



# METROPOLITAN LIBRARY SYSTEM

## Job Description

<b>Job Title:</b>	<b>Human Resources Specialist (Employment)</b>	<b>Position Code.:</b>	<b>1184-114</b>
<b>Reports To:</b>	<b>Human Resources Manager</b>	<b>Classification/Cat:</b>	<b>Non-exempt/1</b>
<b>Division:</b>	<b>Human Resources</b>	<b>Safety Sensitive</b>	<b>No</b>
		<b>Date:</b>	<b>03/2026</b>

### **JOB SUMMARY:**

Under general direction, performs professional-level human resources functions that support the library's workforce, including recruiting and orienting new staff, assisting with employee relations matters, administering workers' compensation claims, ensuring compliance with applicable employment laws, and maintaining accurate HR records.

### **ESSENTIAL JOB FUNCTIONS:**

#### **Recruitment and Hiring**

- Performs full-cycle recruitment for authorized positions, providing prompt, professional, and respectful service to external applicants and internal guests, including posting openings, screening and evaluating candidates, coordinating interviews, checking references, and extending employment offers.
- Meets with hiring managers to assess staffing needs and develop recruiting strategies to build a pipeline of qualified candidates.
- Participates in career fairs and develops partnerships with educational institutions, professional organizations, and trade schools.
- Sources active and passive candidates through networking, social media, employee referrals, and resume databases, and collaborates with Communications to promote library career opportunities.
- Ensures all recruitment and hiring activities comply with Equal Employment Opportunity (EEO) guidelines and applicable labor laws.

#### **Orientation**

- Introduces prospective and new employees to library policies, procedures, job duties, working conditions, wages, and advancement opportunities, ensuring a positive and professional experience aligned with organizational values.
- Conducts new-employee orientation, including processing new-hire documentation, notifying managers, and distributing materials to internal partners.

#### **Employee Relations and Compliance**

- Responds to internal guest inquiries regarding HR policies, procedures, and benefits in a timely and professional manner.
- Assists their manager with employee relations and compliance matters, including exit interviews, talent development data, and organizational improvement.
- Ensures compliance with USCIS Form I-9 Employment Eligibility Verification, performing annual audits.
- Maintains labor law postings and audits library sites to ensure compliance.

#### **Workers' Compensation & Safety**

- Files workers' compensation claims in compliance with the Family and Medical Leave Act (FMLA) and the Americans with Disabilities Act (ADA), tracking resolution with their manager and attending court proceedings as required.
- Evaluates light-duty recommendations, collaborates with management to identify appropriate job duties, and creates and tracks Light Duty Agreements.
- Collaborates with the HR team to compile, distribute, and file the annual OK300 Log of Work-Related Injuries & Illnesses and OK300A Summary with the Oklahoma Department of Labor in accordance with Public Employees Occupational Safety and Health (PEOSH) regulations.
- Coordinates and manages the Drug and Alcohol Testing Program, including scheduling, vendor coordination, and recordkeeping.
- Promotes safe work practices and compliance with safety rules.

## **HR Systems and Records Management**

- Maintains Human Resource Information System (HRIS) data, job-related licenses, and certifications for all positions, and conducts HRIS manager training.
- Secures and manages applicant, medical, personnel, and workers' compensation files in accordance with library record retention policies and confidentiality requirements, including the Health Insurance Portability and Accountability Act (HIPAA) and the Oklahoma Open Records Act.

## **Reporting and Administrative Support**

- Provides regular status reports on open requisitions, assists with budget preparation and justification, and maintains awareness of the annual budget when performing job duties.
- Performs special assignments, including research, report preparation, project management, and program development.

## **Professional and Organizational Responsibilities**

- Provides prompt, professional, and respectful service to internal and external guests by anticipating needs, resolving concerns, and delivering positive experiences consistent with organizational values.
- Champions the library's strategic priorities with the system's vision and values in mind.
- Maintains awareness of HR trends, developments, and best practices through professional literature, news media, and association participation.
- Works in a manner safe to the individual and other people; follows safety rules and safe working practices; uses safety equipment as required.
- Defends the principles of the Citizen's Bill of Library Rights, the Freedom to Read Statement, the privacy of library guests' records and the code of professional ethics.
- Performs other duties as assigned.

## **FREQUENCY OF TRAVEL REQUIREMENTS:**

- Occasional travel to other library locations
- Occasional travel within the state for appropriate professional development and networking.

## **INTERACTION:**

- Interaction with all levels of staff, candidates, partners, and the public.

## **MATERIAL AND EQUIPMENT USED:**

- Computer(s)/Printer(s)/Scanner(s)
- General Office Equipment

## **MINIMUM QUALIFICATIONS REQUIRED:**

### **Education and Experience:**

- Bachelor's degree from an accredited four-year college or university; and
- 3 years of human resources experience, preferably with a focus on employment and recruitment.

### **Licenses and Certifications:**

Required within 12 months from the date of hire:

- Human Resources Professional Certification: SHRM-CP®/SHRM-SCP® and/or PHR®/SPHR®)

## **HIGHLY PREFERRED QUALIFICATIONS AND COMPETENCIES:**

- Experience using an HRIS.
- Experience using an Applicant Tracking System.
- Experience working for a public entity.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge of:**

- Human resource management practices, standards, and federal, state, and local employment laws, with emphasis on public-sector requirements.
- Principles and practices of recordkeeping, report preparation, filing systems, and records management.
- English language proficiency, including grammar, spelling, punctuation, and vocabulary needed to perform job duties.
- Standard business math, including percentages and decimals.
- Basic structure, policies, procedures, and functions of library operations.

- Computer applications and office technologies that are required to perform essential job functions.

**Skill in:**

- Providing varied, responsible, and confidential assistance or support to a department head and other professionals.
- Using tact, discretion, initiative, and independent judgment within established guidelines.
- Analyzing and resolving personnel-related situations and problems.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Using an advanced level of interpersonal skills necessary to effectively give and extricate information in a courteous and friendly manner.

**Mental and Physical Abilities:**

- Ability to listen effectively, think critically, and apply sound judgment.
- Ability to work independently, manage time efficiently, maintain attention to detail, and handle multiple tasks simultaneously.
- Ability to read, analyze, and interpret professional journals, technical procedures, and government regulations.
- Ability to solve practical problems when standard approaches may not apply.
- Ability to write routine reports and correspondence and to speak effectively before groups of staff.
- Ability to travel to various locations and to access reliable transportation to do so.
- While performing the essential functions of this job, the employee is frequently required to move from place to place, use hands to finger, and speak and hear.
- While performing the essential functions of this job, the employee is occasionally required to lift and/or move up to 25 pounds.

**SUPERVISORY RESPONSIBILITY:**

- This position has no supervisory responsibilities.

**WORK ENVIRONMENT:**

- Works in a normal office environment where there are little or no physical discomforts associated with changes in weather or discomforts associated with noise, dust, dirt, and the like.
- This position is eligible for Core and Emergency Telework.

**SUMMARY STATEMENT:**

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. Any essential function or requirement of this job will be evaluated as an interactive process, as necessary, should an incumbent or applicant be unable to perform the function or meet the requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent or applicant so long as the accommodation does not create an undue hardship to the System or if doing so causes a direct threat to the individual or others in the workplace and the threat cannot be eliminated by reasonable accommodation.

NOTE: The System reserves the right to amend or change this job description from time to time and/or assign other tasks for the Employee to perform as the System may deem appropriate.