

PSTN#: CLRMN 2G (Hudson)	
CLASS: Human Resources Coordinator	
INTERNAL TITLE: Manager, Human Resources Department	
DEPARTMENT: Human Resources	
JOB SUMMARY:	
<p>The Manager of the Human Resources Department is responsible to the University Librarian and Associate Provost for administering the Libraries comprehensive human resources program for all levels of faculty, staff, and student assistants in the areas of employment, orientation, training and development, compensation and classification, employee relations, performance management, benefits, payroll, and records maintenance, insuring that the Libraries is in full compliance with University, state, and federal regulations and policies. This position is also responsible for developing human resources administration policies and procedures and for providing information and guidance to the University Librarian, Department Heads, and all levels of supervisors and employees in dealing with human resources and related issues. Work is performed in accordance with University, state and federal policies, rules, and regulations. Position requires independence of action, excellent judgment, professional demeanor, and confidential treatment.</p> <p>The mission of the Libraries' Human Resources Department is to recruit and support a diverse and highly qualified workforce of faculty, staff, and student assistants. The Department's initiatives and services are designed to promote a flexible and responsive work environment to support the organizational development of the UGA Libraries and to meet the changing human resource needs of the Libraries' staff. The Human Resource Department is located in the Administrative Offices of the University of Georgia Libraries, which is comprised of the offices of the University Librarian and Associate Provost, Human Resources, Administrative Services, Development, and the Assistant University Librarian for Systems. The Human Resources Department is comprised of the Manager and 3 professional support staff and 1 student assistant. The Libraries is comprised of 225 faculty and staff, and 200 student assistants.</p>	
PERCENTAGE:	DUTIES AND RESPONSIBILITIES:
30%	<p>*Manages employment for the Libraries by maintaining an awareness of the workforce needs of the various Libraries' departments; administering all employment activities, including job analysis, classification, compensation, recruitment, appointment, transfer, contract renewal, promotion, and exit interviews; and serving on all faculty search committees (ex-officio) to provide administrative support, EEO/Affirmative Action guidance, and to act as liaison with the UGA Equal Opportunity Office, USG Applicant Clearinghouse Office, and Office of Faculty Affairs.</p>
20%	<p>*Administers the employee relations program for the Libraries by promoting, encouraging and actively engaging in the exchange of needed information, including the production of the monthly Personnel News; serving as a communications link between the Libraries administration and the Libraries' faculty and staff; monitoring the Libraries' performance evaluation program; counseling and advising all levels of staff and supervisors on</p>

	<p>personnel concerns, including disciplinary actions; formulating and implementing programs that aid in developing and maintaining a positive work environment; facilitating the use of UGA's Shared Leave program; overseeing FMLA activities; and serving as liaison for all Libraries' staff members with the University's Human Resources, Payroll and Faculty Affairs departments.</p>
15%	<p>*Manages staff training and development for the Libraries by determining training needs through consultation with Department Heads and senior administrators, observation, surveys, or needs assessments; monitoring the training and development budget by identifying current needs and projecting future needs in the areas of program selection and participation, resources and materials, and supplies and equipment; providing effective trainers by presenting programs or by identifying other qualified instructors; overseeing the Libraries' new-hire orientation program, for faculty and staff; and writing and distributing a monthly HR Tips article.</p>
10%	<p>*Maintains an atmosphere conducive to the development, productivity, and job satisfaction of staff members by supervising, training and evaluating the staff involved in the daily operation of the Libraries Human Resources Department.</p>
5%	<p>* Supervises and directs the preparation of the Libraries' payrolls, the posting of annual and sick leave hours, and the maintenance of related records for students, classified staff and faculty.</p>
5%	<p>*Keeps the University Librarian and Associate Provost, the Deputy University Librarian, the Director of Administrative Services and other appropriate personnel informed by interpreting and communicating University, state, and federal regulations, policies and procedures affecting human resource programs. Develops Libraries' human resources policies and maintains a comprehensive manual of human resources policies and procedures on the Libraries' Intranet.</p>
5%	<p>Maintains a leadership role in liaison and cooperation with appropriate campus personnel, including UGA Human Resources, Training and Development Center, Office of Faculty Affairs, Office of Legal Affairs, UGA Equal Opportunity Office, USGA Applicant Clearinghouse Office, and Student Financial Aid Office.</p>
5%	<p>Participates in library-wide communication by reading, responding to, and initiating information transmitted via GRAPEVINE (the Libraries' listserv) and other communication tools, and appropriate library-wide or departmental meetings and asking questions, seeking clarification, or initiating discussion on library issues.</p>
2%	<p>Participates in general library administration by attending Department Heads Group meetings and other appropriate committees as assigned or elected and by planning and developing policy on a library-wide basis.</p>

2%	Manages human resources records maintenance by organizing, maintaining and securing all required human resources records in support of salary, promotion, reclassification, and disciplinary decisions.
2%	Serves as the Equal Opportunity Officer for the Libraries, compiling staffing analysis information and preparing all required EEO/Affirmative Action reports to ensure the Libraries is in compliance with University, state, and federal regulations.
1%	Maintains flexibility and awareness of changes and needs in the organization by assuming similar duties and responsibilities as assigned.
* = essential function of the position	
Qualifications:	
Education, Experience, Licensure, Certification required:	Graduation from an accredited college/university with a Bachelor's degree plus five (5) years of experience in the field of Human Resources. Supervisory experience required. Experience in making procedural decisions on sensitive, confidential issues.
Knowledge, Skills, Abilities and/or Competencies required to successfully perform work:	--Knowledge of principles of human resources management; --Ability to analyze complex information, and to define and solve problems; --Ability to work effectively with all levels of library staff and with other University personnel; --Ability to present effective orientation and staff training and development programs; --Ability to handle personnel matters with sensitivity and confidentiality; --Demonstrated sound judgment and problem solving abilities; --Commitment to affirmative action guidelines; --Excellent oral and written communication skills; --Effective organizational skills.
Preferred Qualifications:	Knowledge of human resources concepts, practices, regulations, and procedures at the University of Georgia, preferred. PHR certification, preferred.
Physical Demands:	Sitting for long periods of time at a computer terminal is required. Ability to lift boxes weighing approximately 20 pounds.
Work Hours:	M-F; 8 hrs/day; some evening and weekend work may be required.