



Job Description *Library Staff Positions*

Human Resources Manager

Employee Name	N/A
Team / Unit / Department	EUL: Human Resources
Division	EL
Campus Job Classification / Title	Human Resource Manager
Campus Job Code	KI41
Campus Pay Grade	234
FTE [Percentage of Time]	100% [40 hours]
Type of Appointment	Ongoing
FSLA Status	Exempt
	<i>This is an Exempt position. Employees in this position are paid a salary on a monthly basis and are not eligible to receive overtime pay.</i>
Name of Direct Supervisor	Nydia Charles-Huggins
Supervisor's Library Job Title [Functional]	Division Director, Human Resources
Supervisor's Campus Job Classification	Staff

University Job Summary Statement

Coordinates operational Human Resources functions for a division or business unit. Reviews and updates organizational job descriptions. Ensures the staffing needs of the division are met by projecting needs, interviewing and hiring employees to fill vacant positions and resolving staffing issues. Advises staff on job reclassifications, new position requests, promotions/demotions and salary determination and processes appropriate paperwork. Provides guidance on organizational restructuring. May assist with preparation and monitoring of division's/business unit's budget. Serves on and provides input to internal and external committees and represents the department within the organization on Human Resources matters. May advise faculty on grant and leave request situations. Leads and participates in special projects. Designs and generates reports. Ensures employment, compensation, employee relations and affirmative action practices comply with organization and legal requirements. Maintains records and files according to established procedures. May hire, train and supervise a small staff. Performs related responsibilities as required.

The above statements are intended to describe the work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

Library Position Summary

Reporting to the Div Director, Human Resources, the Human Resources Mgr. (HRM) serves as the human resources manager for all staff and student human resources activities within the Emory Libraries; in addition, providing human resources assistance and counsel to the Carlos Museums staff. The HRM functions as a human resources generalist with responsibility for recruitment, staffing and employment for staff and librarian positions (approx. 240) including the direct supervision of 1-2 FTE. The HRM coordinates librarian appointment and promotion, staff classification and compensation activities including development and maintenance of job

descriptions, learning and development activities, employee engagement, management of the annual staff performance management program, and coordination of merit cycle and salary increases in consultation with library administration and oversight of all other salary adjustments. Other classification and compensation duties include interpretation and maintenance of library policies and procedures in compliance with campus and system policies and procedures, development of reports, and compilation of data for compensation-related surveys. The HRM works cooperatively with all areas of campus Human Resources, Payroll, and other campus departments and supports all aspects of human resource management including recruitment, diversity and equal employment opportunity, employment and staffing, benefits, payroll, classification and compensation, organizational learning and development, workplace health and safety, and employee relations.

Essential Key Responsibilities & Duties

A. Human Resources Management (50%)

1. Serve as a consultant to library employees, supervisors, managers, and administrators of the Emory Libraries on matters related to employment, staffing, and recruitment; performance management; classification; employee relations; organizational development and learning for the Emory Libraries and the Carlos Museums.
2. Assists in resolving staff employment and employee relations issues in accordance/compliance with federal and state laws and campus policies. Provides advice and consults with library supervisors and managers on employment and employee relations issues and questions. In the absence of the Div. Director, HR, consults with campus HR Employee Relations about employee relations issues as needed.
3. Coordinates implementation of campus wide policies and library human resources policies and procedures by reviewing new and updated human resources specific policies and procedures from the campus and developing or updating library policies, procedures, and forms, revising as needed. Publicizes changes to library employees and managers and presents training on new policies and procedures as needed. Advises with managers and staff on implementation of new policies and procedures.
4. Establishes and coordinates workflow in Emory Libraries to ensure all activities and operations are conducted smoothly and that workload is handled in an accurate and timely manner. Specifically:
 - a. Monitors workload to ensure that personnel and payroll actions are completed to meet campus deadlines.
 - b. Utilizes online systems to affect personnel actions including hires, separations, promotions, salary adjustments, leaves, payroll, benefits, etc.
 - c. Serves as a mandatory reviewer for online personnel transactions completed in PeopleSoft to ensure accuracy.
 - d. Works collaboratively with the Operations Management Team for the Emory Libraries to ensure that actions are accurate in terms of financial information.
 - e. Monitors and reports system security issues as necessary.
5. Manages academic and staff recruitment activities for the library including:
 - a. Reviews job descriptions submitted for new positions or existing positions and updated job descriptions.
 - b. Assists in the writing of job descriptions as needed.
 - c. Submits new job descriptions to campus HR Compensation for classification.
 - d. Coordinates submission of position postings with campus HR Recruitment Services.
 - e. Coordinates receipt of applications and ensures hiring supervisor receive new applications in a timely manner.
 - f. Advises hiring supervisors, department heads, and library managers and administrators on Library and campus recruitment policies.

- g. Answers questions and assists in the resolution of issues and problems related to staff recruitment from candidates and hiring supervisors.
 - h. Coordinates placement of staff position postings on the Campus Recruitment website and the Library's main website, the internal Confluence, in selected print publications, and on other websites, and posts to LISTSERVs as appropriate.
 - i. Serves on interview panels for staff positions.
 - j. Compiles recommendation documentation for final review and hiring approval by the Associate Vice Provost and University Librarian and responds to any questions or resolves any issues raised about specific hires.
 - k. Serves as backup for EL-HR Coordinator as needed, such as:
 - 1. Reviews job descriptions submitted for new positions or existing positions and updated job descriptions. Assists in the writing of job descriptions as needed.
 - 2. Coordinates submission of position postings with campus Recruiting and OIEC.
 - 3. Coordinates placement of librarian position postings on Interfolio, iCIMS, and the Library's main website, the internal Confluence, in selected print and online publications, and on other websites, and posts to LISTSERVs as appropriate.
 - 4. Coordinates appointment of search committee members with approval of Associate Vice Provost and University Librarian.
 - 5. Guides committee through the search process: review of resumes, selecting candidates, conducting interviews and making recommendations to the Associate Vice Provost and University Librarian.
 - 6. Manages logistics for the search process and candidates —travel and lodging, arranging meetings, providing agendas, drafting interview questions, arranging preliminary telephone or zoom interviews, etc.
 - l. Coordinates final hiring decisions and extending formal job offers.
 - m. Advises hiring supervisors and dept heads on the staff recruitment process, required paperwork, deadlines, selection criteria, and proper completion of EUL HR and campus HR forms.
 - n. Establishes salaries for new hires within EUL HR and campus HR policies and guidelines and works with CBO and Div. Director, Human Resources to resolve salary-related issues.
 - o. Answer questions from hiring units and applicants related to the status of applications, interviews, availability of positions, and general staff employment procedures.
 - p. Contacts and informs candidates interviewed but not selected about outcome of search.
 - q. Prepares all hiring decision paperwork for final review and hiring approval by the Associate Vice Provost and University Librarian and responds to questions or resolves issues about specific hires.
 - r. Finalizes paperwork and informs hiring supervisor and department/unit head of final hiring decision.
- 6. Serves as a consultant to library supervisors and managers on compensation and classification related issues and questions.
 - 7. Coordinates performance management activities for staff positions including:
 - a. Notifies supervisors and managers of performance evaluation deadlines and instructions.
 - b. Coordinates and maintains Emory Libraries performance management policies and guidelines and ensures these are in compliance with campus policies.
 - c. Serves as resource person for library employees and supervisors about performance management and performance evaluation tools.
 - d. Works with the Div. Director, Human Resources to provide training for supervisors and employees on performance management.
 - 8. Works closely with Div. Director, Human Resources and CBO to coordinate annual merit program for the Emory Libraries, specifically:

- a. Reviews information disseminated by campus HR on merit programs for employees and prepares reports and fiscal summary for library administration as needed.
 - b. Generates lists of employees; compares names on library-generated lists with campus HR generated merit rosters and adjusts as necessary per instructions.
 - c. Processes merits manually for eligible employees as needed; enters merit data into campus HR merit e-tool.
9. Compiles data and develops, maintains, and produces narrative and statistical reports for library administration on a variety of Emory Libraries activities using Microsoft Word, Excel, PowerPoint, and Access as needed.
 10. Serves on human resources-related library and campus committees.
 11. Attends campus Human Resources Leadership meetings in the absence of the Div. Director, Human Resources.

B. Coordinates and provides support for the librarian promotion and reappointment processes (20%)

1. Serves as the Library's primary HR liaison to the Promotions Committee.
2. Coordinates and provides support to the Promotions Committee chair to identify candidates for promotion, following procedures in the document: Appointment, Probation, Promotion.....
3. Coordinates and provides support to the candidates via advice and assistance in preparation of documentation and files for review by the Promotions Committee
4. Manages logistics and communications for the reference letters, timetables, notifications to managers, etc.
5. Sends letters of reference requests and receives responses on behalf of the Associate Vice Provost and University Librarian.
6. Assembles documentation and provides consultation to the Peer Review Committee and acts as liaison for the process.
7. Compiles documentation for final review and approval by the Associate Vice Provost and University Librarian.

C. Learning and Organizational Development (15%)

1. Coordinate training and development activities for the division, act as the subject matter expert on Emory Learning & Organizational Development offerings as well as Emory Continuing Education and Business School offerings, counsel employees on training and developmental strategies, and act as a subject matter expert on the ELMS system.
2. Administer annual performance evaluations, create and publish related communications and timelines, serve as the subject matter expert on the online performance evaluation tool, and provide training support for performance management skills or process changes.
3. Assist in executing talent management processes such as development planning, retention planning, and succession planning.
4. Administer annual employee engagement surveys.
5. Assist in the design and administration of key employee communications and forums.

D. Human Resources Programmatic Support (10%)

1. Enters leave accrual for exempt staff into the PeopleSoft Exempt Leave Tracking System and resolving issues as needed.
2. Processes change actions for salaries into the PeopleSoft System as needed.
3. Processes new hires in the PeopleSoft System, reviewing all forms required in the hire process.
4. Facilitates separation procedures and assists employees with completion of necessary forms.
5. Assist with entering the appropriate personnel action online using the HRIS PeopleSoft System and in conformance with guidelines issued by campus Human Resources and Academic Personnel.

6. Advises new hires about benefits to which they are entitled and instructs them on the use of the Benefits online system for enrollment purposes.
7. Maintains human resource content on the library intranet and other systems.
8. Provide reporting and analysis on turnover trends and other organizational health metrics.
9. Manage employee on-boarding and assimilation as well as employee exits and exit interviews.
10. Reviews reclassification requests submitted by supervisors and managers for all staff titles. Ensures such reclassification requests have been completed to EL and campus specifications. Works with supervisors and managers to resolve questions related to such requests.
11. Responsible for notifying supervisors and employees of results of classification and reclassification requests and for processing such requests as appropriate.

E. Special Projects and Other Duties (5%)

1. Manages special projects as assigned independently or in collaboration with other EL-HR staff.
2. Performs other duties needed to accomplish the goals of the department and the library.
3. Attends professional conferences and meetings to maintain professional knowledge and represent the library as appropriate.
4. Participate as a DEI committee member and/or general committees.

University Minimum Required Qualifications

A bachelor's degree in human resources, business administration or a related field. Five years of professional human resources experience as a generalist or in multiple human resources specialties, i.e. employment, employee relations, compensation, benefits administration.

This is an equal employment opportunity, and Emory is an affirmative action employer. Emory does not discriminate in employment on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability or veteran/Reserve/National Guard status.

Library Required Qualifications

These qualifications are required by the library in addition to the minimum required qualifications of the University listed above.

- Experience providing high-quality, timely, customer-oriented human resources services in a high-volume human resources environment, preferably in an academic or educational setting.
- Demonstrated ability to respond effectively to questions from individuals both external and internal to the Library and University. Strong customer service orientation.
- Ability to handle sensitive and confidential human resources situations and issues with discretion and tact and to handle human resources information appropriately while maintaining confidentiality.
- Outstanding organizational skills to prioritize and manage multiple projects and perform efficiently and courteously in a fast-paced environment with conflicting priorities and frequent distractions and interruptions.
- Demonstrated sound judgment and ability to work independently, set priorities and maintain them, and follow through on assignments while coping with a fluctuating workload and competing demands.
- Excellent written communication skills, specifically writing skills to compose a variety of documents (correspondence) that are grammatically correct and editing skills to review and correct documents and reports for grammar, spelling, and content.
- Excellent oral communication skills, specifically to interact effectively with individuals from diverse backgrounds and to effectively present information in group settings.

- Strong interpersonal skills to communicate effectively with all levels of staff and with external customers verbally in-person and by phone and in writing via memos, e-mail, correspondence. Ability to build cooperative, effective working relationships with university and library. Ability to work harmoniously and as a team player, thrive in a team-based environment, and skill in fostering teamwork among others.
- Ability to follow directions from supervisors and to provide clear directions to student employees.
- Demonstrated proficiency and capabilities with personal computers and software, and the Web, and financial systems. Working knowledge of standard computer office applications such as Microsoft Outlook, Word, Excel, Access, PowerPoint or other productivity software.

Library Preferred Qualifications

- Bachelor’s Degree in Human Resources, Business, or other relevant field.
- PHR Certification.
- Working knowledge of general university structure and organization, human resources systems, policies and procedures, processes and practices, and rules and regulations related to staff and student employment including recruitment, classification and compensation, payroll, and employee relations.
- Demonstrated working knowledge of campus HR online systems such as: PeopleSoft, Kronos, iCIMS, Compass, etc.

<i>EUL HR Review</i>	<i>Nydia Charles-Huggins</i>
<i>DATE</i>	<i>Feb 15, 2023</i>