

**Sonoma County Library
Announces an Employment Opportunity**

**HUMAN RESOURCES SPECIALIST - EXTRA-HELP*
ROHNERT PARK HEADQUARTERS**

***Not to exceed 960 hours in one fiscal year**

THE POSITION:

Sonoma County Library is hiring! We are preparing to open to the public and need assistance with several recruitments. This extra-help, non-benefited position will perform specialized administrative level work related to human resources tasks, with a focus on recruitment, examination, and interviews, but could assist with other human resources projects as needed. **Please complete supplemental questionnaire as part of the application process.**

Please see the attached job specification for full details about this position.

TYPICAL TASKS include, but are not limited to:

- Supports recruitment by developing, coordinating, and administering the recruitment and examination process; including designing and developing job related selection procedures; evaluating and screening employment applications; developing examination schedules and developing, administering and evaluating oral, written, and performance tests, and other assessment instruments.
- Provides information and advice to job applicants and the public concerning employment opportunities and examination procedures.
- Answers routine questions and prepares correspondence relating to job opportunities, salary information, and examination scheduling both for Department employees and general public.
- Performs a variety of complex clerical and administrative work, including correspondence and reports.

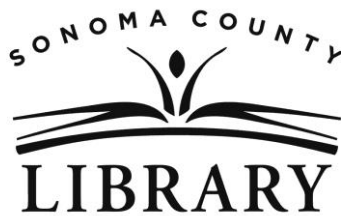
MINIMUM QUALIFICATIONS:

The equivalent of three (3) years of full-time experience providing technical administrative support in a Human Resources discipline such as recruitment, classification, benefits, or leave management, or an equivalent or higher level class providing human resource services, which included working with personnel policies, procedures, and practices, as well as administrative assistance and public contact work, which would have enabled the applicant to acquire the knowledge and abilities listed in the full job classification (attached).

Professional certification in Human Resources is highly desirable. Public sector/government employment experience preferred.

www.sonomalibrary.org

D I S C O V E R • L E A R N • S H A R E



Extra-help employees do not have any guarantee of hours or continued employment.

SALARY RATE: **\$31.00 per hour**

CLOSING DATE: **5:00 pm, Thursday, March 25, 2021**

APPLICATION PROCESS: Please go to <https://www.calopps.org/sonoma-county-library> to apply. Applications must be complete and submitted by the final filing date in order to be considered. **Resumes will not substitute for a completed application.**

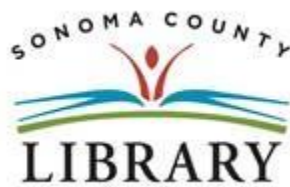
The application process may contain one or more of the following steps: a supplemental application, written test(s), skills assessment(s), and/or oral examination(s).

RECRUITING PROTOCOL IN RESPONSE TO CORONAVIRUS COVID-19:

Pursuant to California Governor Newsom’s Executive Order N-29-20 issued on March 17, 2020, and all applicable COVID 19 Shelter in Place Orders issued by the Sonoma County Health Officer, the recruiting process including interviews, testing, etc. will be held via teleconference or online, if possible, unless changes occur in the state and/or county health order.

REQUEST FOR ACCOMMODATION: Sonoma County Library will make reasonable accommodations in the recruitment process to accommodate applicants with disabilities. If you are invited to participate in an examination or interview and have a disability for which you require an accommodation, please contact the Human Resources Department at (707) 545-0831 extension 1591 as soon as possible to make arrangements for your accommodation. Requesting accommodations at least 3 working/business days before the scheduled event will help to ensure availability. For further information regarding disability accommodations provided by the Library and related matters, see the Library’s website at <https://sonomalibrary.org/accessibility>.

Sonoma County Library values diversity, empowerment, community, unity, kindness, connection, and equity. We are committed to diversity and inclusion in the recruiting and hiring of staff.



**NOVEMBER 2017
FLSA: NON-EXEMPT**

HUMAN RESOURCES SPECIALIST

DEFINITION

Under direction of the Human Resources Manager, performs specialized administrative level work related to human resources tasks in areas such as employee benefits, leave management, employee training and development programs, workers' compensation, employee/labor relations, and recruitment and examination, classification and compensation. Also performs tasks that support developing, planning, implementing and administering assigned program responsibilities; conducts research, analysis and preparation of reports; and, performs other related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Human Resources Manager. This class does not supervise staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Acts as subject matter expert in one or more disciplines of human resources and provide focus and direction to department in order to achieve Library objectives related to the Library's vision and priorities.
- Administers the leave of absences programs, ensuring legal compliance; develops related policies and procedures; educates employees and managers on policy and legal compliance; may coordinate or make recommendations regarding reasonable accommodation requests.
- Acts as the liaison coordinating leave program, retirement disability, unemployment, workmen's compensation program, including preparation of forms, record keeping, filing appropriate forms, compiling and monitoring various statistics.
- Provides employee information on issues related to FMLA restrictions and modified duties as well as acting as liaison with medical providers.
- Assists in the training and orientation of new employees, including explanation of benefits and employment policies and practices; reviews and completes all transactions to enroll new employees in benefits programs.
- Answers routine questions and prepares correspondence relating to job opportunities, salary information, benefits, memorandum of understanding and examination scheduling both for Department employees and general public.
- Performs a variety of complex clerical and administrative work, including correspondence and reports.

- Assists with providing counsel and assistance regarding employee relations matters including performance evaluations, corrective actions, grievance investigations, and negotiation preparation.
- Compiles and analyzes data pertaining to human resource program policies and issues; prepares related reports.
- Assists in the development of operating procedures for effective processing of benefit programs; which includes researching and writing draft benefit policies.
- Ensures timely and accurate benefits enrollments including the administration of the annual open enrollment process.
- May support the review of workers' compensation claims and coordinates case management with third party administrator; and may serve as the liaison between the various parties on the claim and in related issues.
- Provides information concerning human resources policies, procedures and terms of labor contracts to Library staff, other agencies, and the public.
- Provides information and advice to job applicants and the public concerning employment opportunities and examination procedures.
- May plan, develop, coordinate and present training sessions related to area(s) of assignment; may prepare and conduct training classes for Library employees.
- May support recruitment by developing, planning, coordinating recruitment plans and creative outreach techniques to attract a diverse applicant pool; overseeing the preparation of job announcements, employment advertising and other recruitment materials; and attend job fairs and other events to publicize Library job opportunities.
- May support recruitment by developing, coordinating, and administering the recruitment and examination process; including designing and developing job related selection procedures; evaluating and screening employment applications; developing examination schedules and developing, administering and evaluating oral, written, and performance tests, and other assessment instruments.
- May perform statistical analysis of examination results.
- May respond to compensation and classification survey requests; conducting salary surveys; assisting in analyzing salary data and preparing related reports; remaining current on FLSA law and its interpretation and acts as subject matter expert.
- Maintains a good understanding of and interpretation of memoranda of understanding for all bargaining units.
- May provide direction and training to Library employees, supervisors and managers on medical leave management activity.
- Utilizes computer software applications to support and conduct activities in area of assignment.
- Cultivate, foster, and maintain positive working relationships with managers, supervisors, employees.
- Performs other duties as assigned.

QUALIFICATIONS

The equivalent of three years of full-time experience providing technical administrative support in a Human Resources discipline such as benefits, leave management, recruitment, or classification, or an equivalent or higher level class providing human resource services, which included working with personnel policies, procedures, and practices, as well as administrative assistance and public contact work, which would have enabled the applicant to acquire the knowledge and abilities listed below.

Professional certification in benefits management, leave administration, or other specific discipline or generalist of Human Resources is highly desirable.

COMPETENCIES

Knowledge of:

- Principles and practices of public personnel administration, including recruitment, selection, classification, compensation, benefit administration, leave administration, employee training, organizational development and labor relations.
- Federal and State laws, codes, regulations and guidelines governing compensation, classification, recruitment and selection, or employee benefits.
- Computer systems and software applications used in Human Resources management.
- Job analysis, recruitment sources and techniques, test validation requirements, test assessment techniques, classification techniques and methods of salary administration.
- Principles and practices of statistical research and presentation methods.
- Principles of organization and management.
- Legal and professional standards and procedures for the development, administration and validation of assessment instruments.
- Principles/methods of supervision, coaching, training, and customer service.
- Report format, content and preparation.
- Principles and practices of program development, administration and evaluation.
- Record keeping principles and procedures.
- Modern office practices, methods and computer equipment.
- Computer applications related to the work including accounting and reporting software.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for interacting with a variety of individuals from various socio-economic, ethnic and cultural groups, in person and over the telephone, occasionally where relations may be confrontational or strained.

Ability to:

- Communicate effectively, including the ability to prepare and present reports orally and in writing to a wide variety of audiences including professional, legislative, and public groups.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Read, analyze, evaluate and summarize written materials and statistical data; apply statistical formulas; collect, analyze and interpret a wide variety of employment related information and data.
- Establish and execute comprehensive work plans in a timely and competent manner.
- Interpret and apply regulations, policies, and guidelines.
- Travel to various branches to perform duties as needed.
- Evaluate and develop improvements in operations, procedures, policies, and/or methods.
- Operate modern office equipment, including library computer system and equipment, copiers, printers, and software programs; access, retrieve, enter, and update information using a computer workstation.
- Make sound, independent decisions within established policy and procedural guidelines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain cooperative working relationships with a variety of people contacted in the course of work (including SCL employees and management personnel, labor representatives, community leaders, and the public).

- Plan, organize, schedule, assign, review, and evaluate the work of staff; train staff in work procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Function effectively in stressful and difficult situations.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and library setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups, and over the telephone. This classification primarily works indoors and requires movement between work areas. Finger dexterity is needed to access, enter, and retrieve materials and data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift and carry reports, records, and materials that typically weigh less than twenty-five (25) pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Occasional participation in work activities, meetings, and events outside of the regular work schedule is expected of this position.