



Job Description

Title: Human Resources Coordinator (Confidential)	FLSA Status: Exempt	Created:
Supervisor: Finance Director	Supervises: N/A	Revised:
Job Family: Administrative Services	Bargaining Unit: Management/Conf	Approved:

JOB SUMMARY:

Under the direction of Finance Director, perform a wide variety of complex, specialized and professional human resources functions involved in the coordination, analysis and administration of recruitment, testing, selection, benefits, risk management and payroll programs; provide human resources consultation and technical assistance to management, personnel and prospective employees; maintain confidentiality of sensitive and privileged information.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of complex, specialized and professional human resources functions involved in the coordination, analysis and administration of personnel programs including recruitment, examination, selection, classification, compensation and specialty areas such as payroll, benefit administration and risk management; maintain confidentiality regarding issues related to negotiations and collective bargaining matters.
- Coordinate recruitment processes involving advertising vacant positions, testing, interviewing, and selecting new employees; prepare job announcements and place advertisements in various media; forward announcements and related correspondence to other departments, agencies and identified members of the public.
- Oversee and participate in the screening of employee applications to assure candidates meet minimum qualification guidelines; coordinate the assembly of application and interview packets; verify eligibility and analyze background information of applicants; prepare and distribute acceptance and rejection letters to applicants as appropriate.
- Perform a variety of specialized and complex payroll accounting duties to assure designated employees are paid in an accurate and timely manner; process organizational payroll; receive and audit time cards for designated employees; calculate and input salary adjustments and overtime pay as needed; verify proper authorizing signatures, coding, calculations and accuracy of payroll adjustments; investigate and resolve retroactive and other payroll discrepancies; process, evaluate and assure accuracy of a variety of payroll-related forms and applications; process tax payments, quarterlies, W2's and related payroll documents.
- Assist employees in the activation of a variety of voluntary deductions; distribute required paperwork; process voluntary deductions, garnishments and various other transactions for payroll adjustments; assist employees with the proper completion of various forms and applications.
- Establish and maintain detailed automated permanent records regarding personnel; input and update a variety of data including pay rates, tax status, deductions, vacation and sick leave, deferred compensation, benefits and other employee information; generate computerized queries and spreadsheets as requested; assure accuracy of input and output data.
- Organize and coordinate operations and activities related to City employee benefits programs including enrollment, data collection, record-keeping, accounting, claims processing, renewals, open enrollment, benefit changes and fund disbursement activities; provide consultation to personnel concerning employee benefits information, insurance plans, options, guidelines and procedures; process and evaluate enrollment forms according to established procedures; establish and maintain permanent employee benefits records; update records with retirement, leave and various other information as appropriate.
- Troubleshoot and resolve employee issues and concerns regarding human resources activities, payroll, benefits and risk management; research information as necessary; prepare and distribute correspondence to employees, retirees and plan participants concerning employee payroll and benefit plans, policies, procedures and related information.

- Perform a variety of technical duties in the area of Risk Management; monitor, investigate and coordinate Workers' Compensation and disability claims; develop and maintain accurate case history documentation.
- Assist in developing and preparing the annual preliminary budget for the Human Resources division including salary and benefit projections; review and evaluate budgetary and financial data; monitor expenditures in accordance with established limitations; calculate, monitor and assure accuracy and proper distribution of various fees and disbursements including insurance payments and retiree entitlements; perform accounts receivable and accounts payable duties and activities including processing and coding of incoming payments or billings; interface with the City's General Ledger and other accounting systems; transport bank deposits, audit financial records to assure accuracy and completeness.
- Provide technical information and assistance to various City management personnel regarding human resources operations, payroll, benefit administration and risk management.
- Train and provide work direction to designated personnel as assigned by the position; interview and select staff; assign employee duties and review work to assure accuracy, completeness and compliance with established standards, requirements and procedures.
- Prepare and maintain a variety of statistical and narrative records and reports related to employee recruitment, examinations, classification, compensation, payroll, benefits, risk management and assigned personnel functions; process and analyze a variety of forms and applications; assist with and distribute RFP's.
- Prepare formal notices for employees regarding personnel transactions; compose a variety of correspondence including inter-office communications, forms, letters, memoranda, contracts, fliers, special projects, legal documents, handbooks and other materials.
- Research, compile, verify data; provide a variety of information for reports, special projects, salary negotiations, collective bargaining, merit increases, interviews, employee orientations and other personnel-related functions.
- Operate a variety of office equipment including a calculator, computer and assigned software.
- Communicate with City personnel, City Council members, vendors, attorneys, outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns.
- Coordinate the City's Wellness program; lead Wellness teams and activities, promote wellness and positive employee morale and wellness challenges.
- Create, update and upload content and public hearing notices to the City's website.
- Attend and participate in a variety of meetings and in-services as assigned; plan and conduct presentations for staff and City Council; serve on Boards and committees as directed; plan and conduct new employee orientations, workshops and meetings as required.

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Principles, practices, methods and terminology used in Human Resources administration, including job analysis, selection, recruitment, classification, compensation, FMLA, CFRA and SDI.
- Current laws, codes, governmental guidelines, regulations and rules related to assigned personnel functions.
- Advanced principles and techniques involved in payroll preparation and processing.
- Tax reporting, tax withholding, voluntary deductions, garnishments and supplemental insurance.
- Methods, practices, terminology, policies and procedures used in benefits administration including HIPPA, COBRA, ACA, PERS.
- Workers' Compensation benefit systems.
- Record-keeping and report preparation techniques.
- Principles and practices of training.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of a variety of office equipment including a computer and assigned software.
- Oral and written communication skills.

- Interpersonal skills using tact, patience and courtesy.
- Public relations methods and techniques.
- Mathematical calculations.
- Research methods.

Ability to:

- Oversee and coordinate a variety of complex, specialized and professional human resources and payroll functions involved in the analysis and administration of personnel programs including recruitment, examination, selection, classification, compensation and specialty areas such as affirmative action and fringe benefit administration.
- Plan and conduct classification, job analysis, salary and other personnel studies as directed.
- Interpret, apply, explain and assure compliance with rules, regulations, policies and procedures.
- Provide consultation and technical expertise to personnel concerning employee benefits information, insurance plans, options, guidelines and procedures.
- Monitor, audit, process, adjust and reconcile payroll data.
- Identify, investigate and resolve financial errors and discrepancies.
- Coordinate and administer pre-employment examinations.
- Screen and process employment applications and other personnel-related documents.
- Coordinate and participate in the interviewing and selection of applicants.
- Maintain confidentiality of sensitive and privileged information.
- Train and provide work direction to City personnel as required.
- Operate a variety of office equipment including a computer and assigned software.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Work confidentially with discretion.
- Meet schedules and timelines.
- Work independently with little direction.
- Add, subtract, multiply and divide quickly and accurately.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Bachelor's degree in human resources, business administration or related field.
- Four years increasingly responsible experience in human resources including work with recruitment, payroll, employee benefits administration and staff relation functions.

Licenses, Certifications and other Requirements:

- N/A

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.
- Evening or variable work hours.

Physical Demands:

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Reaching overhead and above shoulders to access materials.
- Lifting, carrying, pushing or pulling light objects.
- Bending, kneeling or crouching to reach files and materials.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.

Hazards:

- Dissatisfied or abusive individuals.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.