



Vacancy Announcement
Open to all qualified current staff
and external applicants

HUMAN RESOURCES ADMINISTRATIVE SPECIALIST

Position #171646001

Library 21c | Non-Exempt
40 hours per week | Full time

Date Posted	June 19, 2024
Location	1175 Chapel Hills Dr, Colorado Springs, CO 80920
Starting Wage	\$17.85 per hour - \$23.15 per hour + full benefits (For benefit information, please visit ppld.org/jobs/benefits)
Position Hours	40 per week: Monday – Friday : 8 a.m. – 5 p.m.

Note: The position's schedule may be subject to minor changes due to required meetings, training events, etc. In addition, 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/careers on the Application tab. If it is an internal only job posting, please log in to ESS to fill the application.
2. **Requires resume and cover letter. Applications will not be considered without a resume and cover letter.**
3. Attachments should be submitted in the following file types: .doc, .docx, .xls, .xlsx, .pdf, .htm
4. If you require an accommodation to complete your job application, please contact the Human Resources Office at (719) 531-6333, x6380 or send an email to sgollapalli@ppld.org

Closing Date: This position is open until **July 01, 2024, at 9:59 p.m. MDT.**

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.

Position Summary: Operates in a diverse environment to help fulfill the Library's mission by providing a high level of administrative and technical support for Human Resources operations and activities.

Essential Functions:

Disclaimer: *This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Responds to inquiries regarding Human Resources services; maintains active knowledge of current HR activities and Library initiatives.
- Manages termination process & documentation for departing employees.
- Performs data entry in the HRIS and generates reports as needed including monthly position table reports and organizational chart updates.
- Prepares reports and assists in reconciling monthly benefits bills.
- Maintains and updates paper and digital HR records in compliance with required retention policies; keeps abreast of changes and updates retention policies as needed.
- Assists with annual budget preparations in ERP as well as monthly tracking of HR expenditures; manages office supply budget and orders.
- Prepares purchase orders, processes petty cash and check requests.
- Acts as primary contact for employment verifications, worker's compensation, and unemployment claims.
- Conducts research in support of projects and assignments for the HR department and organizational initiatives.
- Audits and maintains Department Of Transportation records for DOT regulatory compliance.
- Prepares and assembles benefit and new hire orientation packets.
- Plays important role on Organization Excellence Team which includes maintaining team budget, service awards reports, and gift preparation and distribution.
- Maintain Sr. Director's online calendar; schedules meetings and assists with meeting preparation.
- Schedules meetings and books meeting rooms for HR staff.

Additional Duties and Responsibilities

Duties are considered non-essential and include the following:

- Keeps informed about Human Resources and Library information.
- Distributes required labor law posters throughout District.
- Provides back-up administrative assistance to Volunteer Program Supervisor, Director of Benefits, Compensation, HRIS and Compliance, Director of Organizational Development, and Talent Management Supervisor.
- Assists in updating and maintaining Human Resources intranet pages.
- Provides telephone and email assistance to other HR staff.
- Participates in special projects as assigned.
- May participate on additional Library District teams.
- Provides assistance with occasional HR sponsored events, including information packet preparation, compilation of RSVPs, purchase of refreshments and supplies, and registration or information duties.
- Attends regular department meetings and scheduled All-staff meetings.
- Performs other job-related duties as assigned.

Required Knowledge, Skills, and Abilities:

- Knowledge of the Pikes Peak Library District's policies and procedures and ability to follow them.
- Ability to act as an ambassador of Pikes Peak Library District by promoting its mission, vision, and values.
- Demonstrates knowledge of current Human Resources and Library procedures and priorities.
- Demonstrates ability to maintain confidentiality and discretion regarding applicants and employee personnel information, personnel actions, DOT records, and other sensitive information.
- Demonstrates exceptional verbal and written communication skills, including accurate data entry, proofreading, and editing.
- Maintains effective relationships with applicants, volunteers, and employees at all levels as well as vendors, claims representatives and benefits providers.
- Demonstrates ability to use applications software, including Microsoft Word, Excel, HRIS software, and Outlook, along with standard office equipment.
- Demonstrates ability to work effectively as a team member, organize daily work and meet deadlines in a fast-paced, detail-rich environment.
- Ability to get along with co-workers and supervisors.
- Has regular on-time attendance.
- Exercise professionalism and good judgement in interpersonal interactions.

Education and Experience:

1. Requires a high school diploma or G.E.D.; two years of related college coursework is strongly preferred.
2. Requires a minimum of two years of related clerical and administrative experience.
3. Bilingual ability is a plus in serving a diverse community.

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 to stand for extended periods of time. Position requires the ability to 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.

This position is eligible for telecommuting with supervisor approval and based on employee performance. Employees will be required to attend in-person meetings, trainings, or events at the Library as directed by their supervisor or as necessary for the performance of their job duties.

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.