



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 19, 2022, 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. Approval of Minutes – May 17, 2022, Meeting (Requested Action – Approve) pg 3 | 5:32 |
| 4. Technical Services Position Description Revisions (Requested Action – Approve) pg 5 | 5:33 |
| 5. Human Resources and Accounting Reorganization (Requested Action – Approve) pg 17 | 5:38 |
| 6. Personnel Policy Updates (Requested Action – Approve) pg 41 | 5:48 |
| 7. Next Meeting – To Be Determined | 5:53 |
| 8. Adjournment | 5:55 |

July 19, 2022

**GREAT RIVER REGIONAL LIBRARY
PERSONNEL COMMITTEE MINUTES
May 17, 2022**

The Great River Regional Library (GRRL) Personnel Committee was called to order by Chairperson Melissa Fee on Tuesday, May 17, 2022, at 5:37 p.m. in the St. Cloud Public Library Mississippi Room.

Members Present: Jayne Dietz, Melissa Fee, Lynn Grewing, Ed Popp, Jacey Wallace

Members Excused: Al Amdahl, Randy Winscher

GRRL Staff Present: Karen Pundsack, Julie Schmitz, Patricia Waletzko

ADOPTION OF AGENDA

Jayne Dietz made a motion to adopt the agenda as presented. Seconded by Jacey Wallace, the motion carried unanimously.

APPROVAL OF MINUTES

Ed Popp made a motion to approve the March 15, 2022, minutes as presented. Seconded by Jacey Wallace, the motion carried unanimously.

POSITION DESCRIPTION REVISIONS

The revised position descriptions include language recommended as part of the LSTA grant *Advancing Equity and Inclusion in Central Minnesota Libraries* and are more concise. Associate Director – Human Resources Julie Schmitz stated the goal to have GRRL staff that represent our patrons. Human Resources has used the revised language to advertise recent position postings and noticed positive results.

Lynn Grewing made a motion to approve the position descriptions revisions as presented. Seconded by Jayne Dietz, the motion carried unanimously.

HUMAN RESOURCES INTERIM PLAN & STRUCTURE EVALUATION

Executive Director Karen Pundsack provided an overview of the Human Resources (HR) Interim Plan & Structure Evaluation including:

- Associate Director – HR Julie Schmitz and HR Generalist Elizabeth Proell will retire in early June. Julie has agreed to return on a temporary basis post-retirement to assist with payroll training.
- HR Generalist Dezra Rittman, former Library Associate, is being trained to replace Elizabeth.
- Amy Anderson was appointed Interim Associate Director – HR in addition to her current position. She will assist with evaluation and process streamlining between the two departments.
- Distribution Aide Erin Mallo has been promoted to a paid internship in the HR Generalist position assigned to payroll.
- Administrative Assistant Patty Waletzko accepted additional Safety & Wellness Team and Volunteer Program responsibilities.

During the transition, the department will need support due to the time-sensitive nature of the work. Management will evaluate organizational needs before recommending any position or structural changes, possibly in July.

NEXT MEETING

The next Great River Regional Library Personnel Committee meeting is to be determined.

ADJOURNMENT

Melissa Fee adjourned the meeting at 5:47 p.m.

Melissa Fee, Chair



Technical Services Position Description Revisions

Submitted by Karen Pundsack, Executive Director

BOARD ACTION REQUESTED

- Information
 Discussion
 Approve/Accept

RECOMMENDATION

Approve merged Technical Services Aide and Technical Services Clerk position description.

BACKGROUND INFORMATION

Supporting Documents Attached:

- Current position descriptions for Technical Services Aide and Technical Services Clerk
- Revised position description for Technical Services Clerk

Workflows in Technical Services have changed due to different supply chain cycles since the pandemic. Merging position descriptions will allow staff to work on the tasks at hand rather than segmenting workflows by position. This will allow Technical Services to better manage the peaks and valleys now associated with the publishing supply chain. It will also allow staff to learn new skills and have a greater variety in their tasks.

After the change is made, the two incumbent Technical Services Aides would be promoted to Technical Services Clerk roles.

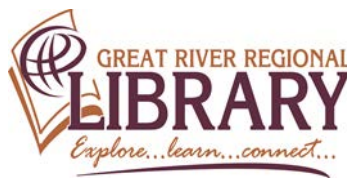
FINANCIAL IMPLICATIONS

Estimated Cost: Budget Neutral Due to Turnover
 Budgeted: Yes No N/A

Funding Source: 2022 GRRL Operating

ACTION

- Passed
 Failed
 Tabled



TECHNICAL SERVICES AIDE

Department: Technical Services/GRRL **Pay Grade:** 5
Reports To: Technical Services Coordinator **FLSA Status:** Non-Exempt
Union: Non-Union

Date Approved: 08/02/2002
Date of Last Revision: 11/19/2013, 08/17/2015, 11/15/2016

Under direct supervision, the Technical Services Aide maintains and improves the physical condition of library materials and receives and updates shipments of new materials.

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. Receives incoming and outgoing materials from both GRRL and external deliveries.
- 2. Receives, unpacks and sorts shipments of new library materials.
- 3. Scans materials using the library system to change the status or fulfill requests.
- 4. Prepares materials for placement on library shelves.
- 5. De-processes materials that have been removed from the library’s collection.
- 6. Assists with mending damaged materials.

MINIMUM QUALIFICATIONS

Education and Experience:

Entry-level position

Required Skills and Abilities:

- Strong attention to detail
- Basic computer skills
- Must be willing to be cross-trained in the Collection Development and Distribution departments and work in other areas when needed
- Ability to perform manual and repetitive tasks within a great deal of consistency, accuracy and neatness to prepare materials to go out to the public

Complexity of Work: Basic

Budget Responsibility: None

Supervisory Responsibility: None

Scope of Relationships (internal): Internal contacts within department.

Scope of Relationships (external): None

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 _____

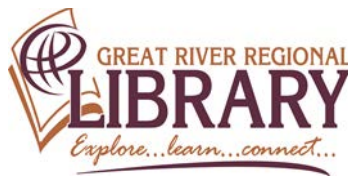
PHYSICAL DEMANDS/WORK ENVIRONMENT

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 the job. Work is performed primarily in a typical 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		Apply labels/jackets/tape
Looking at computer screen			X			Change item statuses
Reaching in any direction				X		Handling library materials
Kneel/Crouch/Crawl		X				
Bend/Stoop/Squat		X				
Balance		X				
Push/Pull/Twist			X			Move carts
Climb heights/ladder		X				
Sit				X		
Stand			X			
Walk			X			
Lift	1-10 lbs			X		Books/materials
	11-19 lbs		X			Receiving and unpacking
	20-49 lbs		X			Receiving and unpacking
	50+ lbs	X				
Carry	1-10 lbs		X			Books
	11-19 lbs		X			Materials from bin to table
	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 checked="" type="checkbox"/>	<input type="checkbox"/>	Delivery dock when receiving materials
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



TECHNICAL SERVICES CLERK

Department: Technical Services/GRRL **Pay Grade:** 10
Reports To: Technical Services Coordinator **FLSA Status:** Non-Exempt
Union: General Unit

Date Approved: 05/01/2001
Date of Last Revision: 11/19/2013, 01/20/2015, 07/18/2017

Under direct supervision, the Technical Services Clerk performs printing and processing tasks to prepare library materials for circulation.

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. Links barcode to library materials in computer system.
2. Prints labels and applies to materials.
3. Assigns and directs the work of volunteers in the department.
4. Evaluates physical condition of items and repairs materials deemed salvageable and cost-effectively repairable.
5. Assists with withdrawing materials by removing them from the catalog.
6. Receives new periodicals and prepares for circulation.
7. Processes incoming and outgoing mail.
8. Fills supply requests for the region and maintains an adequate supply inventory.
9. Assists in training new Technical Services Aides.

MINIMUM QUALIFICATIONS

Education and Experience:

- High School diploma or equivalent

Required Knowledge, Skills and Abilities:

- Strong attention to detail
- Basic computer skills
- Ability to do routine work and follow instructions
- Must be willing to be cross-trained in the Collection Development department and work in other areas when needed

Complexity of Work: Routine

Budget Responsibility: None

Supervisory Responsibility: None

Scope of Relationships (internal): Contact with staff for informational purposes.

Scope of Relationships (external): Contact with vendors to order supplies and obtain quotes.

ACKNOWLEDGEMENT

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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			Supply filling or stocking
Kneel/Crouch/Crawl			X			Supply filling or stocking
Bend/Stoop/Squat				X		
Balance		X				
Push/Pull/Twist			X			Carts and library materials
Climb heights/ladder		X				
Sit				X		
Stand			X			
Walk			X			
Lift	1-10 lbs			X		Library materials and supplies
	11-19 lbs			X		Library materials and supplies
	20-49 lbs		X			
	50+ lbs	X				
Carry	1-10 lbs			X		Library materials and supplies
	11-19 lbs			X		Library materials and supplies
	20-49 lbs		X			
	50+ lbs		X			Paper supplies

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

July 19, 2022



TECHNICAL SERVICES CLERK

JOB SUMMARY

The Technical Services Clerk prepares library materials for patrons to checkout.

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. Receives and prepares new library materials for patron use.
2. Repairs damaged library materials.
3. Removes materials from the library collection.
4. Processes incoming and outgoing mail.
5. Fills supply requests for the region and maintains a supply inventory.

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 or equivalent

Required Knowledge, Skills and Abilities:

- Strong attention to detail
- Basic computer skills
- Ability to do routine work and follow instructions
- Ability to complete manual and repetitive tasks accurately and neatly

Complexity of Work: Routine

Budget Responsibility: None

Supervisory Responsibility: None

Supervision Received: Direct

Scope of Relationships (internal): Contact with staff for informational purposes

Scope of Relationships (external): Contact with vendors to order supplies

PHYSICAL DEMANDS/WORK ENVIRONMENT

- Work is typically done in an office environment with occasional work on the loading dock
- Frequently operates office and library equipment
- Remains in a stationary position for extended periods of time, occasionally moves around the library building
- Frequently moves library books and materials up to 19 pounds; infrequently up to 50 pounds
- Frequently moves carts loaded with library materials

Department: Technical Services/GRRL

Pay Grade: 10

Reports To: Technical Services Coordinator

FLSA Status: Non-Exempt

Union: General Unit

Date Approved: 05/01/2001

Date of Last Revision: 11/19/2013, 01/20/2015, 09/19/2017, 07/19//2022

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

Employee _____

Date _____

Printed Name _____



Human Resources and Accounting Reorganization Plan

Submitted by Karen Pundsack, Executive Director

BOARD ACTION REQUESTED

- Information
 Discussion
 Approve/Accept

RECOMMENDATION

Approve Human Resources and Accounting reorganization plan.

BACKGROUND INFORMATION

Supporting Documents Attached:

- Current position descriptions for Accounting Coordinator and Human Resources Generalist
- Revised position descriptions for Associate Director – Accounting, Payroll Generalist, and Human Resources Generalist.
- 2022 Pay Range

Our reorganization proposal is to separate the Human Resources Generalist duties related to payroll into a Payroll Generalist position. This position would move into the Accounting Department, increasing responsibilities for the Accounting Coordinator. Based on the past month’s evaluation, payroll duties intersect with many Accounting workflows. By having the Accounting department directly responsible for payroll, we have found efficiencies within workflows that increase timeliness and transparency. Adding a position to the Accounting department will also reduce our risk related to segregation of duties.

FINANCIAL IMPLICATIONS

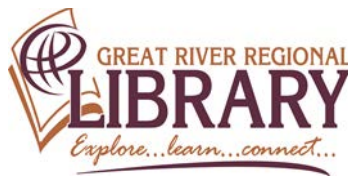
Estimated Cost: Budget Neutral Due to Turnover

Funding Source: 2022 GRRL Operating

Budgeted: Yes No N/A

ACTION

- Passed
 Failed
 Tabled



ACCOUNTING COORDINATOR

Department: Accounting/GRRL
Reports To: Executive Director
Union: Non-Union
Pay Grade: 25
FLSA Status: Exempt

Date Approved: 09/17/2013
Date of Last Revision: 11/19/2013, 07/18/2017, 09/15/2020

Under general direction, the Accounting Coordinator provides leadership and supervision for the Accounting department to support the library's mission, vision and strategic plan. Oversees the daily operations of the Accounting department including budget preparation and reporting of financial performance to management and the Board of Trustees. As described in the Joint Powers Agreement and GRRL Board of Trustees Bylaws, this position serves as the Finance Manager.

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. Participates on the Leadership Support Team to develop, plan, and implement the GRRL Strategic Plan and regional cross-department initiatives related to the accounting function.
2. Coordinates and participates on interview panels to interview applicants for job openings in the department and makes recommendation for hire.
3. Maintains a high level of library services by training and coaching staff, evaluating job performance, and initiating personnel actions in conjunction with Human Resources.
4. Coordinates schedules and directs the work of staff to operate efficiently and maintain adequate department coverage.
5. Promotes communication and transparency with the GRRL Board of Trustees by preparing comprehensive financial and budget reports to the Board. May attend meetings and present information related to finances.
6. Makes and implements recommendations to improve department processes and procedures.
7. Prepares the base budget to assist the Executive Director in preparation of the budget.
8. Compiles department budget estimates and requests and evaluates with the Executive Director for incorporation into the preliminary budget proposal.
9. Prepares reports for informational purposes and to aid in decision making.
10. Coordinates the annual audit by preparing reports and gathering requested information to ensure a clean audit.
11. Oversees and completes accurate and timely accounting functions including accounts payable, month-end processing, and governmental reporting.
12. Receives financial data from City members to assist the Executive Director with Maintenance of Effort reporting to State Library Services.
13. Manages investments, maintains cash receipts and disbursements and prepares financial statements as part of custodial duties delegated by the Board.

14. Ensures appropriate risk management techniques and financial controls are developed and complied with throughout the operation. Maintains the confidentiality of financial and personnel data.

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's degree in accounting or related field, or equivalent
- Two years of accounting experience including one year supervisory experience, public sector accounting experience preferred

Required Knowledge, Skills and Abilities:

- Strong knowledge of Generally Accepted Accounting Principles and auditing principles and methods
- Strong interpersonal and communication skills, verbal and written
- Demonstrated advanced knowledge of computer applications such as Microsoft Excel and accounting software
- Excellent organizational and leadership skills with the ability to think strategically and manage multiple priorities
- Strong attention to detail with a high degree of accuracy
- Ability to lead change and innovation
- Ability to maintain confidential information
- Ability to develop, train and direct staff

Complexity of Work: Complex

Budget Responsibility: Assists in the preparation of the annual operating budget. Develops and monitors assigned budget items.

Supervisory Responsibility: Supervises Accounting Specialist.

Scope of Relationships (internal): Regular contact with library staff for informational purposes and to respond to issues. Participating member of Leadership Support Team.

Scope of Relationships (external): Occasional contact with Board members, auditors and service providers/vendors.

ACKNOWLEDGEMENT

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

Employee Name: _____ Date: _____

Printed Name: _____

PHYSICAL DEMANDS/WORK ENVIRONMENT

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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			Handling files
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 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



HUMAN RESOURCES GENERALIST

Department: Human Resources/GRRL **Pay Grade:** 21
Reports To: Associate Director, Human Resources **FLSA Status:** Exempt
Union: Non-Union

Date Approved: 06/06/02
Date of Last Revision: 11/19/2013, 03/21/2017, 07/20/2021

JOB SUMMARY

Under general direction, the Human Resources Generalist is responsible for a wide range of human resources functions including, but not limited to, recruiting, new hire onboarding, leave and benefits administration, payroll processing, employee training and development, and employee relations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

1. Processes bi-weekly payroll and uploads benefit contributions in an accurate and timely manner.
2. Administers employee leaves of absence according to GRRL policy by assuring necessary paperwork is completed and tracking time in payroll system.
3. Provides information and assists employees with benefit-related questions.
4. Manages benefit enrollments for new hires, employee status changes and terminations.
5. Verifies benefit invoices for accuracy and submits to Accounting for payment.
6. Coordinates annual open enrollment, including communications, enrollments, and payroll deductions.
7. Assists with the recruitment process by managing the applicant tracking system to include posting jobs, processing applications and notices, scheduling interviews, checking references, and initiating pre-employment screens. May participate in the interviewing process.
8. Facilitates the onboarding process to ensure a positive experience for new hires.
9. Accurately and confidentially maintains employee records in personnel files and electronically according to the record retention plan and state/federal regulations.
10. Supports the department by preparing reports for audits or other requests.
11. Participates on the Safety & Wellness Committee.
12. Completes OSHA reporting and worker's compensation claims.
13. Manages paperwork for volunteers throughout the region.
14. Coordinates annual volunteer recognition program.
15. Conducts and/or coordinates employee training relating to strategic plan objectives and mandatory training programs.
16. Coordinates employee registrations and evaluations for training opportunities.
17. Coordinates the internship and mentoring program.
18. Plans and facilitates training events such as All Staff Day and Organizational Orientation.

- 19. Develops and maintains content and delivery of the on-line orientation program for new hires and other training opportunities.
- 20. Coordinates the staff recognition program including communications and gift distribution.
- 21. Provides personnel policy and procedure guidance to employees and management.
- 22. Maintains the confidentiality of personnel information.
- 23. Assists with special projects or initiatives as needed.

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor’s degree in Human Resources, Business Administration or related field
- Experience in human resources preferred

Required Knowledge, Skills and Abilities:

- Proficiency in Microsoft Office including Excel
- Experience with HRIS systems
- Knowledge of state and federal regulations impacting HR and payroll administration
- Effective communication skills, both written and verbal
- Strong customer service focus
- Ability to manage multiple priorities and successfully meet deadlines
- Strong attention to detail and follow up
- 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

Scope of Work: Complex

Budget Responsibility: May monitor budget expenditures

Supervisory Responsibility: None

Scope of Relationships (internal): Regular contact with library staff regarding policies and procedures and to present training

Scope of Relationships (external): Occasional contact with benefit administrators and frequent contact with HRIS system administrators, vendors and job applicants

ACKNOWLEDGEMENT OF POSITION DESCRIPTION

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

Employee _____ Date _____

Printed Name _____

PHYSICAL DEMANDS/WORK ENVIRONMENT

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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			Handling files
Kneel/Crouch/Crawl		X				
Bend/Stoop/Squat			X			Filing
Balance		X				
Push/Pull/Twist			X			Move carts with training materials
Climb heights/ladder		X				
Sit					X	
Stand			X			
Walk			X			
Lift	1-10 lbs		X			Files/training materials
	11-19 lbs	X				
	20-49 lbs	X				
	50+ lbs	X				
Carry	1-10 lbs		X			Files/training materials
	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

July 19, 2022



ASSOCIATE DIRECTOR – ACCOUNTING

JOB SUMMARY

The Associate Director – Accounting serves as the custodian of library funds and oversees the operations of GRRL accounting and payroll.

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 Finance Manager and custodian of library funds.
2. Prepares financial reports for the GRRL Board of Trustees and Finance Committee.
3. Oversees library accounting functions including accounts payable, month-end processing, payroll and governmental reporting.
4. Schedules, trains, evaluates and coaches Accounting staff.
5. Manages library investments and cash receipts.
6. Coordinates the annual audit.
7. Prepares the annual budget.
8. Ensures appropriate risk management techniques and financial controls are in place throughout the library system.
9. Supports Human Resources by preparing reports for union negotiations and other requests.
10. Participates on the Leadership Support Team.
11. Maintains the confidentiality of financial and personnel data.

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 accounting or related field, or equivalent
- Two years of accounting experience including one year supervisory experience, public sector accounting 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

- Strong knowledge of Generally Accepted Accounting Principles and auditing principles and methods
- Demonstrated advanced knowledge of computer programs such as Microsoft Office including Excel
- Experience with Human Resources Information Systems (HRIS)
- Knowledge of state and federal regulations impacting Accounting and payroll administration

Communication, Interpersonal, and Customer Service

- Strong 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

Complexity of Work: Highly complex

Budget Responsibility: Prepares the annual operating budget. Develops and monitors assigned budget items.

Supervisory Responsibility: Supervises Accounting Specialist and Payroll Generalist.

Scope of Relationships (internal): Regular contact with library staff for informational purposes and to resolve issues. Participating member of Leadership Support Team.

Scope of Relationships (external): Regular contact with union and with Board members, auditors and service providers/vendors. Regularly makes recommendations to the Finance Committee.

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: Accounting/GRRL**Pay Grade:** 29**Reports To:** Executive Director**FLSA Status:** Exempt**Union:** Non-Union**Date Approved:** 09/17/2013**Date of Last Revision:** 11/19/2013, 07/18/2017, 09/15/2020, 07/19/2022**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 _____



PAYROLL GENERALIST

JOB SUMMARY

The Payroll Generalist is responsible for handling all aspects of accurate and timely payroll processing for GRRL's workforce.

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. Processes bi-weekly payroll and uploads benefit contributions.
2. Assures necessary paperwork is completed and entered in payroll system for employee leaves of absence.
3. Verifies benefit invoices for accuracy and submits them for payment.
4. Provides information to employees on payroll-related policies and procedures.
5. Assists employees with timecard entries and questions.
6. Provides benefit information to new employees and assists with enrollments.
7. Supports Accounting and Human Resources by preparing reports for audits, union negotiations or other requests.
8. Maintains employee benefit files.
9. Maintains the confidentiality of personnel 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:

- Bachelor’s degree in Accounting, Human Resources, Business Administration or related field
- Experience in payroll administration 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 and payroll 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

Other Abilities

- Ability to manage multiple priorities and successfully meet deadlines
- Strong attention to detail and follow up

Scope of Work: Complex

Budget Responsibility: May monitor budget expenditures

Supervisory Responsibility: None

Scope of Relationships (internal): Regular contact with library staff regarding policies and procedures.

Scope of Relationships (external): Occasional contact with benefit administrators and frequent contact with HRIS system administrators.

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: Accounting

Pay Grade: 21

Reports To: Associate Director, Accounting

FLSA Status: Non-Exempt

Union: Non-Union

Date Approved: 09/17/2013

Date of Last Revision: 11/19/2013, 03/21/2017, 07/20/2021, 07/19/2022

ACKNOWLEDGEMENT

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

Employee _____

Date _____

Printed Name _____



HUMAN RESOURCES GENERALIST

JOB SUMMARY

The Human Resources Generalist is responsible for a wide range of human resources functions including, but not limited to, recruiting, new hire onboarding, leave and benefits administration, employee training and development, and employee relations.

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. Assists with the recruitment process and applicant tracking system.
2. Administers employee leaves of absence according to GRRL policy.
3. Facilitates the onboarding process to ensure a positive experience for new hires.
4. Conducts and/or coordinates employee training relating to strategic plan objectives and mandatory training programs.
5. Coordinates employee registrations and evaluations for training opportunities.
6. Coordinates the internship and mentoring program.
7. Plans and facilitates training events such as All Staff Day and Organizational Orientation.
8. Develops and maintains content and delivery of the on-line orientation program.
9. Coordinates the staff and volunteer recognition programs.
10. Provides personnel policy and procedure guidance to employees and management.
11. Supports Accounting and Human Resources by preparing reports for audits, union negotiations or other requests.
12. Maintains the confidentiality of personnel 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:

- Bachelor’s degree in Human Resources, Business Administration or related field
- Experience in human resources 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 HRIS systems
- 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

Other Abilities

- Ability to manage multiple priorities and successfully meet deadlines
- Strong attention to detail and follow up

Scope of Work: Complex

Budget Responsibility: May monitor budget expenditures

Supervisory Responsibility: None

Scope of Relationships (internal): Regular contact with library staff regarding policies and procedures and to present training

Scope of Relationships (external): Occasional contact with benefit administrators and frequent contact with HRIS system administrators, vendors and job applicants

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

Pay Grade: 21

Reports To: Associate Director, Human Resources **FLSA Status:** Exempt
Union: Non-Union
Date Approved: 09/17/2013
Date of Last Revision: 11/19/2013, 03/21/2017, 07/20/2021, 07/19/2022

ACKNOWLEDGEMENT

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

Employee _____ Date _____

Printed Name _____

July 19, 2022

**Great River Regional Library
2022 Pay Range**

Pay Grade	Classification	Minimum Quartile 1	Beginning of Quartile 2	Beginning of Quartile 3	Beginning of Quartile 4	Maximum
37	Executive Director	\$49.31	\$53.07	\$56.83	\$60.59	\$64.35
29	Associate Director Collection Development Associate Director Human Resources Associate Director Information Technology	\$33.38	\$35.92	\$38.46	\$41.01	\$43.55
25	Accounting Coordinator Communications & Development Coordinator Patron Services Supervisor/Lead PSS	\$27.47	\$29.56	\$31.65	\$33.74	\$35.83
24	Circulation and Distribution Coordinator Computer systems Analyst Patron Services Coordinator Technical Services Coordinator Web Developer	\$26.16	\$28.15	\$30.14	\$32.13	\$34.13
23	Collection Development Librarian Patron Services Librarian Patron Services Specialist Technical Services Librarian	\$25.09	\$26.94	\$28.79	\$30.64	\$32.49
21	Human Resources Generalist Library Services Coordinator	\$22.59	\$24.31	\$26.04	\$27.76	\$29.48
18	Graphic Designer Senior Circulation Assistant Senior Distribution Assistant Senior Library Assistant	\$19.53	\$21.01	\$22.49	\$23.98	\$25.46
16	Accounting Specialist Administrative Assistant Communications & Development Assistant Computer Support Technician Library Assistant Library Associate Purchasing Specialist Technical Services Assistant	\$17.71	\$19.05	\$20.40	\$21.75	\$23.10
13	Custodian	\$15.30	\$16.46	\$17.62	\$18.78	\$19.94
10	Collection Development Assistant Collection Development Clerk Driver Technical Services Clerk	\$13.21	\$14.22	\$15.23	\$16.23	\$17.24
6	Distribution Aide Circulation Aide Library Aide Senior Library Aide Summer Aide Technical Services Aide	\$10.77	\$11.58	\$12.40	\$13.22	\$14.03

July 19, 2022



Personnel Policy Updates

Submitted by Karen Pundsack, Executive Director

BOARD ACTION REQUESTED

- Information
 Discussion
 Approve/Accept

RECOMMENDATION

Approve updates to Personnel Policy D. Equal Employment Opportunity and 2F.2 Discrimination

BACKGROUND INFORMATION

Supporting Documents Attached:

- 200 Personnel Policy D. Equal Employment Opportunity – clean copy and mark-up
- 200 Personnel Policy 2F.2 Discrimination – clean copy and mark-up

As part of the FY21 Library Services & Technology Act grant *Advancing Equity and Inclusion in Central Minnesota Libraries*, GRRL hired Filsan Talent Partners. Their firm reviewed our hiring policies and practices to offer suggestions that may help attract and retain a more diverse workforce. Attached are two policies they recommended we update based on their research.

FINANCIAL IMPLICATIONS

Estimated Cost: N/A

Funding Source: N/A

Budgeted: Yes No N/A

ACTION

- Passed
 Failed
 Tabled

200 Personnel Introduction D. Equal Employment Opportunity

GRRL is committed to providing equal opportunity in all areas of employment, including, but not limited to recruitment, hiring, demotion, promotion, transfer, selection, lay-off, disciplinary action, termination, leaves of absence, [placement](#), compensation and training. GRRL will not discriminate against any employee or job applicant on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, gender identity, or gender expression, disability, age, marital status, genetic information, status with regard to public assistance, veteran [or military](#) status, familial status, or membership [or activity](#) ~~in a local human rights commissions.~~

Approved Date: 03/19/19

Effective Date: 03/19/19

Revised Date: [07/19/22](#)

200 Personnel Introduction D. Equal Employment Opportunity

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Approved Date: 03/19/19

Effective Date: 03/19/19

Revised Date: 07/19/22

200 Personnel Chapter 2. Employment

2F.2 Discrimination

Everyone has the right to receive public library services free from discrimination. Our staff shall recognize the need to act in an inclusive, attentive and welcoming manner in the workplace and public library environment where all library users are served equally.

GRRL prohibits discrimination in the workplace and public library environment. Discriminatory or degrading remarks about, or conduct related to, an employee's race, color, disability, sex, marital status, age, creed, religion, sexual orientation, status with regard to public assistance, veteran or military status, national origin, familial status, or membership or activity in a local commission will not be tolerated.

All employees and officials are expected to make it known promptly when they experience or witness offensive or unwelcome conduct.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 05/14/02, 07/10/07, 09/16/08, 11/10/09, 03/20/12, 03/17/15, 07/19/22

200 Personnel Chapter 2. Employment

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All employees and officials are expected to make it known promptly when they experience or witness offensive or unwelcome conduct.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 05/14/02, 07/10/07, 09/16/08, 11/10/09, 03/20/12, 03/17/15, 07/19/22