

1300 St. Germain Street West  
St. Cloud, MN 56301  
Telephone 320-650-2500 Fax 320-650-2501

**Board of Trustees Personnel Committee Meeting**  
**Tuesday, July 18, 2023, 5:30 p.m.**  
**St. Cloud Public Library Mississippi Room**  
**Agenda**

- |  |      |
|--|------|
| 1. Call to Order   | 5:30 |
| 2. Adoption/Amendment of Agenda  | 5:31 |
| 3. Position Descriptions Revisions ( <a href="#">Requested Action – Approve</a> ) pg 3 | 5:32 |
| 4. Personnel Policy Update ( <a href="#">Requested Action – Approve</a> ) pg 23        | 5:40 |
| 5. Next Meeting – To Be Determined   | 5:42 |
| 6. Adjournment   | 5:45 |

July 18, 2023



## Associate Director – Human Resources and Administrative Assistant Position Descriptions Revisions

Submitted by Ryan McCormick, Associate Director – Human Resources

### BOARD ACTION REQUESTED

Information                       Discussion                       Approve/Accept

### RECOMMENDATION

Approve revised position descriptions for Associate Director – Human Resources and Administrative Assistant.

### BACKGROUND INFORMATION

Supporting Documents Attached:

- Markup and clean versions of Associate Director – Human Resources and Administrative Assistant position descriptions

These changes are a continuation of the Human Resources and Accounting reorganization plan that began in September 2020. The Administrative Assistant position has been updated to reflect the amount of confidential data that is handled by the position, highlight the position's role in providing back up to other departments, and clarify other duties and responsibilities.

Both position descriptions have been streamlined and formatted into the new template. The template was developed to incorporate recommendations made by Filsan Talent Partners as part of our FY21 Library Services & Technology Act grant *Advancing Equity and Inclusion in Central Minnesota Libraries*.

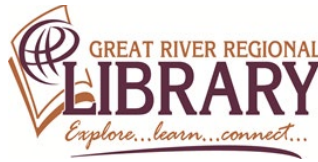
### FINANCIAL IMPLICATIONS

Estimated Cost: None      Funding Source: 2023 GRRL Operating      Budgeted:  Yes       No       N/A

### ACTION

Passed                       Failed                       Tabled





## ASSOCIATE DIRECTOR, - HUMAN RESOURCES

**Department:** ~~Human Resources/GRRL~~  
**Reports To:** ~~Executive Director~~  
**Union:** ~~Non-Union~~

**Pay Grade:** ~~29~~  
**FLSA Status:** ~~Exempt~~

**Date Approved:** ~~02/12/2002~~  
**Date of Last Revision:** ~~11/19/2013, 07/18/2017~~

### JOB SUMMARY

~~Under administrative direction, t~~The Associate Director, - Human Resources assists the organization in meeting its strategic goals through recruitment, development and retention of a high performing work force. Areas of overall responsibility include ~~compensation and benefits, payroll processing, the hiring process, staff recognition, training and development, policy and procedure development, safety and wellness, and performance management.~~

### OUR COMMITMENT TO DIVERSITY AND INCLUSION

GRRL is committed to recruiting and retaining a diverse workforce and providing a work environment free from discrimination and harassment.

We seek to foster an environment of inclusion where all employees are treated respectfully and are valued for their strengths. Our work is guided by our values of providing exceptional customer service, being forward thinking and having a community focus that serves patrons from all socioeconomic, educational, literacy, and cultural backgrounds.

### PRIMARY DUTIES AND RESPONSIBILITIES

**The following are the regular duties for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

1. Serves as a consultant to leadership in all areas of human resources, including compliance with human resource laws and regulations.
2. Manages employee relations activities ~~including investigation, documentation and resolution.~~ May participate in union negotiations.
3. Consults with legal counsel as appropriate or as directed by the Executive Director, on human resource matters.
4. Develops and oversees the recruitment and hiring process, to attract and maintain a qualified workforce.
5. Implements programs that comply with OSHA safety requirements and ~~prevent workplace injuries and illnesses;~~ oversees OSHA recordkeeping.
6. Develops and oversees a performance management system that includes ~~employee performance reviews and~~ employee training and development programs.
7. Oversees the administration of compensation and benefit programs, that are cost effective and beneficial to employees; oversees payroll processing and reporting.
8. Interviews, schedules, trains, evaluates, and coaches Human Resources staff. May attend additional interviews as well.

- ~~7.~~
- ~~8.~~ Manages employee and labor relations. Participates in union negotiations as requested. Coordinates and communicates with union representatives as appropriate.
- ~~9.~~ Interviews candidates for all positions supervised and makes hiring recommendations to the Executive Director. Also attends interviews for GRRL positions not supervised upon request.
- ~~10.~~ Develops and monitors an annual budget that includes training, recruitment, staff recognition and Human Resource department services.
- ~~11.~~ Supervises Human Resources department staff to provide a high level of service through training and coaching staff, evaluating performance and directing work duties and responsibilities.
- ~~12.~~ 9. Develops and monitors processes and procedures to protect private and confidential human resources data and to comply with Data Practices/HIPAA policies.
- ~~13.~~ ~~Maintains the HRIS system to meet organization needs in an efficient manner.~~
- ~~14.~~ 10. Develops reports and analyzes data to make recommendations; completes required governmental reporting.
- ~~15.~~ 11. Participates on the Leadership Support Team to develop, plan, and implement the GRRL Strategic Plan and regional cross-department initiatives.
- ~~16.~~ 12. Promotes communication and transparency with the GRRL Board of Trustees by preparing Prepares materials for GRRL Board meetings. Makes policy recommendations related to human resources to the Personnel Committee.
- ~~17.~~ 13. Establishes positive employer-employee relationships that promote a high level of employee engagement and motivation through staff recognition programs.

## MINIMUM QUALIFICATIONS

Our commitment to growth: GRRL is committed to helping our future and present staff develop preferred knowledge, skills and abilities.

A successful candidate will have:

- Positive attitude and strong work ethic
- Enjoy working with people from diverse backgrounds
- Organizational, interpersonal, and time management skills
- Ability to self-direct and work as a team member
- Ability to meet deadlines and follow instructions
- Ability to foster positive working relationships and an inclusive workplace
- A desire to learn and develop skills and abilities
- Ability to be flexible and adapt to changes

### Education and Experience:

- Bachelor's degree in ~~human~~ Human resource ~~Resources~~ management or related field, or equivalent
- Four years of human resources experience including two years supervisory experience. Public sector experience preferred

### Required Knowledge, Skills and Abilities:

- ~~Knowledge of federal, state and local employment laws and regulations including payroll and benefits regulations~~
- ~~Excellent communication and interpersonal skills, both written and verbal~~
- ~~Ability to build rapport with all levels of staff, board members and external partners~~
- ~~Intermediate computer skills including Microsoft Office and HRIS systems~~
- ~~Ability to analyze data and make recommendations~~

- Ability to exercise good judgment in evaluating situations and making decisions
- Excellent organizational and leadership skills with the ability to think strategically and manage multiple priorities
- Valid driver's license and satisfactory driving record
- Ability to maintain confidential information

#### Diversity, Equity and Inclusion

- Commitment to promoting and sustaining a positive, equitable, diverse and inclusive workplace culture
- Ability and experience in collaborating with and managing working relationships across a diverse range of individuals and groups

#### Technical Knowledge

- Demonstrated proficiency with computer programs such as Microsoft Office including Excel
- Experience with Human Resources Information Systems (HRIS)
- Knowledge of state and federal regulations impacting HR administration

#### Communication, Interpersonal, and Customer Service

- Effective written and oral communication skills
- Strong customer service focus
- Team player, willing to do a variety of tasks in support of the department and team
- Ability to maintain confidential information and handle sensitive situations

#### Leadership and Management

- Ability to plan and assign work
- Ability to develop, train and direct staff
- Ability to manage multiple priorities and successfully meet deadlines
- Strong attention to detail and follow up

#### Other Abilities

- Working environment may include frequent interruptions
- Ability to travel to libraries across the region

**Scope of Work:** Highly ~~C~~ complex

**Budget Responsibility:** Develops and monitors Human Resources department budget.

**Supervisory Responsibility:** Supervises Human Resources department staff.

**Supervision Received:** Administrative direction

**Scope of Relationships (internal):** Regular contact with library staff regarding policies, ~~and~~ procedures, and to resolve issues. ~~7.~~ Participating member of Leadership Support Team.

**Scope of Relationships (external):** Regular contact with union, benefit, and HRIS representatives. Regularly makes recommendations and reports to the ~~Personnel Committee~~ Board of Trustees.

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

- [Work is typically done in an office environment](#)
- [Frequently operates office equipment](#)
- [Remains in a stationary position for extended periods of time](#)
- [Occasionally moves around the library building](#)

**Department:** [Human Resources/GRRL](#)

**Pay Grade:** [29](#)

**Reports To:** [Executive Director](#)

**FLSA Status:** [Exempt](#)

**Union:** [Non-Union](#)

**Date Approved:** [02/12/2002](#)

**Date of Last Revision:** [11/19/2013, 07/18/2017, 07/18/2023](#)

**ACKNOWLEDGEMENT OF POSITION DESCRIPTION**

This position description does not constitute an employment agreement between GRRL and the employee and is subject to change by GRRL as the needs of GRRL and requirements of the job change.

GRRL is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. GRRL will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with GRRL.

Employee signature below indicates employee's understanding of the duties and requirements of the position.

Employee \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_



**PHYSICAL DEMANDS/WORK ENVIRONMENT**

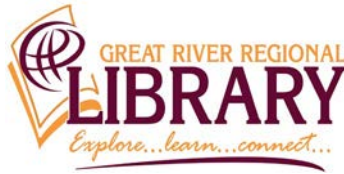
The physical demands and work environment characteristics described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work is performed in a standard office environment.

N=Not at all; O=Occasionally (under 1/3); F=Frequently (1/3 to 2/3); C=Continuously (over 2/3)

PHYSICAL DEMANDS		N	O	F	C	Description
Repetitive use of hands					X	Keyboarding
Looking at computer screen					X	
Reaching in any direction		X				
Kneel/Crouch/Crawl		X				
Bend/Stoop/Squat		X				
Balance		X				
Push/Pull/Twist		X				
Climb heights/ladder		X				
Sit					X	
Stand			X			
Walk			X			
Lift	1-10 lbs	X				
	11-19 lbs	X				
	20-49 lbs	X				
	50+ lbs	X				
Carry	1-10 lbs	X				
	11-19 lbs	X				
	20-49 lbs	X				
	50+ lbs	X				

WORK ENVIRONMENT	Yes	No	Comments
Working on unprotected heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working near moving equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to temperature extremes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Driving automotive equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Travel to libraries
Exposure to dust, fumes and gases	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working in restricted spaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to elevated noise levels for extended periods of time	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to cleaning chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Operation of equipment and/or machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General office equipment





## ASSOCIATE DIRECTOR – HUMAN RESOURCES

### JOB SUMMARY

The Associate Director - Human Resources assists the organization in meeting its strategic goals through recruitment, development, and retention of a high performing work force.

### OUR COMMITMENT TO DIVERSITY AND INCLUSION

GRRL is committed to recruiting and retaining a diverse workforce and providing a work environment free from discrimination and harassment.

We seek to foster an environment of inclusion where all employees are treated respectfully and are valued for their strengths. Our work is guided by our values of providing exceptional customer service, being forward thinking and having a community focus that serves patrons from all socioeconomic, educational, literacy, and cultural backgrounds.

### PRIMARY DUTIES AND RESPONSIBILITIES

**The following are the regular duties for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned based on the needs of GRRL.**

1. Serves as a consultant to leadership in all areas of human resources, including laws and regulations.
2. Manages employee relations activities. May participate in union negotiations.
3. Consults with legal counsel as appropriate or as directed by the Executive Director.
4. Develops and oversees the recruitment and hiring process.
5. Implements programs that comply with OSHA safety requirements and oversees OSHA recordkeeping.
6. Develops and oversees a performance management system that includes employee training and development programs.
7. Oversees the administration of compensation and benefit programs.
8. Interviews, schedules, trains, evaluates, and coaches Human Resources staff. May attend additional interviews as well.
9. Develops and monitors processes and procedures to protect private and confidential human resources data and to comply with Data Practices/HIPAA policies.
10. Develops reports and analyzes data to make recommendations; completes required governmental reporting.
11. Participates on the Leadership Support Team.
12. Prepares materials for GRRL Board meetings. Makes policy recommendations related to human resources to the Personnel Committee.
13. Establishes positive employer-employee relationships that promote a high level of employee engagement and motivation through staff recognition programs.

### MINIMUM QUALIFICATIONS

**Our commitment to growth:** GRRL is committed to helping our future and present staff develop preferred knowledge, skills and abilities.

A successful candidate will have:

- Positive attitude and strong work ethic

- Enjoy working with people from diverse backgrounds
- Organizational, interpersonal, and time management skills
- Ability to self-direct and work as a team member
- Ability to meet deadlines and follow instructions
- Ability to foster positive working relationships and an inclusive workplace
- A desire to learn and develop skills and abilities
- Ability to be flexible and adapt to changes

**Education and Experience:**

- Bachelor's degree in Human Resources or related field, or equivalent
- Four years of human resources experience including two years of supervisory experience. Public sector experience preferred

**Required Knowledge, Skills and Abilities:**

**Diversity, Equity and Inclusion**

- Commitment to promoting and sustaining a positive, equitable, diverse and inclusive workplace culture
- Ability and experience in collaborating with and managing working relationships across a diverse range of individuals and groups

**Technical Knowledge**

- Demonstrated proficiency with computer programs such as Microsoft Office including Excel
- Experience with Human Resources Information Systems (HRIS)
- Knowledge of state and federal regulations impacting HR administration

**Communication, Interpersonal, and Customer Service**

- Effective written and oral communication skills
- Strong customer service focus
- Team player, willing to do a variety of tasks in support of the department and team
- Ability to maintain confidential information and handle sensitive situations

**Leadership and Management**

- Ability to plan and assign work
- Ability to develop, train and direct staff
- Ability to manage multiple priorities and successfully meet deadlines
- Strong attention to detail and follow up

**Other Abilities**

- Working environment may include frequent interruptions
- Ability to travel to libraries across the region

**Scope of Work:** Highly Complex

**Budget Responsibility:** Develops and monitors Human Resources department budget.

**Supervisory Responsibility:** Supervises Human Resources department staff.

**Supervision Received:** Administrative direction







## ADMINISTRATIVE ASSISTANT

<b>Department:</b> GRRL Administration/GRRL	<b>Pay-Grade:</b> 16
<b>Reports To:</b> Executive Director	<b>FLSA Status:</b> Non-Exempt
<b>Union:</b> Non-Union	

**Date Approved:** 11/18/2008  
**Date of Last Revision:** 11/19/2013, 07/18/2017

Under general supervision, the Administrative Assistant provides administrative and clerical support to administrative staff to ensure efficient and effective operations.

### JOB SUMMARY

The Administrative Assistant provides administrative and clerical support to administrative staff to ensure efficient and effective operations.

### OUR COMMITMENT TO DIVERSITY AND INCLUSION

GRRL is committed to recruiting and retaining a diverse workforce and providing a work environment free from discrimination and harassment.

We seek to foster an environment of inclusion where all employees are treated respectfully and are valued for their strengths. Our work is guided by our values of providing exceptional customer service, being forward thinking and having a community focus that serves patrons from all socioeconomic, educational, literacy, and cultural backgrounds.

### PRIMARY DUTIES AND RESPONSIBILITIES

The following are the regular duties for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- ~~1. Prepares and mails meeting information to GRRL Board members in a timely manner.~~
- 1. Provides administrative and clerical support to members of administration, including providing backup to the Accounting and Human Resources departments.
- 2. Coordinates GRRL Board and various committee meetings including scheduling, ~~and set-up,~~ and preparing meeting information.
- 3. Prepares open meeting notices ~~as required~~ for GRRL Board and committee meetings. Serves as a resource regarding open meeting laws.
- 4. Ensures quorum call is completed prior to each GRRL Board meeting. Attends and take minutes at GRRL Board and committee meetings ~~to keep an accurate record of Board actions and discussions.~~
- ~~5. Provides administrative and clerical support to members of administration, including providing backup to the Payroll and Human Resources Departments.~~
- ~~6. Maintains the confidentiality of sensitive information.~~
- 7.5. Maintains and updates information and posts minutes of Board information meetings and current Board information on the GRRL website.
- ~~8.6.~~ Maintains records and files in an organized manner according to record retention policies.

- 9.7. Assists in the coordination of special projects and activities.
8. Responds to administrative inquiries and needs of the GRRL Board, library staff and the public in a professional and courteous manner while following Data Practices statutes.
9. Manages volunteer program by obtaining applications, conducting background checks, and maintaining volunteer logs. Coordinates annual volunteer recognition.
10. Accesses confidential labor relations information, including conducting market research, to prepare the employer's position for negotiations and maintains the confidentiality of that information.

## MINIMUM QUALIFICATIONS

Our commitment to growth: GRRL is committed to helping our future and present staff develop preferred knowledge, skills and abilities.

A successful candidate will have:

- Positive attitude and strong work ethic
- Enjoy working with people from diverse backgrounds
- Organizational, interpersonal, and time management skills
- Ability to self-direct and work as a team member
- Ability to meet deadlines and follow instructions
- Ability to foster positive working relationships and an inclusive workplace
- A desire to learn and develop skills and abilities
- Ability to be flexible and adapt to changes

### Education and Experience:

- High school diploma plus one year of formal education in related field, or equivalent
- Two years of related office experience

### Required Knowledge, Skills and Abilities:

- Ability to manage multiple priorities and effectively meet deadlines
- Proficiency in Microsoft Office with strong typing skills
- Strong communication skills – written and verbal
- Strong attention to detail and follow up with a high level of accuracy
- Ability to maintain confidential information

**Scope of Work:** Routine

**Budget Responsibility:** None

**Supervisory Responsibility:** None

Supervision Received: General

**Scope of Relationships (internal):** Regular contact with library staff for informational purposes.

**Scope of Relationships (external):** Regular contact with Board members and city officials.



**PHYSICAL DEMANDS/WORK ENVIRONMENT**

- [Work is typically done in an office environment](#)
- [Constantly operates office and library equipment](#)
- [Frequently positions self to shelve materials from ground level to over 6 feet high](#)
- [Remains in a stationary position for extended periods of time](#)
- [Frequently moves around the library building](#)
- [Frequently moves library books and materials up to 20 pounds](#)
- [Frequently moves carts loaded with library materials](#)
- [Constantly communicates with patrons and must be able to exchange accurate information in person, over the telephone and in writing](#)
- [May be required to work alone in the library](#)

**Department:** [GRRL Administration/GRRL](#)                      **Pay Grade:** [16](#)  
**Reports To:** [Executive Director or Associate Director - HR](#)                      **FLSA Status:** [Non-Exempt](#)  
**Union:** [Non-Union](#)  
**Date Approved:** [11/18/2008](#)  
**Date of Last Revision:** [11/19/2013, 07/18/2017, 07/18/2023](#)

**ACKNOWLEDGEMENT**

This position description does not constitute an employment agreement between GRRL and the employee and is subject to change by GRRL as the needs of GRRL and requirements of the job change.

GRRL is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. GRRL will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with GRRL.

Employee signature below indicates employee's understanding of the duties and requirements of the position.

Employee \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

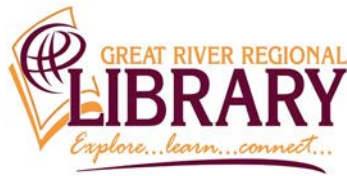
**PHYSICAL DEMANDS/WORK ENVIRONMENT**

The physical demands and work environment characteristics described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work is performed in a standard office environment.

N=Not at all; O=Occasionally (under 1/3); F=Frequently (1/3 to 2/3); C=Continuously (over 2/3)

PHYSICAL DEMANDS		N	O	F	C	Description
Repetitive use of hands					X	Keyboarding
Looking at computer screen					X	
Reaching in any direction		X				
Kneel/Crouch/Crawl		X				
Bend/Stoop/Squat			X			Filing
Balance		X				
Push/Pull/Twist			X			Push cart for meeting set up
Climb heights/ladder		X				
Sit					X	
Stand			X			
Walk			X			
Lift	1-10 lbs		X			Meeting set up
	11-19 lbs	X				
	20-49 lbs	X				
	50+ lbs	X				
Carry	1-10 lbs	X				
	11-19 lbs	X				
	20-49 lbs	X				
	50+ lbs	X				

WORK ENVIRONMENT	Yes	No	Comments
Working on unprotected heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working near moving equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to temperature extremes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Driving automotive equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to dust, fumes and gases	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working in restricted spaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to elevated noise levels for extended periods of time	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to cleaning chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Operation of equipment and/or machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General office equipment



## ADMINISTRATIVE ASSISTANT

### JOB SUMMARY

The Administrative Assistant provides administrative and clerical support to administrative staff to ensure efficient and effective operations.

### OUR COMMITMENT TO DIVERSITY AND INCLUSION

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We seek to foster an environment of inclusion where all employees are treated respectfully and are valued for their strengths. Our work is guided by our values of providing exceptional customer service, being forward thinking and having a community focus that serves patrons from all socioeconomic, educational, literacy, and cultural backgrounds.

### PRIMARY DUTIES AND RESPONSIBILITIES

**The following are the regular duties for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned based on the needs of GRRL.**

1. Provides administrative and clerical support to members of administration, including providing backup to the Accounting and Human Resources departments.
2. Coordinates GRRL Board and committee meetings including scheduling, set-up, and preparing meeting information.
3. Prepares open meeting notices for GRRL Board and committee meetings. Serves as a resource regarding open meeting laws.
4. Ensures quorum call is completed prior to each GRRL Board meeting. Attends and take minutes at GRRL Board and committee meetings.
5. Maintains and updates information and posts Board information on the GRRL website.
6. Maintains records and files in an organized manner according to record retention policies.
7. Assists in the coordination of special projects and activities.
8. Responds to administrative inquiries and needs of the GRRL Board, library staff and the public while following Data Practices statutes.
9. Manages volunteer program by obtaining applications, conducting background checks, and maintaining volunteer logs. Coordinates annual volunteer recognition.
10. Accesses confidential labor relations information, including conducting market research, to prepare the employer's position for negotiations and maintains the confidentiality of that information.

### MINIMUM QUALIFICATIONS

**Our commitment to growth:** GRRL is committed to helping our future and present staff develop preferred knowledge, skills and abilities.

A successful candidate will have:

- Positive attitude and strong work ethic
- Enjoy working with people from diverse backgrounds
- Organizational, interpersonal, and time management skills

- Ability to self-direct and work as a team member
- Ability to meet deadlines and follow instructions
- Ability to foster positive working relationships and an inclusive workplace
- A desire to learn and develop skills and abilities
- Ability to be flexible and adapt to changes

**Education and Experience:**

- High school diploma plus one year of formal education in related field, or equivalent
- Two years of related office experience

**Knowledge, Skills and Abilities:**

- Ability to manage multiple priorities and effectively meet deadlines
- Proficiency in Microsoft Office with strong typing skills
- Strong communication skills – written and verbal
- Strong attention to detail and follow up with a high level of accuracy
- Ability to maintain confidential information

**Complexity of Work:** Routine

**Budget Responsibility:** None

**Supervisory Responsibility:** None

**Supervision Received:** General

**Scope of Relationships (internal):** Regular contact with library staff for informational purposes.

**Scope of Relationships (external):** Regular contact with Board members and city officials.

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

- Work is typically done in an office environment
- Constantly operates office and library equipment
- Frequently positions self to shelve materials from ground level to over 6 feet high
- Remains in a stationary position for extended periods of time
- Frequently moves around the library building
- Frequently moves library books and materials up to 20 pounds
- Frequently moves carts loaded with library materials
- Constantly communicates with patrons and must be able to exchange accurate information in person, over the telephone and in writing
- May be required to work alone in the library

**Department:** GRRL Administration/GRRL

**Pay Grade:** 16

**Reports To:** Executive Director or  
Associate Director – HR

**FLSA Status:** Non-Exempt

**Union:** Non-Union

**Date Approved:** 11/18/2008

**Date of Last Revision:** 11/19/2013, 07/18/2017, 07/18/2023

**ACKNOWLEDGEMENT**

This position description does not constitute an employment agreement between GRRL and the employee and is subject to change by GRRL as the needs of GRRL and requirements of the job change.

GRRL is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. GRRL will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with GRRL.

Employee signature below indicates employee's understanding of the duties and requirements of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

July 18, 2023



## Personnel Policy Update – Holidays

Submitted by Ryan McCormick, Associate Director – Human Resources

### BOARD ACTION REQUESTED

- Information
  Discussion
  Approve/Accept

### RECOMMENDATION

Add Juneteenth as a paid holiday for GRRL staff.

### BACKGROUND INFORMATION

Supporting Documents Attached:

- Markup and clean versions of Personnel policy Chapter 4E. Holidays

The State of Minnesota recognized Juneteenth (June 19) as a state holiday in the last legislative session. GRRL is prohibited from conducting public business on state holidays.

### FINANCIAL IMPLICATIONS

Estimated Cost: None    Funding Source: 2024 GRRL Operating    Budgeted:  Yes     No     N/A

### ACTION

- Passed
  Failed
  Tabled





## 200 Personnel

### Chapter 4E. Holidays

The following days shall be paid holidays in accordance to policy 4E.1 Holiday Pay:

- New Year's Day – January 1
- Martin Luther King Day – 3rd Monday in January
- President's Day – 3rd Monday in February
- Memorial Day – Last Monday in May
- [Juneteenth – June 19](#)
- Independence Day – July 4
- Labor Day – 1st Monday in September
- Veteran's Day – November 11
- Thanksgiving Day – 4th Thursday in November
- Christmas Eve Day – December 24
- Christmas Day – December 25

When New Year's Day, [Juneteenth](#), Independence Day, Veteran's Day, or Christmas Day falls on Sunday, the following day will be a holiday. When Christmas Eve falls on a Sunday the preceding Saturday will be a holiday. When Veteran's Day [or Juneteenth](#) falls on a Saturday the preceding Friday will be a holiday in conjunction with other governmental offices.

Religious accommodations for holidays not recognized in GRRL's holiday schedule can be made through the use of paid time off (PTO), personal holiday, time without pay or schedule changes. As usual, time off must be requested in advanced and approved by the requesting employee's supervisor.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 05/14/02, 07/10/07, 01/01/09, 03/16/10, 03/17/15, [07/18/23](#)

## 200 Personnel

### Chapter 4E. Holidays

The following days shall be paid holidays in accordance to policy 4E.1 Holiday Pay:

- New Year's Day – January 1
- Martin Luther King Day – 3rd Monday in January
- President's Day – 3rd Monday in February
- Memorial Day – Last Monday in May
- Juneteenth – June 19
- Independence Day – July 4
- Labor Day – 1st Monday in September
- Veteran's Day – November 11
- Thanksgiving Day – 4th Thursday in November
- Christmas Eve Day – December 24
- Christmas Day – December 25

When New Year's Day, Juneteenth, Independence Day, Veteran's Day, or Christmas Day falls on Sunday, the following day will be a holiday. When Christmas Eve falls on a Sunday the preceding Saturday will be a holiday. When Veteran's Day or Juneteenth falls on a Saturday the preceding Friday will be a holiday in conjunction with other governmental offices.

Religious accommodations for holidays not recognized in GRRL's holiday schedule can be made through the use of paid time off (PTO), personal holiday, time without pay or schedule changes. As usual, time off must be requested in advanced and approved by the requesting employee's supervisor.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 05/14/02, 07/10/07, 01/01/09, 03/16/10, 03/17/15, 07/18/23