



Position Description

Date	6/24/2021 7/31/2021- revised to exempt 1/2/2026 – add safety duties & union responsibilities, minor corrections		
Working Job Title	Human Resources Specialist		
Job Code	B17013	Occupational Standard Title	Human Resources Generalist 3
Position #	51500006		
Status (check the appropriate box)	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Temporary/Other		
Supervisor Title	Central Service Administrator	P#: 51500029	
Does this position supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, how many FTE? _____	
Eligible for telework/remote work?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

SUMMARY

The **Human Resources Specialist** coordinates and delivers human resources (HR) services for the Montana State Library. The position is responsible for providing consultation to management on strategic staffing plans, compensation, training and development, budget, and employee/labor relations, and performing and overseeing Montana State Library human resource management functions. The position reports to the Central Services Manager.

RESPONSIBILITIES & DUTIES

A. Human Resource Planning and Advising

45% of time

Provide advice and expertise and participate in departmental planning activities to ensure the department hires and retains qualified staff, support the agency mission and goals, and ensure compliance with state and federal regulations.

1. **Participate in short-term operational planning and long-term strategic planning** to ensure MSL has appropriate staffing. This involves developing strategic human resource objectives, taking a leadership role in developing a culture that enables employees to work in a positive work environment in alignment with MSL values, and implementing actions to address employee relations issues.
2. **Serve as expert and advisor for leaders and supervisors** to support and guide the development and implementation of policy, planning, performance, and compliance initiatives.
3. **Develop and implement personnel policies, procedures, and programs consistent with current State and federal laws, regulations, and policies.** This involves synthesizing State and Federal regulations, budget restrictions, public perceptions, etc. into consolidated policies and programs.
4. **Develop human resource programs and strategies to enhance recruitment, selection, motivation, and retention.** This includes analyzing turnover, job requirements, job descriptions, operations, best practices, and applicable regulations to develop and implement recommendations.
5. **Coordinate workforce-planning activities to ensure adequate staffing to support program operations.** This involves assessing program requirements, budgetary restrictions, and management expectations to recommend organizational structures, program staffing, and personal services budgets (i.e., modifying or adding positions).
6. **Provide human resource information and analysis to support planning, proposals or responses, and audit reviews** so that leadership has accurate information to make decisions. Produce accurate data and provide regular updates for the HR Dashboard.

B. Human Resource Administration

45% of Time

Perform and oversee agency HR operations by providing expert consultation, training, and guidance to agency supervisors and performing the full scope of HR functions.

1. **Coordinate the development and implementation of goals, policies, and priorities for human resource programs and services to improve MSL personnel administration.** This includes applying policy analysis and research methodologies, human resource management concepts, and program administration principles to evaluate human resource management programs, operations, and policy. Synthesize and analyze gathered data to develop solutions or alternatives, and to provide human resources

policy and program recommendations to leadership. Track and manage position data, employee wage data and adjustments, and maintain all related files accurately and timely.

2. **Provide advice and assistance to supervisors on employee relations and the resolution of grievances or performance issues.** This involves leading the grievance process, conducting investigations of internal conflicts and complaints, and developing solutions that adhere with MSL policies and procedures. Maintain compliance with MSL standards when implementing appropriate disciplinary actions. Represent the MSL in personnel-related hearings and investigations.
3. **Develop and provide training to ensure workforce competency and readiness and to ensure that programs are operating efficiently.** Administers training to provide professional development opportunities. Provides training regarding human resources policy and procedures, managerial functions, disciplinary actions, Federal and State operations, and coordinates training and professional development functions for the agency.
4. **Act as the Americans with Disabilities Act (ADA) Coordinator and Equal Employment Opportunity (EEO) Officer to ensure compliance and promote diversity.** Initiate, develop, and recommend policies and procedures; ensure compliance with State and Federal ADA and EEO laws and regulations; conduct internal investigations; and participate in investigating and resolving or defending ADA and EEO charges.
5. **Act as the agency safety coordinator to ensure mandatory safety training and safety protocols are followed.** Coordinate the MSL Safety Committee and serve as the agency representative to the State Safety and Risk Management Groups. Monitor workplace injury reporting and follow up on all reported injuries. Ensure compliance with all state and federal workplace safety requirements and notifications.
6. **Provide guidance to managers regarding recruitment, selection, and orientation activities** to ensure they hire qualified staff in a timely and compliant manner to support department programs. Monitor recruitment and selection processes to ensure compliance with Federal and State laws, codes, and regulations, including EEO and ADA and provide consultation and assistance with hiring and new hire orientation.
7. **Direct the classification and compensation plan to provide competitive pay in compliance with state policy and law.** This includes ensuring compliance with the FLSA and state pay plan and classification rules; developing and administering the agency pay plan; establishing and maintaining classifications and competitive pay ranges for positions; evaluating wage and benefit surveys; and analyzing, evaluating, and making recommendations on job reclassifications, promotions, and pay adjustments.

8. **Coordinate and participate in agency labor union collective bargaining negotiations and labor-management committee.** Act as the agency subject matter expert regarding labor union contract provisions. Provide recommendations to leadership regarding agency actions that may affect union members.
9. **Establish and administer MSL's performance management program** to support the achievement of organizational goals and to provide meaningful feedback to employees.
10. **Provide support and reporting to the MSL Commission.** This includes policy interpretation, quarterly staffing reports, and coordinating the annual State Librarian evaluation process completed by the commission.

C. Program Operations

5% of Time

Support and advise on centralized services operations to ensure effective integration of HR programs and policies.

1. **Participate in the development and administration of the Human Resources Office budget** by forecasting requirements, monitoring expenditures, and recommend adjustments as necessary. Coordinate contracts for human resource projects by defining project specifications and qualifications and ensuring work meets agency standards.
2. **Coordinate effective benefit administration for employees** to ensure effective program utilization and legal compliance, and to support and retain employees. This includes answering questions and coordinating enrollment and benefit change processes, and managing VEBA group enrollment and annual election.

D. Other Duties as Assigned

5% of time

Perform other duties as assigned. This includes attending training, performing special projects, and filling in for other staff as needed.

REQUIRED COMPETENCIES

Knowledge of the concepts and theories of human resource administration. This includes knowledge of labor law; organizational analysis; research and analysis practices; training and needs assessment methodologies; instructional methods and evaluation processes; information systems, investigative practices; labor relations and contract negotiation techniques; recruitment and selection methods and techniques; conflict resolution; and the needs and operations of the MSL.

Skill in written and verbal communication, public speaking and presentation, customer service, and operating computer hardware and software. Skills in the operation of a computer and

business software applications; change management and relationship-building; project planning and administration; mediating; and designing and implementing human resources systems and policies. Other skills include strong negotiation, analytical, problem-solving, and decision-making.

This position requires the ability to analyze information to make sound recommendations and decisions; develop and organize programs and procedures; and communicate effectively with a variety of audiences with various levels of understanding of the subject matter. Requires a demonstrated ability to work and engage in diverse working environments. Other abilities include functioning under pressure and managing conflicting points of view; discretion, integrity, and fair-mindedness; and managing multiple sensitive or controversial issues simultaneously.

MINIMUM QUALIFICATIONS

This position requires education and experience equivalent to a bachelor's degree in human resources, business administration, public administration, or a related field, and five years progressively responsible human resource management experience.

PREFERRED QUALIFICATIONS (OPTIONAL)

Certification as a Professional in Human Resources, Senior Professional in Human Resources, SHRM-Certified Professional or SHRM-Certified Senior Professional is preferred.

MINIMUM PHYSICAL/MENTAL REQUIREMENTS

- May require eight or more hours a day working with a computer.
- May require more than a 40-hour workweek.
- May work weekends or after hours to perform systems upgrades or changes.
- Communicating effectively over the phone.
- May involve dealing with upset individuals (the need to deescalate and work with frustrated customers).
- Ability to perform repetitive tasks.

SUPERVISOR APPROVAL

SUPERVISOR SIGNATURE/DATE:

Signature

Date

Name/Title (please print)