

## **Human Resources Coordinator**

### **GENERAL DEFINITION AND CONDITIONS OF WORK:**

Performs intermediate skilled clerical work preparing and maintaining personnel, time records, assist with developing company culture, adherence to SCBWA policies and procedures, and providing office assistance; does related work as required. Work is performed under the regular supervision of the Executive Director and Assistant Executive Director. This position is part of the administrative team.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surrounding and activities; the worker is not subject to adverse environmental conditions.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

Help coordinate the staffing process, including the review and recruitment of applicants, interviewing, hiring and onboarding; Prepares and maintains personnel records; assists with computer training and problems; typing, filing and data processing duties.

Prepares employee records such as vacation schedules, on-call schedules, accumulated sick time, personal time, etc.;

Responsible for the completion of all required forms for new employees; checks all verifications needed

Assists in notifying employees of accumulated time, personal time, etc.;

Handles questions and changes or obtains answers for medical; dental & vision insurances;

Assists in administering Authority pension program; including all record keeping;

Responsible for health care information submission to correct entities;

Coordinates insurance matters for employees and aids in the selection of insurances for employees;

Assists in the annual review of insurance information;

Assists in safety practices and maintenance of safe work environment;

Maintains all workman's compensation records and accident reports;

Oversees CDL, drug and alcohol testing and physicals;

Assists in legal file record keeping as needed;

Helps to keep all employee training, licensing, and certifications renewed and up to date;

Ensures that all employees understand their job responsibilities;

Helps to update job descriptions as needed and maintain that they are compliant with all state and federal regulations;

Assists in the development of training materials and performance evaluation management programs;

Aids management in the investigation of employee issues and conflicts and in reaching a resolution;

Daily clerical duties related to administration, employee records, and information;

Ensure Authority compliance in state and federal regulations

Serves on Board Human Resource Committee and Authority Safety Committee;

Performs additional and/or related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

General knowledge of human resource practices, methods, programs, procedures and business office operations; general knowledge of record keeping procedures; general knowledge of Authority operations and procedures; ability to establish and maintain effective working relationships with employees and associates; skill in the operation of office and data entry equipment.

### **EDUCATION AND EXPERIENCE**

Minimum qualifications include; associates degree in human resource strategies and practices, including but not limited to compensation, performance management, safety, hiring, and employee relations; able to apply these strategies and practices in compliance with organization, state and federal employment regulations. Ability to maintain and help create a company culture of collaboration and teamwork. Experience with analyzing data to guide strategic employment planning.