

**LARAMIE COUNTY LIBRARY SYSTEM
JOB DESCRIPTION**

Job Title	FLSA Status
HUMAN RESOURCE COORDINATOR II	NON-EXEMPT
Division	Pay Range
ADMINISTRATIVE SERVICES	31

JOB SUMMARY

The Human Resource Coordinator II assists the Deputy Director of Operations with the development and administration of core Human Resource functions: recruitment, performance management, benefit administration, and employee engagement; and will be responsible for running the daily workflow of the Human Resource functions. This individual plays a critical role in ensuring Laramie County Library System is hiring and retaining the best possible talent and helps improve LCLS employees' experience by fostering an organizational culture that is inclusive, appreciative, and values learning.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintains patron confidentiality in compliance with Wyoming state law.
2. Performs exceptional customer service. Customer service is a very important aspect of all library positions.
3. Writes and places advertisements; accepts and responds to all applications and tracks candidates. Evaluates candidate credentials; coordinates interview scheduling with hiring managers; manages and tracks resumes.
4. Conducts or acquires background checks and employee eligibility verifications.
5. Conducts and oversees consistent new hire orientations to ensure employees receive a comprehensive overview of LCLS and expectations of all employees; provides an explanation and instruction of human resources and administrative procedures, and an understanding of benefit plans and enrollment processes.
6. Conducts and oversees all aspects of benefit administration; enrollment and termination of benefits, and qualifying life event changes.
7. Helps organize training and professional development initiatives; establishes, finalizes, and confirms registration, travel, and lodging accommodations for library employees to attend conferences and/or meetings.
8. Recommends and assists with annual and on-going employee training programs such as customer service, drivers' safety, de-escalation and harassment; ensures online trainings are completed as scheduled.
9. Recommends, implements and oversees employee recognition and engagement initiatives.
10. Assist with the annual performance review process; informs managers and supervisors when performance reviews are due and ensures performance reviews are completed on time.
11. Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.

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12. Certifies and tracks all employee leave associated with FMLA, including reviewing medical certification, auditing time sheets for appropriate leave codes, tracking return to work releases and communicating to supervisors on FMLA status; advises employees on their FMLA leave exhaustion status.
13. Attends and participates in employee disciplinary meetings and terminations as necessary.
14. Conducts and participates in employee investigations as necessary.
15. Provides regular staffing and hiring updates and prepares reports as needed.
16. Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
17. Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
18. Maintains personnel information in Sage HRMS.
19. Maintains confidential files including personnel files, workers' compensation, unemployment, and benefit records.
20. Handles inquiries from employees.
21. Assist with HR-related projects and initiatives as needed.
22. Works on the Greeter Desk weekly as scheduled, exhibiting good customer service skills.
23. Performs other related and necessary duties as assigned.

MINIMUM REQUIREMENTS

- Bachelor's degree in Human Resources or Business Administration from an accredited college or university
- 2 years of relevant experience or
- The equivalent combination of education and experience

REQUIRED CERTIFICATIONS, SKILLS AND ABILITIES

- Proficiency in the use of spreadsheets, databases, and word processing programs, including accounting software
- Must be bonded or able to be bonded
- Familiarity with basic bookkeeping principles
- Must have a current driver's license valid in the State of Wyoming
- Ability to work with limited supervision, with an aptitude for detailed work and proficiency in prioritizing tasks
- Ability to speak, read, comprehend and write the English language
- Excellent written and oral communication skills

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- *PHR or SHRM-CP certification preferred*

REPORTING RELATIONSHIPS

Reports to: Deputy Director of Operations

Supervises: None

PHYSICAL EFFORT AND WORKING ENVIRONMENT

The essential duties and responsibilities of this job require the employee to function in a normal work environment with occasional stooping, bending or lifting.

DATE CREATED 8/2023