



VACANCY ANNOUNCEMENT
Open to all qualified current staff and external applicants

**Benefits, Compensation, HRIS &
Compliance Manager**
LIBRARY 21c
(40 hours per week, exempt)
Position # 240746001

DATE POSTED: May 24, 2019

LOCATION: 1175 Chapel Hills Drive, Colorado Springs, CO 80920

STARTING WAGE: **\$27.70** per hour + full benefits (for benefits information, please see: <http://ppld.org/jobs/benefits>)

POSITION HOURS: 40 hours per week per the following current work schedule:

Schedule: **Monday – Friday generally 8 a.m. – 5 p.m.**

NOTE: Regular schedule may be subject to minor changes due to required meetings, training events, etc. Also, management may require modifications to a position's schedule, days, times and locations at any time as the needs of the Library District change.

PROCEDURE FOR APPLICATION:

1. Complete a PPLD online application located at ppld.org/Jobs on the Application tab
2. Attachments should be submitted in the following file types: .doc, .docx, .xls, .xlsx, .pdf, .htm
3. If you require an accommodation to complete your job application, please contact the Human Resources Office at (719) 531-6333 ext. 6086.
4. Resume and cover letter is required.

CLOSING DATE: Open until filled; preference given to online application materials received by **June 4, 2019, at 9:59 p.m. MDT**

CONDITIONS OF EMPLOYMENT:

All selected candidates...

are required to complete a Department of Homeland Security I-9 Form at the time of hire and must be able to provide acceptable documentation in order to verify his/her legal right to be employed in the U.S. (pursuant to the Immigration Reform and Control Act of 1986). Pikes Peak Library District participates in E-verify.

- are subject to a full reference and background investigation including verification of identification (including verification of Social Security number using USCIS E-verify), education, former employment, and criminal history.
- may be uniformly tested for job-related skills and required physical abilities.
- may be required to undergo a physical examination *after* a job offer is extended in order to ensure that the job's physical requirements are met.
- must understand and comply with PPLD's drug-free workplace policy.
- understand and agree that they have been hired at the will of the employer and that employment may be terminated at any time, with or without reason, and with or without notice, in accordance with Colorado law.

EOE As an **Equal Opportunity Employer**, Pikes Peak Library District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, pregnancy, sexual orientation including gender expression, genetic information, military status, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. The library reserves the right to hire more than one person per advertised vacancy.

Benefits, Compensation, HRIS & Compliance Manager (cont.)

Position Summary: Under the general direction of the Chief HR and OD Officer, operates in a diverse environment to help fulfill the Library's mission by managing HR administrative responsibilities in the areas of state and federal personnel compliance, compensation plans, benefit programs, Workers' Compensation, volunteer programs, HRIS, and Personnel Policies.

Essential Functions

Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Provides direct oversight of Federal and State personnel compliance including records retention, ADA, HIPAA, PPACA, FLSA, Workers' Compensation, FMLA, COBRA, EEO-4, 1095s, employment eligibility and applicable labor laws, and meets all reporting deadlines
- Administers all employee benefit plans, including enrollment, bill reconciliation, and employee communication. Works directly with vendors, plan administrators, and third party administrators to maintain benefit systems.
- Directs the benefit plan renewal process, including plan design and benefit cost structure changes; facilitates Employee Benefits and Policy Review Team.
- Plans, develops, and executes communication and training designed to engage and educate employees regarding benefit programs; adds value to benefit programs by educating and empowering employees as benefit consumers.
- Addresses and resolves employee relations workplace issues including claims of misconduct, harassment, EEO and Civil Rights claims.
- Maintains organizational chart, position classification, job descriptions, and compensation structure.
- Manages HRIS technologies to ensure accurate and timely maintenance of personnel information. Creates reports, conducts data analysis, and trains department staff; works with Payroll to ensure proper processing.
- Supervises the Volunteer Supervisor and HR Administrative Assistant positions.
- Directs the maintenance of employee benefit and personnel files, ensuring confidentiality and discretion regarding employee records
- Maintains current Human Resources policies, procedures, and documentation and employee handbook. Assists the Chief HR and OD Officer in establishing new policies and procedures.
- Provides a broad range of consultative services to all levels of employees regarding employee relations matters including performance improvement plans, disciplinary actions, and workplace investigations
- Assists the Chief HR & OD Officer with department budget and legal matters.
- Participates in developing department goals, objectives, and Human Resources systems to ensure alignment and support of organizational goals; identifies and recommends new approaches to enable continual improvement in department efficiency and effectiveness.

Additional Duties and Responsibilities

Duties are considered non-essential and include the following:

- Cross-trains and provides support for other Human Resources team members.
- Keeps informed about Library and department information.
- Participates in special projects as assigned.
- Serves on district-wide teams.

Benefits, Compensation, HRIS & Compliance Manager (cont.)

- Represents the Library District to community agencies and professional library organizations; speaks to interested groups as requested.
- Serves on local, state and national committees; takes an active role in library or other professional organizations.
- Attends regular department meetings and scheduled All-staff meetings.
- Performs other job-related duties as assigned.

Required Knowledge, Skills, and Abilities

The employee is expected to perform or possess the following:

- Thorough knowledge of the PPLD's policies and procedures and ability to follow them.
- Ability to act as an ambassador of PPLD by promoting its mission and vision.
- Demonstrates advanced knowledge of benefits technology or comparable data management environments.
- Demonstrates knowledge of state and federal human resources regulations and guidelines.
- Ability to exhibit leadership, sound judgment, discretion and professional demeanor in all situations; thinks and acts appropriately under pressure.
- Demonstrates excellent public speaking and presentation skills.
- Demonstrates excellent verbal and written communication skills; maintains effective relationships within the department and with staff at all levels.
- Demonstrates exceptional ability to use applications software, including human resources management products, Microsoft Word, Excel, Access, Outlook, and databases, along with standard office equipment.
- Ability to work effectively as a team member, organize daily work and meet deadlines in a fast-paced, detail-rich environment.

Education and Experience:

1. Requires a Bachelor's degree in human resources or a related field; at least 7-9 years of relevant work experience can substitute formal education requirements.
2. Requires a minimum of three years of benefits, compensation, and compliance experience.
3. Experience working with public information in a library or nonprofit setting is preferred.
4. Professional in Human Resources (PHR), Senior Professional in Human Resources (SPHR), Society for Human Resources Management Certified Professional (SHRM-CP), Certified Senior Professional (SHRM-SCP), or Certified Employee Benefit Specialist (CEBS) preferred.

Physical and Environmental Conditions:

Work is primarily conducted in an office setting that provides comfortable lighting, temperature and air conditions. Position requires the ability to sit and use a computer or standard office equipment for extended periods. Position requires the ability lift up to 30 pounds occasionally.

Work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices or meeting rooms, e.g. use of safe work place practices with office equipment, and/or avoidance of trips and falls and observance of fire regulations.