

# HUMAN RESOURCES COORDINATOR

Reports to: Vice President of Human Resources



Revised: 04/19/2019

## JOB SUMMARY

The Human Resources Coordinator provides support to leaders, program coordinators and staff regarding various HR functions, policies, and procedures. This person oversees the recruitment process, working closely with leaders and program coordinators to determine need of posting job openings, reviewing applicants, and making offers. This person also oversees the performance management process for all staff and manages benefit enrollment process for new and existing staff.

## ESSENTIAL JOB FUNCTIONS (RESPONSIBILITIES)

1. Supports Agency Coordinators and staff on an ongoing basis, providing HR services as identified or requested. Explains HR functions (policies, procedures, laws, benefits, etc.) to new and current employees as needed.
2. Coordinates all recruitment activities with the assistance of the HR Specialist, including job postings and advertisements, job fairs, applicant tracking and dissemination of applications to Coordinators/Leaders, interviewing, checking references, and providing offers of employment.
3. Assists the HR Specialist with the new employee onboarding process, including facilitating New Employee Orientation, and completing new hire paperwork.
4. Completes ongoing benefit and compensation changes for current employees as needed, and completes the process with the appropriate benefit vendor(s).
5. Assists new employees with benefit enrollment ensuring it is completed and processed with in HRIS system and all vendor portals.
6. Reconciles monthly benefit vendor statements to the Agency's payroll, and interacts with vendors to correct discrepancies identified.
7. Analyzes job duties and oversees the Agency's job descriptions, collaborating with Coordinators/Leaders in ensuring that the descriptions are accurate and up-to-date. Completes edits as needed.
8. Oversees the performance appraisal process, supporting Coordinators/Leaders in annual compliance.
9. Provides Organizational Development opportunities for Agency staff as needs are identified. Prepares, conducts, and evaluates the effectiveness of training programs.
10. Manages the HR function within Kronos, including entering and auditing personnel data and saving appropriate employee documentation as received.
11. Generates and distributes general reports, including turnover and vacancy rate reports, and/or other documentation as required/requested.
12. Collaborates with the Vice President of Human Resources to prepare and implement the annual benefit enrollment process. Provides support to staff completing the process. Works with HR team to complete the HR detail work prior to and following open enrollment.
13. Completes HR projects and tasks as assigned by the Vice President of Human Resources.
14. Carries out other HR duties required to meet the department goals and objectives.
15. Consistently demonstrates professionalism, discretion, and confidentiality.
16. Performs work tasks requirements as outlined below

## QUALIFICATIONS

- Bachelor Degree in Human Resources or related field required.
- A minimum of one year is required, 3+ years of HR experience is preferred.
- HR certification preferred (SHRM or HRCI).
- Knowledge of employment law required.

## SKILLS

Outstanding written, verbal, and interpersonal communication skills required, along with strong problem solving, decision-making, and relationship-building skills. Excellent administrative, computer, and time management skills, along with ability to multitask, required.

**FLSA CLASSIFICATION:** Exempt

**WORK PACE:** Self-paced, requiring the ability to think and act quickly and efficiently in a fast-paced, demanding work environment.

**WORK ENVIRONMENT:** This position operates in a professional office environment, utilizing standard office equipment.

## PHYSICAL DEMANDS:

May require frequent extended work days. Requires some travel between RUI sites, other community agencies and throughout the state.

Sitting: 6 - 7 hours in an 8 hour work shift; may occasionally alternate to standing or walking.

Standing: 1 - 2 hours in an 8 hour work shift. Alternates to sitting on a frequent basis

Walking: 1/2 - 1 hour in an 8 hour work shift.

---

FREQUENCY: Never = 0% Rarely = 1 - 10% Occasionally = 11 - 33% Frequently = 34 - 66% Continuously = 67 + %

---

**LIFTING:**

**WEIGH**

1 - 10 lbs.  
11 - 20 lbs.  
20 - 35 lbs.

**FREQUENCY**

Frequently  
Occasionally  
Rarely

**OBJECTS**

Books, supplies and files.  
File boxes and copy supplies  
Equipment and boxes of supplies.

**CARRYING:**

**WEIGHT**

1 - 10 lbs.  
11 - 20 lbs.  
20 - 35 lbs.

**FREQUENCY**

Frequently  
Rarely  
Rarely  
Rarely  
Rarely  
Rarely - stairs (Frequently for multi-level facilities)

**OBJECTS**

Books, supplies and files.  
File boxes and copy supplies  
Equipment

Bending:

Squatting:

Kneeling:

Climbing:

Grasping:

Reaching:

Fine Manipulation:

Driving:

I have read the qualifications and requirements for the position of **HUMAN RESOURCES COORDINATOR**. To the best of my knowledge, I believe I can perform these duties.

---

Employee Signature

---

Date