HR Coordinator

Job Profile

Job Code : Not Indicated	**Job Group :** Not Indicated
Job Grade : Not Indicated	**Job Family :** Not Indicated
Department Name For This Position : Human Resources	**Position Reports To :** Human Resource Director
Physical Location For This Position : Not Indicated	**This Position Is :** Non Exempt
This position is safety sensitive : No	**Security Sensitive :** No

GENERAL DESCRIPTION OF POSITION

Assists the Human Resources department with a variety of HR related processes. Provides pleasant customer service for City Hall visitors. Answers and directs calls. Responsible for the creation and publication of the monthly City Council agenda. Provides as needed support to the Mayor with regards to scheduling.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides pleasant customer service to visitors of City Hall

Answers and directs calls to departments throughout the City

Manages all job postings and reviews all applications to ensure they are complete.

Downloads and forwards applications and resumes to hiring managers in a timely fashion.

Schedules interviews and compiles interview books for all departments

Answers questions regarding applications and position updates

Responsible for pre-employment processing to include reference checking, arranging physicals/drug screens, psychological exams and entering candidates into the background check database.

Works closely with HR Manager to schedule new hire orientations

Compiles new hire packets for both full and part-time employees

Responsible for effective close-out of open jobs to include notification to interviewees who were not selected

Responsible for the employee evaluation process to include notifying supervisors of all evaluations due throughout the year and processing them through payroll when they are completed

Compiles all documents for new hire employment folders and files them appropriately

Responsible for notifying supervisors of all employees called for random drug testing, no more than two hours in advance.

Assists HR Manager with bi-weekly payroll processing, changes and review

Receives, sorts and delivers mail throughout City Hall on a daily basis

Responsible for working with the Finance department to complete credit card purchase reporting for all city hall credit cards on a monthly basis.

Responsible for ordering office supplies as needed for the HR department

Assists the HR department with various projects to include, document preparation, database management, document retention, filing, etc.

Responsible for managing the worker's compensation process to include tracking claims, submitting all documentation and following-up with providers and employees

Responsible for the creation and publication of the monthly city council meeting agenda. This includes working with all departments within the city to verify that all documents needed are submitted on time in order to create an accurate agenda.

Assists the Mayor with scheduling and calendar management

Maintains positive and professional relationships with colleagues throughout the city

Performs other duties as assigned and as needed

Significant attention to detail is required for this position

SUPERVISORY RESPONSIBILITIES

RESPONSIBILITIES FOR WORK OF OTHERS

No supervision.

RESPONSIBILITY FOR FUNDS, EQUIPMENT, PROPERTY, ETC.

Same as Degree 4, but loss would range from $150,000 to $1,000,000.

What departments (if any) are supervised by this position? : Not Indicated

EDUCATION AND EXPERIENCE

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High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc.

EXPERIENCE GENERAL

2 years related experience and/or training.

EXPERIENCE MANAGEMENT

7 to 11 months related management experience.

WORK SKILLS

ANALYTICAL ABILITY/ PROBLEM SOLVING

MODERATELY STRUCTURED. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

PLANNING

CONSIDERABLE RESPONSIBILITY with regard to GENERAL ASSIGNMENTS in planning time, method, manner, and/or sequence of performance of own work; may also OCCASIONALLY assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit FREQUENT opportunity for decision-making of MINOR IMPORTANCE and also FREQUENT opportunity for decision-making of MAJOR IMPORTANCE; the latter of which would affect the work operations of OTHER EMPLOYEES and/or CLIENTELE to a MODERATE DEGREE.

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee PLANS AND ARRANGES OWN WORK, referring only UNUSUAL CASES TO SUPERVISOR.

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require CONSIDERABLE time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a LIMITED EXTENT, but where succeeding operations or supervision would NORMALLY PRECLUDE the possibility of a serious situation arising as a result of the error or decision.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

MENTAL DEMAND

CLOSE MENTAL DEMAND. Operations requiring CLOSE AND CONTINUOUS ATTENTION for control of operations. OPERATIONS REQUIRING INTERMITTENT DIRECT THINKING to determine or select the most applicable way of HANDLING SITUATIONS regarding the organization's administration and operations; also, to determine or select material and equipment where highly variable sequences are involved.

COMMUNICATION SKILLS

- Ability to read and understand simple instructions, short correspondence, notes,

letters and memos; Ability to write simple correspondence.

- Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence.
- Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

ACCOUNTABILITES

FREEDOM TO ACT

DIRECTED. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

VERY SMALL: Job creates a monetary impact for the organization up to an annual level of $100,000.

IMPACT OF JOB ON END RESULTS

MODERATE IMPACT. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

CERTIFICATES, LICENSES, REGISTRATIONS REQUIRED

A valid Arkansas drivers license or a valid drivers license recognized by the State of Arkansas.

CERTIFICATES, LICENSES, REGISTRATIONS PREFERRED

Not Indicated

CONTACTS WITH PUBLIC AND EMPLOYEES

CONTACTS WITH PUBLIC

REGULAR CONTACTS with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of CONSIDERABLE IMPORTANCE and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

CONTACTS WITH EMPLOYEES

Contacts with other departments or offices AND ALSO frequently with individuals in middle level positions; consulting on problems that necessitate judgment and tact in presentation to

obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

REGULAR USE OF HIGHLY COMPLEX machines and equipment; specialized or advanced software programs.

SOFTWARE SKILLS REQUIRED

- 10-Key : Basic
- Accounting: None
- Alphanumeric Data Entry: Basic
- Contact Management: Basic
- Database: Basic
- Human Resources Systems: Intermediate
- Payroll Systems: Intermediate
- Presentation/PowerPoint: Basic
- Programming Languages: None
- Spreadsheet: Intermediate
- Word Processing/Typing: Intermediate
- Other: Not Indicated

PHYSICAL DEMANDS

PHYSICAL ACTIVITIES

- Stand: Occasionally
- Walk: Occasionally
- Sit: Regularly
- Use hands to finger, handle, or feel: Occasionally
- Reach with hands and arms: Occasionally
- Climb or balance: Never
- Stoop, kneel, crouch, or crawl: Never
- Talk or hear: Regularly
- Taste or smell: Never

WEIGHT LIFTED

- Up to 10 pounds: Occasionally
- Up to 25 pounds: Occasionally
- Up to 50 pounds: Never
- Up to 100 pounds: Never
- More than 100 pounds: Never

VISION REQUIREMENTS

- Close vision (use of a computer, equipment, or any other work duties that require clear vision within two feet or less).

PHYSICAL DEMAND

MODERATE DIVERSITY, LOW PHYSICAL: Work activities which allow for a MODERATE AMOUNT OF DIVERSITY in the performance of tasks which are not as varied as those positions relating to Degree 1.

WORK ENVIRONMENT

ENVIRONMENTAL CONDITIONS

- Work near moving mechanical parts (spinning shafts, engines, lifts, etc.): Never
- Work in high, precarious places (tall structures, bucket lifts, extension ladders, etc.): Never
- Fumes or airborne particles (painting, sanding, solvents, flying lint or dust particles, etc.): Never
- Toxic or caustic chemicals (including potential for chemical spills, etc.): Never
- Outdoor weather conditions (exposure to outdoor heat, cold or inclement weather): Never
- Wet or humid conditions (not weather-related, such as greenhouse, carwash, etc.): Never
- Extreme cold (not weather-related, such as freezer, cold storage, etc.): Never
- Extreme heat (not weather-related, such as furnace, kitchen, ovens, etc. where temperature is regularly above 100 degrees F): Never
- Risk of electrical shock (live electrical wires, equipment that retains power after shutoff): Never
- Work with explosives (TNT, dynamite, nitroglycerine, or other related explosives): Never
- Risk of radiation (x-ray equipment, nuclear radiation, electromagnetic radiation, etc.): Never
- Vibration (jackhammer, soil compactor, equipment that creates high vibration, etc.): Never

LEVEL OF NOISE

Moderate (business office with computers/printers, light traffic, etc.)

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

ADDITIONAL INFORMATION

Knowledge of modern personnel management and a background in the fundamental principles and practices of public personnel administration. General knowledge of labor requirements and Equal Opportunity requirements at Municipal, State and Federal levels. Ability to interpret and apply regulations and policies to administrative procedures and to organize and appraise and evaluate the effectiveness of Affirmative Action and ADA personnel procedures and to anticipate and recognize procedural problems. General knowledge of the Family Medical Leave Act. General knowledge of payroll tax reporting. Must be able to attend meetings and training as required.

Completed by: Charlotte Rue

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