

**Are you ready to “*Find Yourself Here*”? At the top public library system in the Nation.**

CCPL is currently seeking a Human Resources Director here in Northeast Ohio.

**Review the summary of the job description below AND apply today: [6192694:Career Search \(saashr.com\)](https://6192694:CareerSearch(saashr.com))**

**Title: Human Resources Director**

### **GENERAL SUMMARY**

Under the direction of the Chief Human Resources Officer, manages and directs the employee and labor relations program. Program activities including negotiation of collective bargaining agreements; contract administration and interpretation; and guidance/coordination of related management activities consistent with the mission of the Cuyahoga County Public Library.

### **JOB REQUIREMENTS**

- Knowledge of principals, concepts, and practices of human resources management including compensation, benefits, labor relations, employee performance, evaluation and training, and policy and procedure development.
- Knowledge of governmental programs and regulations affecting HR administration including legal ramifications of non-compliance.
- Skill in establishing work priorities and delegating individual work responsibilities.
- Skill presenting policy information, representing CCPL in various negotiation situations and interaction with Library and Division personnel.
- Skill in policy and procedure development and interpretation.
- Skill in training [one-on-one and groups].
- Ability to use a personal computer and job-related software or systems applicable to the essential functions of the job, which may include, but not be limited to email / calendar software, internet / intranet browsers, word processing, spreadsheets, database software, and various systems of software used by CCPL.

### **ESSENTIAL JOB FUNCTIONS**

- Complies with Cuyahoga County Public Library’s policies, rules, guidelines, procedures, requirements, standards, and practices applicable to the job, including [but not limited to] work scheduling and attendance, customer service, use of Library property, computer use, personal conduct, and confidentiality.

- Helps maintain compliance with federal, state, and local employment and benefits laws and regulations.
- Acts on behalf of the Chief Human Resources Director in their absence.
- Represents management in investigating, answering information requests and settling grievances, by arranging and scheduling grievance hearings between union personnel, supervisor, and the management team.
- Maintains in-office attendance to respond to emergent, impromptu concerns.
- Monitors implementation of policies concerning wages, hours, and working conditions to ensure compliance with terms of labor contract.
- Participates in labor contract negotiations.
- Handles employee relations counseling, outplacement counseling, and exit interviewing.
- Responds to employee relations issues such as employee complaints, harassment allegations, and civil rights complaints; Conducts confidential investigations into these matters and proposes action plans to
- Consistently present to provide leadership, direction, and coaching to all direct reports.
- Updates policies and procedures and ensures compliance with federal and state laws and regulations.
- Assists with the development of talent pipelines, especially those to meet the CCPL's business requirements and diversity needs.
- Recognizes and points out potential areas of equal employment or diversity problems, examines equal opportunity complaints to clarify issues, and meets with personnel involved to counsel, arbitrate, and settle disputes.
- Manages and measures metrics that evaluates the effectiveness of diversity initiatives implemented and prepares reports to senior management on the success and value of the diversity initiatives.
- Administers various Human Resources plans and procedures for all organization personnel; assists in the development and implementation of personnel policies and procedures; prepares and maintains the employee handbook and the policies and procedures manual.
- Maintains working relationship with Union officials and adheres to terms of labor contract by monitoring day-to-day implementation of policies concerning wages, hours and working conditions.
- Other duties as assigned.

#### **SUMMARY MINIMUM EDUCATION & EXPERIENCE REQUIRED**

- Bachelor's degree in HR, Business Administration, or related field. Master's degree is preferred.
- Human Resources Certification is preferred.
- 8 to 10 years or more of relevant experience and 3 to 5 years of supervisory experience.
- Knowledge of and experience in grievance handling and arbitration preparation.

- Skill presenting policy information, representing CCPL in various negotiation situations and interaction with Library and Division personnel.
- Ability to relate effectively with all levels of employees.
- Ability to adapt a work schedule as need to accommodate a multi-shift workplace
- Superior verbal and written communication skills plus a high level of integrity
- A valid driver's license and reliable personal transportation is required, as well as in-force automobile insurance.
- Criminal background check is required, as are pre-employment drug and nicotine screens.

#### **PHYSICAL DEMANDS AND WORKING CONDITIONS - LIGHT**

- The work environment involves everyday risks or discomforts that require normal safety precautions typical of offices, which includes the need for general safe workplace practices with office equipment and computers, avoidance of trips and falls, and observance of fire regulations.
- The noise level in the work environment is usually quiet to moderate.
- This position is performed in an office setting although off-site meetings in various settings occur.
- Lift light objects [less than 20 pounds] and carry them short distances [20 feet or less].
- The schedule is generally normal business hours Monday through Friday although there is a requirement to perform work, attend meetings and events before or after normal working hours, and occasionally on weekends and evenings.
- This position regularly requires more than 40.0 hours in a workweek without additional compensation to perform assigned job duties and may be "on call" any time for emergency response.
- Frequent local travel by personal automobile and a valid drivers' license is required.

Salary: \$95,000 - \$125,000 annually