

## Job Descriptions

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**SUMMARY OF POSITION ROLE/RESPONSIBILITIES:**

The Human Resource Representative coordinates the hiring of all Faculty, TEAMS and USPS staff in the George A. Smathers Libraries; processes all employment changes; manages employee files both paper and electronic; interprets personnel policies, regulations and standards; explains benefit programs to employees and processes all benefits paperwork; supervises student assistants; answers questions and advises employees on personnel issues; regularly deals with confidential information.

This position is part of an HR Office that services nearly 300 employees, including Faculty, TEAMS, and USPS, and over 200 OPS employees in 11 locations on campus, including Jacksonville, FL.

It is the mission of the Library Human Resources Office to promote and encourage a work environment that is recognized for the respect and dignity shown toward the staff. This is accomplished by successfully recruiting and retaining staff that appreciate the goals and objectives of the Libraries; creating a training program committed to continuing education and staff development; establishing performance objectives responsive to department needs and challenging to employee skills; providing confidential employee and career counseling that maximizes utilization of skills; and cordially overseeing the completion of personnel related paperwork which affects an individual's employment status and work experiences.

**PROPOSED WORKING TITLE:** Office Assistant

**CURRENT WORKING TITLE:** Office Assistant

\*\*\*\* DO NOT ERASE THIS LINE \*\*\*\*

**POSITION NUMBER:** 00012810

**ALL POSITIONS:**

**ESSENTIAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION** [NOTE: IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA), IDENTIFY ESSENTIAL FUNCTIONS OF A JOB REQUIRED TO BE PERFORMED WITH OR WITHOUT REASONABLE ACCOMMODATIONS. REQUESTS FOR REASONABLE ACCOMMODATIONS TO FACILITATE THE PERFORMANCE OF ESSENTIAL FUNCTIONS WILL BE GIVEN CAREFUL CONSIDERATION.]

**45% PERSONNEL AND BENEFITS FUNCTIONS**

This position is responsible for all appointments and personnel changes concerning faculty and staff. Acts in proactive manner to anticipate problems with changes and communicates with library faculty and staff to ensure that pay is prompt and correct, benefits are received and problems solved. Interprets UF and Library policies, regulations and standards. Counsels employees in retirement and other benefits. Coordinates DROP, TEAMS conversions, terminations, alternate workplace, and outside employment processes. Manages leave processing for payroll and resolves complicated benefits and payroll issues. Coordinates the assignment of time approval roles for library departments. Back-up for hiring Federal Work Study and Other Personnel Services staff for payroll sign-up. Responsible for processing FMLA, Workers Compensation and benefit programs for faculty, TEAMS and USPS through PeopleSoft, etc. Also responsible for tracking hours used for FMLA and Parental Leave, and keeping all parties advised as to usage, etc.

**35% RECRUITMENT FUNCTIONS**

Coordinates the recruitment and hiring of applicants for employment in the George A. Smathers Libraries including Faculty and TEAMS/USPS employees. Prepares marketing statements, position vacancy announcements and job advertisements. Posts vacant positions on UF and Library websites, numerous diversity sites, listserves, institutions and to individuals. Coordinates the billing for all postings. Maintains and archives search documents and assists search committees in processing application materials. Coordinates the development of interview schedules, travel and accommodations for interviewees. Conducts professional, educational and criminal background checks. Coordinates the H1-B, visa and permanent resident paperwork as necessary. Coordinates appointment process with UF offices including Academic Personnel, Classification and Compensation, UF Tax Services, UF Recruitment, etc. Handles all aspects of payroll actions for new hires. Coordinates Viable Outreach certification process and produces EEO compliance reports. Ensures compliance with mandatory UF and Library new hire trainings. Makes recommendations regarding salaries for new hire or reclassified staff positions. Reviews position descriptions and advises on changes that are necessary. Recruits, develops and supervises Library HR Office student assistants.

5% **INFORMATION MANAGEMENT**

Responsible for maintaining personnel files and other office records. Works with UF Records Manager to determine and implement schedules for records maintenance and disposal. Recommends and drafts personnel policies and procedures. Assists with planning and executing activities in recruitment and evaluations of faculty and staff in the Library Human Resources Office. Reviews, processes, tracks and records statistics associated with faculty and staff evaluations. Reviews and corrects UF tenure, promotion and appointment records. Directs data entry for library personnel databases and works with library Systems Office to produce needed reports. Prepares regular reports on human resources statistics, salaries, transactions, searches, etc.

**OTHER FUNCTIONS**

5% Updates the Library Human Resources website for position vacancy announcements, staff photos and town meeting minutes.

5% Assists Library Fiscal Services with payroll operations for the Libraries. Monitors and communicates UF payroll policies and ensures Library practice adheres to them.

2.5% Assists in preparing tenure and promotion packets for submission to the Office of Academic Affairs.

2.5% Assists with staff development and training on an as needed basis.

**MARGINAL FUNCTIONS OF THE JOB AND THE PERCENTAGE OF TIME SPENT ON EACH FUNCTION** [NOTE: FOR PURPOSES OF ADA, THESE FUNCTIONS ARE MARGINAL ONLY TO INDIVIDUALS COVERED UNDER THE ADA WHO ARE UNABLE TO PERFORM THESE FUNCTIONS WITH OR WITHOUT REASONABLE ACCOMMODATION BECAUSE OF A COVERED DISABILITY.]

**SUPERVISION RECEIVED.** EXPLAIN THE TYPE AND EXTENT OF INSTRUCTIONS OR DIRECTIONS NORMALLY GIVEN TO THIS POSITION BY THE IMMEDIATE SUPERVISOR.

Supervision as needed. Instruction given through Library Policy and Procedure manual, e-mail and verbally. Meet once per week with Library Human Resource Officer and other office staff to discuss on going planning.

**SUPERVISION EXERCISED.** LIST THE CLASS TITLES AND POSITION NUMBERS OF POSITIONS UNDER THE DIRECT SUPERVISION OF THIS POSITION.

Co-hires and trains student assistants providing 1.0 FTE.

**NORMAL WORK SCHEDULE.** (ENTER DAYS/HOURS HERE):

EXPLAIN ANY VARIATIONS FROM THIS SCHEDULE (EX: ON CALL, SHIFT ROTATIONS, SEASONAL EXTENDED HOURS, TRAVEL, ETC.):

Working Hours: a) Daily from 8:00 to 5:00 b) Total hours per week 40; c) Explain any variations in workweek, split shifts, on-call status, or rotations.

**EDUCATION, TRAINING, AND EXPERIENCE.** IN ORDER OF IMPORTANCE, STATE ANY SPECIFIC EDUCATION, TRAINING, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THIS POSITION. IN ADDITION, IDENTIFY THE MINIMUM QUALIFICATIONS AS LISTED IN THE CLASS SPECIFICATION FOR THIS CLASSIFICATION (AVAILABLE AT [www.hr.ufl.edu/departmental/ccestablishing.htm](http://www.hr.ufl.edu/departmental/ccestablishing.htm)). LIST ANY ADDITIONAL OR PREFERRED QUALIFICATIONS SPECIFIC TO THIS POSITION.

**MINIMUM QUALIFICATIONS**

A bachelor's degree in an appropriate area of specialization; or a high school diploma and four years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.

**PREFERRED QUALIFICATIONS**

- Experience in human resource management.
- Excellent interpersonal and customer relations skills.
- Excellent communication skills, both oral and written.
- Knowledge of office procedures and office management.

- Computer skills: word processing, database management.
- Able to maintain confidentiality.
- Able to utilize sound and independent judgment.
- Excellent time management skills.
- Good analytical abilities.
- Ability to manage statistical databases.

**REQUIRED LICENSES, CERTIFICATIONS, AND OTHER SPECIFIC REQUIREMENTS OF LAW.** PLEASE REVIEW THE STATEMENTS BELOW AND PLACE A "Y" IN FRONT OF ALL THAT APPLY.

THIS POSITION REQUIRES A POST OFFER HEALTH ASSESSMENT.

THIS POSITION IS RESPONSIBLE FOR MEETING THE REQUIREMENTS OF THE RULES OF UNIVERSITY OF FLORIDA, 6C1-3.022 FINANCE AND ADMINISTRATION; PAYMENT TO VENDORS; PAYMENT PROCESSING GUIDELINES, AS AMENDED, REGARDING THE APPROVAL AND/OR PROCESSING OF VENDORS' INVOICES AND/OR DISTRIBUTION OF WARRANTS TO VENDORS.

THIS POSITION REQUIRES LICENSURE, CERTIFICATION, OR OTHER SPECIAL REQUIREMENTS (PLEASE SPECIFY).

THIS POSITION REQUIRES A CRIMINAL BACKGROUND CHECK. **Yes**

THIS POSITION PROVIDES CARE TO CHILDREN, THE DEVELOPMENTALLY DISABLED, DISABLED ADULTS, OR IS OTHERWISE DEFINED IN SECTION 110.1127 (3)(A) FLORIDA STATUTES AND THEREFORE REQUIRES A SPECIAL BACKGROUND CHECK AS DESCRIBED IN SECTION 435 FLORIDA STATUTES.

THIS POSITION IS SUBJECT TO FEDERAL AND STATE PRIVACY REGULATIONS.

OTHER, PLEASE SPECIFY:

**OTHER CHARACTERISTICS OF THE POSITION.** DESCRIBE OTHER CHARACTERISTICS OF THE POSITION SUCH AS PHYSICAL, MENTAL, AND ENVIRONMENTAL FACTORS ESSENTIAL TO THE SATISFACTORY PERFORMANCE OF THE FUNCTIONS OF THE POSITION, OR OTHER CHARACTERISTICS, WHICH HAVE NOT OTHERWISE BEEN DESCRIBED IN THE POSITION DESCRIPTION.

### **NON EXEMPT (HOURLY) POSITIONS ONLY:**

**MACHINES AND EQUIPMENT USED REGULARLY.** INDICATE PERCENTAGE (%) OF TIME IN THE OPERATION OF EACH.

PC 85%, Calculator 5%, Copier 10%

### **EXEMPT (BIWEEKLY/ANNUAL) POSITIONS ONLY:**

**POLICY MAKING AND/OR INTERPRETATION.**

**PROGRAM DIRECTION AND DEVELOPMENT.**

**LEVEL OF PUBLIC CONTACT.** STATEMENT OF INTERNAL AND EXTERNAL BUSINESS CONTACT, INCLUDING FREQUENCY AND SCOPE.

**MONETARY RESPONSIBILITY.** AMOUNT AND CONSEQUENCE OF ERROR.

**STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA.** (THE DISCLOSURE OF WHICH WOULD BE

**Boston Public Library**

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**Title: Human Resources Manager, PM 7**

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**The Organization**

A leading American historian has called the Public Library of the City of Boston “one of the five great libraries of the world.”

Well over 3.4 million people visit the Boston Public Library every year to use its collection of 6 million books. Another 4.6 million people connect with the BPL through its website [www.bpl.org](http://www.bpl.org) to take advantage of its many services and its growing collection of electronic resources, downloadable media and digitalized rare books and manuscripts.

Among its preeminent collections, the BPL holds several first edition folios by William Shakespeare; original music scores by Mozart, Prokofiev and others; and the personal library of President John Adams. In addition, the BPL is home to the renowned Norman B. Leventhal Map Center, which includes over 200,000 historic maps and 5,000 atlases documenting the evolution of the printed map.

Over 12,000 programs and classes attract thousands of residents from across the diverse neighborhoods and cultural groups that make up the city. Award winning online and in-library homework assistance sessions, ESL and literacy classes, are also a popular draw.

The BPL has almost 600 employees and has an annual budget of about \$36 million. It is a department of the municipal government of Boston and a statutory charitable organization governed by a board of nine distinguished trustees appointed by the Mayor.

**Position Overview**

Administrative, technical and professional responsibilities directing and supervising the personnel systems of the Library, within the framework of the personnel systems of the City of Boston, including classification, compensation, recruitment, selection, labor relations, performance appraisal, benefits administration, civil service and training; technical work in developing and maintaining the personnel policies and procedures of the Library.

**Reports to**

Director of Administration and Finance

**Scope of Responsibility**

1. Manages and supervises the human resources department to achieve goals within available resources; develops and maintains a human resources system that meets management information needs; oversees the analysis, maintenance, and communication of records required by law or; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
2. Actively participates in the collective bargaining process; suggests bargaining concepts and strategies; works with City labor counsel and assists in presenting the Library's case to mediators, fact finders and arbitrators as needed; assists with drafting necessary contract language and agreements; coordinates pre and post-negotiation activities including submission of cost items, communication of contract changes to department heads, scheduling of any major retroactive payments, etc.; continuously administers collective

**Boston Public Library**

bargaining agreements ensuring compliance to labor contracts; maintains communications with appropriate union officials for exchange of information, informal discussion of union-management affairs and related matters; assists with the grievance process.

3. Responsible for developing, administering and proposing improvements to the Library's salary administration plan and classification plan; monitors and reviews current personnel policies, job classification and salary structures and recommends changes as required; revises and maintains job descriptions; oversees the implementation of the performance appraisal system.
4. Administers the civil service system as applicable to employees in the Library; counsels Library staff on civil service procedures and other applicable state and federal laws and Library policies.
5. Oversees all affirmative action guidelines and diversity programs for the Library.
6. Responsible for maintenance of employment applications, employee records and personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, reference and credit checks, CORI or other similar programs, performs special studies and advises the public on job opportunities and application procedures..
7. Oversees the administration of insurance and employee benefit plans, including worker's compensation; acts as a group insurance administrator; acts as liaison between City Hall and Library employees to ensure that correct benefits are provided and that problems or disputes are resolved whenever possible; counsels employees on benefit programs and levels and on payment/reimbursement procedures.
8. Oversees the administration of the Library-wide payroll and human resources information system.
9. Mediates problems between employees; works to improve communication within and between departments; answers questions from department heads and supervisors concerning personnel policies and procedures.
10. Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations.
11. Prepares reports and recommends procedures to reduce absenteeism and turnover.
12. Collaborates with management staff on the design and implementation of a training and professional development program for all employees.
13. Ensures Library-wide compliance with existing laws, rules, ordinances and regulations governing the acquisition and utilization of employees.
14. Plans and conducts new employee orientation to foster positive attitude toward organization goals.
15. Represents the Library at personnel related hearings and investigations.
16. Performs similar or related duties as required or as situation dictates.

**Boston Public Library**

**Qualifications**

1. **Education and Experience:**

Bachelor's degree in human resources, public administration, business administration, labor relations or related field; and five years of experience in personnel including four years in a supervisory capacity, preferably in a Library setting; or any equivalent combination of education and experience. Advanced degree in public administration with a concentration in personnel management highly desirable.

2. **Knowledge, Ability and Skill:**

*Knowledge.* Thorough knowledge of public sector personnel practices and applicable federal and state laws regulating hiring and collective bargaining matters. Thorough knowledge of employee classification, compensation and benefits, recruitment, selection, training, and labor relations. Demonstrated successful experience with an electronic payroll (PeopleSoft a definite plus).

Demonstrated problem solving ability and ability to maintain productive relations in a complex and changing environment. Strong management and supervisory skills. Integrity, initiative, judgment, discretion, dependability and ability to work under pressure and deadlines essential.

*Ability.* Ability to interact in a positive and effective manner with personnel at all levels of authority. Ability to communicate clearly and concisely, in writing and orally. Ability to recruit, interview and evaluate job applicants for diverse positions. Ability to maintain accurate and detailed records. Ability to prepare and analyze comprehensive reports. Ability to carry out assigned projects to their completion. Ability to efficiently and effectively administer a human resource system.

*Skill.* Skill in the use of personal computers, particularly word processing and spreadsheet applications. Excellent public relations skills Solid negotiating skills.

3. **Residency** – Must be a resident of the City of Boston upon the first day of hire.

4. **CORI** – Must successfully clear a Criminal Offenders Record Information check with the City of Boston.



**BOSTON PUBLIC LIBRARY**  
Special Library Assistant V

BOSTON PUBLIC LIBRARY  
Job Description

Title: Special Library Assistant V  
Grade: LA8  
Class: GG

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**Class Specifications:** Includes Library Assistants whose duties involve the following: under the direction of the Director of Human Resources, or designee, to be responsible for recruitment, HR training, managing the performance evaluation system, orientation, employee handbook and other Human Resources tasks in support of the overall Human Resources operation.

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Typical Duties:

Under general supervision, and in accordance with standard policies and practices, performs any and all of the following:

1. Supervises and trains the clerical staff in the on-going procedures and work of the Office.
2. Assumes responsibility for the preparation, processing, and completion, and distribution of all Personnel Action Reports, and other documents relating to resignations, terminations, and retirements.
3. Assumes chief responsibility for the processing of and current maintenance of pertinent records required by the Commonwealth of Massachusetts, Division of Personnel Administration.
4. Maintains liaison with City of Boston agencies such as Health Benefit and Insurance Division, Retirement Board, Workers' Compensation Office, Office of Labor Relations, and the Office of Human Resources at City Hall.
5. Creates complex reports and letters and updates and maintains databases.
6. Manages the recruitment, selection and hiring of employees.
7. Present offers and enter into salary negotiations with external applicants.
8. Performance Review System management, including regularly training groups and individuals on process, serving on committee with unions to modify process, and monthly notification and tracking.
9. Assumes chief responsibility for the maintenance of all permanent Human Resources records, both manual and automated, including job descriptions, job postings, and performance evaluations.
10. Designs and conducts Human Resources training and orientations.
11. Drafts human resources procedures and policies.
12. Maintain and update job descriptions
13. Lead and assist in special HR related projects.
14. Updates the Employee Handbook.
15. Performs related duties as required.

David's revision 2/04



Minimum Qualifications:

**Education:** Relevant Bachelor's degree in a related field from a recognized college or university; formal business training including word processing training and/or proven employment record supporting ability to perform well at this level.

**Experience:** Three or more years professional level experience preferably in a Human Resources Office or comparable organization with direct experience working with Microsoft Office, Access, Excel, PowerPoint, PeopleSoft and other electronic programs with an emphasis on policy, procedure, employee communication, recruitment and training. Prior experience in working in an automated office environment at a supervisory level. Experience in training groups of employees.

**Special Qualifications:** Excellent interpersonal skills. Excellent writing skills. Demonstrated ability to accept responsibilities; able to work in a fast-paced, environment where multiple tasks and deadlines are a dominant feature; tact in dealing with people; ability to supervise and organize the work of others; to communicate effectively with all levels and types of employees and applicants. Dependability.

Revised February 2004

