



HUMAN RESOURCES GENERALIST

Library 21c

40 hours per week, non-exempt | Position #400000313

Open to all qualified current staff and external applicants.

Date Posted: November 06, 2025

Location: 1175 Chapel Hills Dr., Colorado Springs, CO 80920

Starting Wage: \$23.22 per hour - \$29.26 per hour +full benefits
(for benefits information, please see ppld.org/careers/benefits)

Position Hours: 40 hours per week per the following schedule:

Monday – Friday: 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.

Application Procedure:

1. Complete a PPLD online application located at ppld.org/careers at the Application Tab. If It is an internal only job posting, please log In to ESS to fill the application.
2. Attachments should be submitted online in the following file types: .doc, .docx, .xls, .xlsx, .pdf, .htm
3. **Requires resume and cover letter. Applications will not be considered without a resume and cover letter.**
4. If you require an accommodation to complete your job application, please contact the Human Resources Office at (719) 531 - 6333, ext. 6380 or send an email to sgollapalli@ppld.org

Closing Date: This position is open until November 17, 2025, 9:59 p.m. MST

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, 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.

HUMAN RESOURCES GENERALIST (contd.)

Position Summary

Under the general direction of the Director of Benefits, Compensation, HRIS & Compliance the HR Generalist supports PPLD in a variety of areas including benefits, compensation, onboarding, training, and advising employees and supervisors in HR matters.

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.

- Supports HRIS technologies to ensure accurate and timely maintenance and entry of personnel information including pulling reports collecting, analyzing, and summarizing data and trends.
- Coordinates employee benefits enrollment, terminations, and employee documentation.
- Aids in tracking and management of FMLA compliance and participants in both HRIS and Excel.
- Aids in updating 1095c data throughout the year in HRIS.
- Assists with job descriptions, compensation assessments, and position reclassification.
- Supports the maintenance of human resources policies, procedures, and documentation.
- Conducts benefits onboarding presentation for new employees.
- Aids in reviewing federal, state, and local legal compliance requirements by studying existing and new legislation; anticipating legislation; advising management on needed actions.
- Responds to inquiries regarding Human Resources services; maintains active knowledge of current HR activities and Library initiatives.
- Performs administrative duties for the department.

Additional Duties and Responsibilities

Duties are considered non-essential and include the following:

- May attend job fairs, recruiting, and outreach events to ensure opportunities are promoted to the entire community.
- Conducts classroom and individual training sessions as appropriate.
- Supports PPLD recruitment, selection, hiring, and onboarding processes.
- Keeps informed about Library and department information.
- Participates in special projects as assigned.
- Serves on Districtwide teams.
- 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 Pikes Peak Library District's policies and procedures and ability to follow them.

HUMAN RESOURCES GENERALIST (contd.)

- Ability to act as an ambassador of Pikes Peak Library District by promoting its mission, vision, and values.
- Demonstrates advanced knowledge of human resources principles and best practices.
- Demonstrates knowledge of state and federal human resources regulations, guidelines, and laws.
- Ability to exhibit leadership, sound judgment 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.
- Ability to maintain effective relationships with vendors, coworkers, and with employees at all levels.
- Demonstrates exceptional ability to use applications software, including human resources management products, Microsoft 365 applications, SharePoint, Word, Excel, and Outlook, 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.
- Has regular on-time attendance.
- Exercise professionalism and good judgement in interpersonal interactions.

Education and Experience:

- Requires a bachelor's degree in human resources or a related field which can be substituted with a minimum of 4 years of relevant professional experience. Requires a minimum of two years of human resources experience that includes recruiting, benefits, HRIS, and employment practices.
- Professional in Human Resources (PHR), Senior Professional in Human Resources (SPHR) and/or SHRM CP/SCP preferred.
- 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 occasionally reach, bend, climb, twist and squat. Position requires the ability to lift and move equipment weighing up to 30 pounds.

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 workplace 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.

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

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The above position description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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.
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