



JOB DESCRIPTION HUMAN RESOURCES COORDINATOR

THE POSITION

Under direction of the Director of Administration this position administers policies and programs relating to human resources activity, including employment, compensation, employee relations, and employee benefits in accordance with District policies and procedures.

EXAMPLE OF DUTIES

The essential functions of this position include, but are not limited to:

Perform a variety of professional duties in support of the District's human resource functions including classification and compensation, employee recruitment, payroll changes, and administering benefits.

Administer the wage, salary and benefit plans, including employee anniversary, and performance appraisals.

Prepare and coordinate advertising material for job recruitments; coordinate and evaluate results of fingerprinting and physicals.

Conduct new hire orientations and provide assistance with exit interviews; ensure proper applicant notification; I-9 administration, work permits, fingerprinting, DMV reports, drug testing, job descriptions and COBRA.

Coordinate and administer District employee benefit programs including group life, health, disability, deferred compensation, PERS, flexible benefit, flexible spending, dental, vision, and holidays; counsel and assist employees regarding benefit programs.

Coordinate payroll changes and salary adjustments; ensure that documents are properly prepared.

Ensure compliance with the Affordable Care Act.

Provide information and general assistance to District staff and the public regarding human resources policies and procedures; answer questions and provide information regarding personnel actions, employee records, benefits and other related matters.

Prepare various forms of correspondence, including letters, reports, action memos, bulletins, announcements.

Maintain confidential personnel records for District employees including documentation of appointments, transfers, salary and other related documents; maintain a variety of files.

The position may perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge, Skills and Abilities:

Three (3) years of increasingly responsible human resource experience preferably in the public sector; or an equivalent combination of education and experience. Must have a valid California Driver's License with good driving record. Experience working with ADP Workforce Now (version 9) is highly desirable.

Must have a good working knowledge and ability to apply human resource theory, policies, procedures, laws and regulations; be skilled in the operation of a computer and applicable software applications, including proficiency with spreadsheet and word processing programs, a 10-key and general office equipment. Requires a detail-oriented person with strong organizational skills and the ability to effectively multi-task in a busy environment, maintain accurate records and work with minimal supervision.

Requires knowledge of business style writing; response to employee inquiries, complaints, concerns and needs; maintenance of accurate and complete employee records; clear verbal and written communication; establishment and maintenance of effective working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS

It is expected that this position will be sitting 70% of the time or more and require the regular climbing of stairs; occasional bending, kneeling, squatting, reaching overhead, stretching, working on rough or uneven terrain; occasional lifting, carrying, pushing and/or pulling limited to less than 40 pounds; frequent handling and dexterity. Position requires the operation of computer, printer, typewriter, 10-key, photocopier, postage meter, other general office equipment, and District vehicle.