



Illinois Heartland Library System

MEMO TO: IHLS Finance Committee
 FROM: Leslie Bednar
 DATE: September 9, 2019
 RE: Human Resources Coordinator (Part-Time)

The realignment of staff responsibilities in our Finance department removed a key support function from our Human Resources department and I present the following for your consideration and discussion.

During FY2019 our Accounting Assistant provided much-needed support for human resource functions on a part-time basis. We intended that to continue in FY2020 and therefore did not foresee a need to add a part-time Human Resources Coordinator in our budget proposals. With the recent restructure from five to four staff in the finance department we no longer have available staff time for additional functions outside those roles.

Primary responsibilities of the proposed part-time HR Coordinator are:

- maintenance of the human resources information system (HRIS) data
- administration of employee health plans, including enrollment and changes
- tracking candidates throughout the recruitment process
- customer services functions including responding to staff requests

The chart below outlines the portion of our approved FY2020 General Fund budget allocated to the Finance department. It demonstrates total impact after recent personnel changes and remaining balance. We propose utilizing a portion of those funds to support the Part-Time HR Coordinator position at 18 hours/week. While the budget can support the position, we did not include it in our budget presentation as a new position. It will require board approval as a new budget item over the \$2,000 threshold.

FY2020 General Fund Finance Department Personnel Review	
Original Budget - Salary & Benefits	\$206,797.86
Updated Budget - Salary & Benefits	\$142,212.10
FY2020 Funds Remaining from Finance Department Budget	\$ 64,585.76
Estimated Budget for HR Coordinator Position - Salary & Benefits	\$ 17,349.49
FY2020 Funds Remaining after HR Coordinator Position Added	\$ 47,236.27

I look forward to our discussion tomorrow and thank you for your consideration.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!



Illinois Heartland Library System

Position Description

Position Title: Human Resource Coordinator

FLSA: Non-exempt

Location: Edwardsville

Employee Type: Part-time

Pay Type: Hourly

Fiscal Classification: Support Services

Salary Grade: 5

Summary:

The Human Resource Coordinator performs a variety of administrative and clerical duties for the Human Resource department.

Essential Duties & Responsibilities:

- Performs customer service functions by answering employee request and questions.
- Sort and route incoming and outgoing HR mail.
- Assists with the recruitment and interview process. Tracks status of candidates and responds to follow up questions and correspondences.
- Maintain HRIS (Human Resources Information System) data and assist employees with on-line self-service.
- Maintain HR supplies inventory.
- Schedules meetings and interviews as requested by the HR Business Partner.
- Schedule travel arrangements for HR Business Partner with the Finance department.
- Post positions on various job boards.
- Administers health plans, including enrollments, changes and terminations. Processes required documents through HRIS and insurance providers to ensure accurate record-keeping and proper deductions.
- Assist in the processing of terminations
- Assists in the preparation of the performance review process
- Prepare new hire packets.
- Completes Forms I-9, verifies I-9 documentation and maintains I-9 files. Submits online investigation request and assists with the new employee backgrounds checks and screenings
- Create and maintain employee files.
- Makes photocopies, mails, scans and emails documents, and performs other clerical functions.

HR Coordinator (continued)

- Any duties as necessary.

Supervised by: HR Business Partner

Supervises: None

Minimum Education and Experience:

- Bachelors Degree in Human Resources or related field.
- Proficiency in MS Office.
- 1 year HR experience a plus, but not required.

Licenses or Certifications Required:

Valid driver's license or other accommodations for travel.

Knowledge, Skills, and Abilities Required:

- Knowledge of administrative and clerical procedures such as managing files and records, designing forms, and other office procedures and terminology.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Ability to gather human resources data for departmental reporting.
- Ability to ensure strict confidentiality
- Ability to provide timely response to requests.
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- Knowledge of principles and processes for providing customer service including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Ability to work in an organization that embraces customer service.
- Ability to organize time and work independently.
- Ability to establish and maintain effective working relationships with IHLS staff.
- Display professional business attitude with a pleasant demeanor while working in a customer service-oriented organization
- Ability to travel as required
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Working Conditions:

Work is usually performed in an office environment.

Telecommuting:

This position does allow for occasional telecommuting.

Physical Effort:

- Ability to lift up to 20lbs.
- Primarily sedentary work, but also requires standing, walking, stooping or crouching, kneeling, crawling, reaching, pushing, grasping, lifting, feeling, hearing and talking.
- Clarity of vision at 20 inches or less with the ability to adjust the eye to bring objects into sharp focus, clarity of vision at 20 or more feet, and the ability to distinguish colors.
- Ability to effectively use a computer.

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 August 2019