



St. Charles City-County
Library

Employment Opportunity

HR Specialist- Part time

Administrative Office, St. Peters, MO

The St. Charles City-County Library has an immediate need for a Human Resources Specialist to join our dynamic team! The HR Specialist is responsible for providing day-to-day support to managers and employees in multiple areas of Human Resources. This position will have a primary emphasis in HRIS, iPS is a plus. Duties include tracking all personnel changes, hires, separations, salary changes, and performance appraisals with some payroll data entry. Other duties include general HR support in the areas of recruitment, onboarding and policy interpretation. Reports to the HR Manager.

This position is part time, working 28 hours per week, Monday – Friday. The ideal candidate must be able to work independently with general instruction, perform duties with a high level of accuracy and handle sensitive situations with objectivity and professionalism. BA/BS degree and two years closely related professional experience are required.

We offer a competitive salary and part time employees enjoy a partial benefit package that includes paid time off and participation in a Deferred Compensation Plan with employer match.

The St. Charles City-County Library District is a Kaleidoscope of Discovery! With an operating budget of over \$21 million, our eleven library branches are located in some of the fastest growing communities in Missouri, and poised to grow right along with them. The future looks bright. Join us!

For immediate consideration return a SCCCL Application, a cover letter and resume to any branch, or email to HR@stchlibrary.org, or send to SCCCL, Human Resources Department, P.O. Box 529, St. Peters, MO 63376 by the priority deadline of **August 23, 2021**. Applications will be accepted until position has been filled.

The St. Charles City-County Library is committed to diversity and inclusion. We provide equal employment opportunities to all applicants without regard to race, color, religion, sex, gender identity, national origin, sexual orientation, age, disability, or military status.

8/13/21-8/23/21

Please see the following job description for more information.

Description Number: 164
Position Title: Human Resources Specialist
Salary Grade: 16
FLSA Classification: Nonexempt
Reports To: Chief Talent Officer
Revision Date: 08/01/2018

Position Summary

The HR Specialist is responsible for providing day-to-day support to managers and employees in all aspects of HR, including but not limited to recruitment and selection, employee relations, benefit administration, policy review and interpretation, safety and wellness initiatives, and training programs. Also manages the recruitment, orientation, placement and retention of volunteers throughout the District. May assist with special projects. Performs work independently with general instruction and broad directives.

Essential Functions

1. Assist managers with recruitment and selection of new hires.
2. Host conditional job offer meetings and monthly orientation program.
3. HRIS duties with HR database and payroll software.
4. Respond to questions regarding human resources policies and procedures.
5. Advise managers in the areas of employment law and regulations.
6. Participate in developing and delivering training programs in related areas.
7. Assist with the implementation of employee benefit programs and COBRA.
8. Support district-wide safety initiatives, procedures and training.
9. Assist with investigations and reports related to employee injuries.
10. Manage volunteer recruitment, selection, and placement in Library Branches.
11. Organize recognition programs for staff or volunteers.

Duties

1. Advertise vacancies and monitor response levels. Screen resumes, perform phone & personal interviews, and provide evaluation of applicants. Manage background checks.
2. Host the orientation program for new employees.
3. Create and track distribution of Personnel Action Forms documenting all employment actions.
4. Maintain active and termination employment files with high level of accuracy.
5. Answer questions related to HR policies and procedures.
6. Conduct exit interviews, analyze results, and recommend change or improvement as needed.
7. Support supervisor in the areas of policy development, budget preparation, benefit administration, safety and wellness initiatives, and compensation studies.
8. HRIS duties: create monthly, annual, and special reports for managers using HR database or payroll software. Enter new hire data into payroll software.
9. Lead or assist with special projects within the department or organization.

Skills

1. Extensive knowledge of federal, state, and local employment laws.
2. Strong verbal and written communication skills, coupled with high level of accuracy.
3. Ability to develop and deliver training programs.
4. Ability to handle sensitive situations with objectivity and professionalism.

5. Ability to build and maintain professional relationships with managers and employees.
6. Ability to protect and preserve confidential information.
7. Ability to research and analyze data to make informed decisions.
8. Flexibility to respond quickly to changing job demands and prioritize multiple responsibilities.
9. Proficiency with Google and Microsoft products.

Essential Physical Abilities - Accomplished with or without reasonable accommodation.

1. Sufficient clarity of speech and hearing to communicate well with employees and customers.
2. Sufficient vision to produce and review a wide variety of HR materials, written correspondence, reports and related materials in both electronic and hard copy form.
3. Sufficient ability to lift and move program materials or files.
4. Sufficient personal mobility to attend meetings at various locations within the District and community.

Education and Experience

1. Bachelor Degree in related field.
2. Two years related professional experience.

The job description is not intended to be all-inclusive. Employees may perform other related duties as required to meet the ongoing needs of the Library.