

HR Operations Coordinator

Hartford Public Library is nationally recognized for its wide range of initiatives including immigration services, employment assistance, school partnerships and youth leadership training. Now celebrating its 127th year, Hartford Public Library remains at the forefront of redefining the urban library experience. HPL is the catalyst for opportunities in education, civic engagement, intellectual enrichment and cultural development for tens of thousands of children, youth and adults every year. www.hplct.org.

The library seeks an HR Operations Coordinator. In this role you will manage and coordinate various human resources activities and assist with the day-to-day operations. This role reports to the HR Director and is located at the downtown library. This role is a great opportunity for an incumbent who has worked in HR as an administrator and/or generalist and is looking to grow their skill level, gain some valuable hands on experience and make an impact while learning more about Human Resources as a profession.

- Facilitation of critical HR activities including bi-weekly payroll, compliance and HRIS administration.
- Partner with third party vendor to complete onboarding including background checks and collection of all new employee required documentation.
- Applies HR policies and contract provisions.
- Provides support for the recruitment process including coordinating job offers, posting job ads and scheduling interviews
- Potential to support and participate in the interview process
- Coordinates and conducts new employee orientations on an as needed basis (bi-weekly/monthly)
- Enter new hires in MUNIS and all HRIS systems and ensure enrollment in pension
- Ensure all new hires and existing employees are in compliance with all state and federal regulations
- Maintain compliant personnel files and HR records.
- Ensure annual performance evaluations/supervisions are being performed for all employees
- Respond to employee inquiries regarding policies, procedures, and contract provisions.
- Perform other generalist tasks such as, but not limited to: reporting (quarterly, recruitment, onboarding status, headcount), recruiting implementation and market studies.
- Process leaves of absence, worker's compensation, unemployment claims and verifications.
- Conduct benefits administration including annual open enrollment processes, tuition reimbursement, etc.
- Responsible for providing employment verifications & unemployment claims tracking/response
- Perform audits of own work or that of others to ensure conformance and accuracy with established procedures.
- Performs other duties as assigned.

Qualifications

- Associate degree in related field required.
- Minimum of 1-3 years of HR experience with increasing responsibility.
- Payroll and/or HRIS administration required.
- Must possess strong technology skills and be very organized.
- Must have experience with Payroll software.

- Demonstrated ability to take initiative and ownership of projects with strong attention to detail and accuracy.
- Demonstrated ability to maintain confidentiality and effectively handle highly sensitive and personal information with sound judgement, tact and discretion.
- Collaborative team player, able to work effectively on multiple assignments in a team environment.
- Excellent organizational and administrative skills.
- Proficient in Microsoft Office suite and other Google products required.
- Basic knowledge of federal and state labor laws.
- Excellent customer service skills.
- Effective oral and written communication skills.
- *COVID-19 vaccination required*

Preferred Experience:

- Bachelor degree preferred.
- MUNIS experience highly desirable
- Working knowledge of collective bargaining agreements.

To Apply: Please email resume and cover letters to the attention of the Director of Human Resources at sdwhite@leadingculturesolutions.com and note **“HR Operations Coordinator”** in the subject line.

Hartford Public Library is an Equal Opportunity Employer.