



Illinois Heartland Library System

Position Description

Position Title: Human Resources Generalist

FLSA: Exempt

Location: Edwardsville

Employee Type: Full-time

Pay Type: Salaried

Fiscal Classification: Other Professional

Salary Grade: 9

Summary:

The Human Resources Generalist as part of the Staff Services Team is responsible for supporting all aspects of human resources and ensuring compliance with all federal and state regulations. The Human Resources Generalist guides and supports the overall provision of human resources services, policies and programs.

Supervises: Human Resources Assistant

Essential Duties & Responsibilities:

As part of the Staff Services Team:

- Continually identify and implement best HR practices suitable for IHLS.
- Create, maintain, and update human resources documentation, such as IHLS Personnel Code, personnel forms, and HR Manual.
- Recruits, interviews, tests, and selects employees to fill vacant positions.
- Plans and conducts new employee orientation.
- Provide current and prospective employees with information about policies, job duties, working conditions, wages, and opportunities for promotion and employee benefits.
- Prepare and maintain employment records related to events such as hiring, termination, leaves, transfers, and promotions as prescribed by law and state library recommendations.
- Develop and administer performance management systems.
- Develop, recommend and coordinate the process to evaluate, classify, and rate job positions.
- Audit timesheets for compliance with Personnel Code for biweekly payroll processing and provide support to employees.
- Administer and implement all employee benefits. Ensure that all IHLS benefits are competitive.
- Ensure IHLS is in compliance with all federal, state and local employment laws.

Human Resource Generalist (continued)

- Monitor and enforce all organizational employment policies and procedures in a consistent and fair manner.
- Serve as a link between management and employees by handling questions, interpreting, and administering contracts and helping resolve work-related problems.
- Assist directors and managers in employee relations issues, such as harassment allegations, work complaints, or other employee concerns.
- Assist in the development and monitor the budget for Human Resources Department (benefits, wellness, and staff training).
- Identify, create and monitor professional development and on-going training for staff.
- Document and investigate incidents and accidents and prepare reports for insurance carrier.
- Coordinate, implement and monitor staff events.
- Occasional travel possibly overnight to remote locations (such as Carbondale and Champaign IHLS locations).

Supervised by: Executive Director

Minimum Education and Experience:

- Bachelor's degree in human resources or a related field
- SHRM or comparable certification preferred
- Minimum three years general human resource experience required

Licenses or Certifications Required:

Valid driver's license or other accommodations for travel.

Knowledge, Skills, and Abilities Required:

- Knowledge of principles and procedures for personnel recruitment, selection, retention, training, compensation and benefits.
- Knowledge of federal and Illinois state laws, government regulations, and executive orders pertaining to personnel and personnel related issues.
- Knowledge of employee benefit options and administering benefits programs.
- Ability to establish and maintain effective working relationships with directors, managers, and other staff.
- Ability to use a payroll and human resource system.
- Ability to use a computer and Microsoft applications such as Word, and Excel.
- Ability to read, analyze and interpret professional journals, technical procedures and government regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to use good oral and written communications skills for the purposes of negotiating, persuading, and conveying information.
- Ability to be flexible, to use time wisely and to perform duties in a professional manner.
- Willingness to help others accomplish their objectives.
- Ability to demonstrate a positive attitude towards co-workers, member libraries and job duties.
- Ability to travel as required.

Working Conditions:

Human Resource Generalist (continued)

Work is usually performed in an office environment. Occasional evening and weekend work required, with possible overnight travel.

Telecommuting:

This position allows for occasional telecommuting.

Physical Effort:

- Primarily sedentary work, but also requires standing, walking, stooping or crouching, kneeling, crawling, reaching, pushing, grasping, lifting, feeling, hearing and talking
- Requires the ability to exert up to 20 pounds of force occasionally to lift, carry, push, pull or otherwise move objects.
- Clarity of vision at 20 inches or less with the ability to adjust the eye to bring objects into sharp focus and clarity of vision at 20 or more feet
- Ability to effectively use a computer and office equipment such as copier, fax machine, telephone and calculator

This job description is not intended to imply that the duties identified above are the only duties to be performed by employee(s) in this position. Employees may be required to perform other job duties as requested, subject to applicable state and federal laws. This job description or certain job functions described herein may be subject to modification in accordance with applicable state and federal laws.

Employee (Print Name)

Employee Signature

Date

Supervisor (Print Name)

Supervisor Signature

Date

Approved November 2017