations are administered in accordance with the FMLA and the Americans with Disabilities Act as applicable.
- Evaluates light duty recommendations, identifies eligible job duties in collaboration with management and creates and tracks all Light Duty Agreements.
- Assists the Benefits Manager in responding to benefits related issues received from staff and service providers.
- Assists in the annual open enrollment process, including preparing packets, and tracking, reviewing, and gathering outstanding enrollment information.
- Conducts benefit meetings for newly eligible staff as directed.
- Reviews and processes benefits enrollment forms.
- Assists staff with timesheet adjustments as needed.
- Creates personnel action forms for transfers, promotions, status changes, and terminations; notifies other offices of changes as needed.
- Processes all merit increases, market adjustments, pay rate changes, and payroll adjustments; enters accurate pay data into the payroll system for approval.
- Manages performance development review process and assists management and staff to ensure timely completion.
- Verifies unemployment benefits' wage requests and prepares billings for payment.
- Answers telephones, greets visitors, and assists staff and guests as needed.
- Administers the scholarship programs.
- Provides statistical and research assistance by gathering, preparing, and analyzing data for use in developing and implementing human resources policies and procedures.
- Completes external salary surveys.
- Assists with budget preparation and justification as directed.
- Confers with the Benefits Manager to keep informed on key issues and progress toward objectives.
- Responds to inquiries from staff regarding human resources policies and procedures as appropriate.
- Serves as the backup purchasing submitter for the Human Resources and Learning and Development departments.
- Serves as backup in other human resources functional areas as needed.
- Maintains a Notary Public designation.
- Maintains confidentiality of all interactions and correspondence in compliance with Health Insurance Portability and Accountability Act (HIPAA) standards.
- Maintains confidential applicant, medical, benefits, and personnel files in compliance with applicable legal requirements and the library's record retention policy and procedure.
- Maintains confidentiality of all applicant and personnel related information, inquiries, and actions not subject to the Oklahoma Open Records Act and releases information only in accordance with open records act procedures, state and federal laws and office practices.
- Performs special assignments as requested, to include conducting and responding to surveys, researching and preparing reports, managing projects, and developing and implementing programs.

- Maintains awareness of current events, developments, and trends through news media, professional literature, and participation in professional associations.
- Completes all required and assigned training on time.
- Champions the library's strategic goals and initiatives with the system's mission and core values in mind.
- Works in a manner safe to the individual and other people; follows safety rules and safe working practices; uses safety equipment as required.
- Defends the principles of the Citizen's Bill of Library Rights, the Freedom to Read Statement, the privacy of Library guest records and the code of professional ethics.
- Performs other related duties as assigned.

#### **FREQUENCY OF TRAVEL REQUIREMENTS:**

- Occasional travel to other library locations.
- Occasional travel within the state or nationally for appropriate professional development and networking .

#### **INTERACTION:**

- Interaction with all levels of staff , partners, and the public.

#### **MATERIAL AND EQUIPMENT USED:**

- Computer(s)/Printer(s)/Scanner(s)
- General Office Equipment

#### **MINIMUM QUALIFICATIONS REQUIRED:**

##### **Education and Experience:**

- Bachelor's degree from an accredited four-year college or university; and
- Three years of human resources experience.

##### **Licenses and Certifications:**

- Human Resources Professional Certification(s): SHRM-CP®/SHRM-SCP® and/or PHR®/SPHR®

#### **HIGHLY PREFERRED QUALIFICATIONS AND COMPETENCIES:**

- Experience administering compensation and benefits programs.
- Experience using a Human Resource Information System.
- Experience using an Applicant Tracking System.
- Experience working for a public entity.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

##### **Knowledge of:**

- Human resource management practices, standards and federal, state and local laws relating to employment practices with an emphasis in the public sector.
- Record keeping, report preparation, filing methods and records management techniques.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Standard business arithmetic, including percentages and decimals.
- Budgetary principles and practices.
- Basic knowledge of library organization, policies, procedures, and equipment.
- All computer applications and hardware related to performance of the essential functions of the job.

##### **Skill in:**

- Providing varied, responsible, and confidential assistance or support to a department head and other professionals.
- Using tact, discretion, initiative, and independent judgment within established guidelines.
- Analyzing and resolving personnel related situations and problems.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.

- Proofreading copy for accuracy using knowledge of grammar, punctuation, and spelling.
- Using an advanced level of interpersonal skills necessary to effectively give and extricate information in a courteous and friendly manner.

**Mental and Physical Abilities:**

- Ability to effectively listen and problem solve.
- Ability to manage time effectively.
- Ability to work independently.
- Ability to read, analyze and interpret professional periodicals and journals, technical procedures, and government regulations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of staff.
- Ability to travel to various locations and to access reliable transportation to do so.
- While performing the essential functions of this job the employee is frequently required to move from place to place, use hands to finger, and speak and hear.
- While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 25 pounds.

**SUPERVISORY RESPONSIBILITY:**

- This position has no supervisory responsibilities.

**WORK ENVIRONMENT:**

- Works in a normal office environment where there are little or no physical discomforts associated with changes in weather or discomforts associated with noise, dust, dirt, and the like.
- This position is eligible for Core and Emergency telework.

**SUMMARY STATEMENT:**

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. Any essential function or requirement of this job will be evaluated as an interactive process, as necessary, should an incumbent or applicant be unable to perform the function or meet the requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent or applicant so long as accommodation does not create an undue hardship to the System or if doing so causes a direct threat to the individual or others in the workplace and the threat cannot be eliminated by reasonable accommodation.

NOTE: The System reserves the right to amend or change this job description from time to time and/or assign other tasks for the Employee to perform as the System may deem appropriate.