Jackson County Library Services HUMAN RESOURCES SPECIALIST TWO POSITIONS MEDFORD- 40 HOURS FULL-TIME/NON-EXEMPT $19.78 TO $24.77 PER HOUR $41,141 TO $51,529 PER YEAR CLOSES MAY 10, 2021 – OPEN UNTIL FILLED ABOUT JCLS

With more than 200 days of sunshine each year, Jackson County, Oregon is located midway between Portland and San Francisco. The region boasts beautiful valleys and mountain lakes, wineries, wild rivers, easy access to the Redwoods and coast, and cultural entertainment to rival big cities. Jackson County Library Services (JCLS) serves the 220,000 residents of Jackson County with 15 branch libraries. The mission of the Jackson County Library District is to connect everyone to information, ideas, and each other. We provide a wide range of children’s, teen, and adult physical and electronic resources and collections as well as outreach services, including booktalks for elementary and middle school students, services for homebound patrons, and outreach to childcare centers. Our ever-changing calendar of programs and events is diverse, including musical performances, lectures, art exhibits, classes, book groups, storytimes, and more.

THE POSITION The Human Resource Specialist coordinates and completes the daily functions of the Human Resource (HR) department including benefit administration, onboarding of new hires, assistance with payroll, recruitment, customer service, coordinating volunteers, and enforcing company policies and practices. Decisions are made in consultation with the Human Resources Manager with general instructions, employment law, and library policies.

DUTIES AND RESPONSIBILITIES BENEFIT ADMINISTRATION Manages leaves of absence, including FMLA, OFLA Leave Without Pay, Leave Transfer and Workers Compensation. Works closely with employees, managers and other Human Resources staff on leave of absence procedures. Tracks required paperwork, maintains medical files and confidentiality of included information. Disseminates benefits package information, including medical, dental, disability and life insurance and retirement plan options to new employees. Coordinates annual open enrollment,

COBRA administration, retirement orientation sessions, and other fringe benefits events.

ONBOARDING

• Facilitates new hire orientations with the Staff Development Coordinator. • Creates and provides name and access badges, working closely with the Operations Coordinator.

• Maintains parking permits, answers questions and assists new hires with parking locations  
• Provides applicable handouts, training and information to all new hires.

PAYROLL

• Generates and processes all new hire and other personnel related action forms, including entering new hire data into HRIS. Coordinates with Finance Department to ensure accuracy of HRIS information and data.

• Works closely with the Finance Department during payroll cycles, reaching out to supervisors for questions, approvals and edits.

• Trains new staff on the time entry system and answers ongoing questions.

• Assists with year-end reporting and 1095 forms.

RECRUITMENT

• Coordinates full cycle of the hiring process using online applicant recruiting and tracking system.

• Communicates with candidates, answers questions and gives updates on the recruitment process.

• Screens all applicants to ensure they meet the minimum qualifications of the position.

• Creates recruitment plans and job announcements, posts and advertises open positions.

• Works with marketing to ensure job opportunities webpage is up to date and accurate. • Works with hiring committees to assist with review criteria, interview questions, skills test coordination and shepherds the interview process.

• Conducts Reference and background checks.

VOLUNTEER COORDINATION

• Create Volunteer Policies and waivers and update regularly

• Utilize Volgistics software for correspondence, document signing and time reporting. Track volunteer hours to be reported in the State Annual Statistical Report.

• Coordinate volunteer services needs for JCLS libraries.

• Recruit, interview, assess, and select each applicant based on volunteer position knowledge, skills, and abilities before acceptance into the program.

• Determine which function each volunteer is best suited for based on assessment of volunteer knowledge, skills, abilities and Library needs; work with library management to schedule volunteers to meet the needs of the Library while maximizing volunteer job satisfaction and fulfillment

• Work with managers to maintain accurate task descriptions.

• Conduct background and reference checks.

• Communicate regularly with volunteers to ensure they are informed about Library programs, services, policies and activities and that Library staff is informed about the volunteer program.

• Establish and maintain an active list of the volunteer positions, including the desired number of volunteers and location for each position.

GENERAL

• Assists in the development of HR policies, procedures and activities; responds to inquiries from staff and public regarding HR policies and procedures, as appropriate.

• Provides excellent customer service to internal and external customers; answers questions as appropriate regarding policies, procedures, benefits, leaves and other related HR items.

• Prepares and coordinates materials for department-run meetings, trainings and events.

• Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices.

• Regular attendance.

• Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

• Possess knowledge of HR processes and procedures.

• Knowledge of state and federal laws related to labor, family and medical leave, benefits and wage and hour.

• Possess analytical, research, and problem-solving skills and needs to use good judgment when making independent decisions.

• Mental activities involve continuous reading, writing, speaking, and performing basic and advanced math functions.

• The position is required to use effective communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

• Knowledge of Microsoft Office Suite, including Excel and Word.

• Possess computer skills and the ability to use a variety of software programs; including payroll and accounting programs.

• Must be flexible and adaptable to changing situations.

• Ability to multitask and work with competing interests.

• Ability to succeed in a teamwork-oriented environment.

• Complies with safety requirements of the position and actively promotes safe work practices.

• Actively supports and respects equity, inclusion and diversity in the workplace.

QUALIFICATIONS MINIMUM QUALIFICATIONS

• High School Diploma or GED

. • Two years of experience working in a clerical position with human resources duties, volunteer coordination or benefit administration.

DESIRED QUALIFICATIONS

• Two years of college coursework in Human Resources, Business Administration, Public Administration or another related field.

• Experience in the public sector.

SPECIAL REQUIREMENTS/LICENSES

• Criminal background check required.  
 • Must have valid driver’s license and required mandatory insurance when operating a privately owned vehicle for business purposes.

• Must be able to travel to other locations to perform work, and/or attend work-related meetings, workshops or conferences.

WORKING CONDITIONS

While performing the duties of this position, the employee is continuously required to ommunicate by talking and listening, use of fingers and hands, repetitive motion and sitting. Frequently required to stand, walk, reach, sit and feel. Occasionally bend, stoop, grasp and rarely to feel, kneel or crawl. The position requires mobility, including the ability to move materials weighing up to 5 pounds on a regular basis such as files, books, office equipment, etc., may infrequently require moving materials weighing up to 20 pounds. Manual dexterity and coordination are required over [75%] of the work period while operating equipment such as computer keyboard and standard office equipment. Travel to other district locations and/or to workshops/professional meetings/conferences. This level has a work environment that is well protected, with virtually no hazards or obstacles. There is very little element of personal risk or hazard. Job conditions are stable, usually well managed, and very comfortable. Conditions may consist of the following: Reading for comprehension and direction (policies & procedures) Speaking to share and respond Presenting to a wide range of ages and audiences to inspire lifelong learning Considerable cognitive process to make effective decisions for non-routine work Various equipment includes computers with a keyboard and mouse, telephone, and other electronic devices to share documents, information and discussion Deadlines and changing priorities with multiple demands on time SALARY This position is placed at range J on the JCLS salary schedule, and has a starting salary range of $41,141 to $43,705 per year or $19.78 to $21.01 per hour. The full salary range is $41,141 to $51,529 per year or $19.78 to $24.77 per hour. Placement on the salary schedule is based upon education and experience. BENEFITS JCLS offers a competitive benefits package including 401(a), medical, dental and vision coverage to employees and qualified dependents. In addition, JCLS provides vacation, sick leave and paid holidays. SELECTION PROCESS After the preliminary screening, selected candidates will be invited for an initial interview. Videoconference interviews (in lieu of an in-person initial interview) will be offered. Candidates to be interviewed will be selected from applicants who most closely meet the minimum and desired qualifications. Meeting the minimum qualifications does not guarantee an interview. JCLS reserves the right to re-advertise the position or to delay indefinitely filling of the position if it is deemed that applicants for the position do not constitute an adequate applicant pool or if funding is not available. CONDITIONS OF EMPLOYMENT Employees must satisfy all of the pre-employment requirements prior to appointment that include, but are not limited to; verification of their legal right to work in the United States, and a background check. ACCOMMODATIONS Applicants requiring reasonable accommodations in completing the application or the interview process must notify the Human Resources Department in advance. EQUAL OPPORTUNITY EMPLOYER JCLS provides equal employment opportunities to all employees and applicants for employment, and prohibits discrimination and harassment, of any type, without regard to race, color, religion, age, sex, national origin, marital status, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, transfer, leaves of absence, compensation, and training. The organization employs affirmative personnel measures to ensure the achievement of equal employment opportunities in all aspects of employment, and the work environment. These policies of nondiscrimination will prevail throughout every aspect of the employment relationship, including recruitment, selection, compensation, promotion, transfer, layoff, termination, training, and conflict resolution. APPLICATION PROCESS In order to be considered for this position, applicants must submit a JCLS Application, Cover Letter and Resume. The JCLS Application can be found at <https://jacksoncountylibrarydistrict.org/index.php/jcld-employment> These items must be turned in to the Human Resources Department no later than May 10, 2021 at MIDNIGHT PST. Materials can be submitted by emailing to [bfogerty@jcls.org](mailto:bfogerty@jcls.org). Only candidates with complete materials and who meet the minimum qualifications of the position will be considered.