



HR Generalist

The Hartford Public Library seeks an HR Generalist to work at our flagship downtown library and corporate office. The HR Generalist will provide support to the Director of Human Resources. Facilitates critical HR activities including bi-weekly payroll, recruitment, compliance and HRIS administration. Acts as a liaison. Applies HR policies and contract provisions. Will participate in departmental and organizational HR projects. Ensures compliance with federal and state guidelines, reporting, and payroll.

Duties

- Process bi-weekly payroll (new hires, separations, salary/position changes etc.)
- HRIS Administration (Timekeeping, Payroll, MUNIS, Performance Management etc.). Enter new employees into HRIS systems. Support employee usage of HR tools
- Conducts hiring and onboarding including background checks and collection of all required documentation. May participate in recruitment. Will facilitate interview scheduling and job postings.
- Conduct bi-weekly/monthly new employee orientation.
- Respond to employee inquiries regarding policies, procedures, and contract provisions.
- Participate in generalist projects (i.e.: recruiting implementation, market studies etc.)
- Process leaves of absences, workers compensation, unemployment claim and verifications.
- Conduct benefits administration including annual open enrollment processes, tuition reimbursement, etc.
- Provide departmental and other required reports. Maintain compliant personnel files and HR records.
- Performs other duties as assigned.

Qualifications:

- Bachelor degree required.
- Minimum of 3 to 4 years of HR experience with increasing responsibility.
- Payroll and/or HRIS administration required.
- Strong technology skills. Proficiency with Microsoft Office suite and Google products required.
- Knowledge/experience with MUNIS highly desirable.
- Excellent organizational skills, attention to detail and system/process orientation.
- Exercise sound judgement, problem solving skills confidentiality, and discretion. Possess unreproached integrity and character.
- Must have a sense of humor, like people, and can establish and maintain effective working relationships with stakeholders and customers.

To Apply: Please email resume and cover letters to the attention of the Director of Human Resources at dsmith@hplct.org and note **HR Generalist** in the subject line.

Hartford Public Library is an Equal Opportunity Employer.