

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: HUMAN RESOURCES COORDINATOR
DEPARTMENT: HUMAN RESOURCES
**REPORTS TO: HUMAN RESOURCES AND LABOR
RELATIONS DIRECTOR**

JOB CODE: 1325
DATE: 02/08

JOB SUMMARY:

Performs work involving highly complex clerical and record keeping procedures; interprets administrative decisions and policies; provides administrative support to staff involved in the Employment, Benefits, Training, Safety, Classification and Compensation, and Employee/Labor Relations units of the Human Resources department; assists customers with human resources-related questions. Works independently and utilizes judgment to interpret policy; consultation occurs with unusual matters.

ESSENTIAL JOB FUNCTIONS:

Interacts with department representatives and other staff regarding human resources and payroll policies and transactions; serves as resource person and gives requested information from appropriate human resources policies and procedures in response to department representatives, employees, or official inquiries.

Assists in the development and maintenance of various Human Resource Information Systems, including human resources, training, benefits, retiree, and Wellflex databases and the online recruitment tracking system.

Creates, maintains, and updates human resources history of all city employees in a database as well as maintaining confidential hard copy files.

Processes personnel actions; verifies accuracy and completeness of forms; enters information to the human resources database.

Coordinates recruitment activities such as posting and removal of postings; schedules for recruitment; prepares and sends advertising; receives and processes applications; compiles and maintains a database of EEO information; prepares manuals used in interviews; prepares registers for Police and Fire Department recruitments.

Process across-the-board and cost-of-living wage increases; updates wage schedules as necessary.

Tracks due dates for performance evaluations, mid-point of probation and end of probation documentation, and contractual increments; sends reminders to departments on a monthly basis.

Conducts monthly employee orientation sessions.

Assists with maintaining enrollment in the Beneflex Plan database and making appropriate revisions, such as processing point sheets and confirmation notices for new employees.

Assists with "remitting agent" responsibilities, such as processing new employee enrollments, life status changes, and terminated or retired employees; aids employees with insurance changes.

Assists with annual employee benefits enrollment; assists employees with questions; ensures that forms are completed properly.

Assists with maintaining database of retirees and sending notifications of insurance changes.

Maintains, tests, and troubleshoots the online recruitment tracking database; trains other department staff on the use of the online recruitment system; assists members of the general public with the online application.

Computes and maintains statistical information; prepares reports, spreadsheets, and graphs pertaining to turnover, age of workforce, and other human resources information.

Assists in the development and maintenance of the departmental Web site; serves on the city's Public Access Subcommittee.

Prepares and disseminates a quarterly employee newsletter.

Prepares federal Equal Employment Opportunity reports.

Researches information and prepares responses to salary surveys conducted by external organizations.

Composes and sends routine correspondence.

Responds to requests for verification of employment.

Prepares and processes purchase requisitions, field purchase orders, and payment vouchers.

Performs other related duties as required.

MATERIAL AND EQUIPMENT USED:

General Office Equipment
Copier
Multi-line Telephone

Personal Computer
Typewriter

Adding Machine
Fax Machine

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school diploma or GED and three to five years of general clerical experience, with at least one year of human resource related experience; or any combination of education, training and experience that provides the knowledge, skills and abilities required for the job.

Licenses and Certifications:

None.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Applicable laws, rules, and policies related to human resources administration.

City government departments and operations.

Computers and software necessary to manage a complex human resources database.

General office practices and procedures.

Basic mathematical and statistical computations, such as addition, subtraction, and percentages.

Skill in:

Using computers to create and manage files, records, spreadsheets, and databases and to enter and retrieve information.

Communicating clearly and effectively, both orally and in writing.

Applying appropriate policies to payroll and human resources transactions.

Organizing work activities to accomplish objectives.

Performing basic mathematical and statistical computations.

Compiling data into readable and understandable report format.

Typing at a minimum rate of 60 WPM.

Mental and Physical Abilities to:

Use independent judgement as necessary to ensure the accurate and efficient completion of department work.

Establish and maintain effective working relationships with staff.

Perform duties while sitting at a desk or table or while intermittently sitting, standing, or stooping.

Working Conditions:

Work is performed in an office.

