

## **HUMAN RESOURCES COORDINATOR**

### **NATURE OF WORK**

Serving the public as a strategic partner through the coordination of administrative processes within the Human Resources Department and coordinating wellness activities, special events, employee communications, training and recruitment efforts.

### **DISTINGUISHING FEATURES**

Work involves handling confidential matters as well as assisting the human resources staff in researching, developing, and implementing workplace procedures, budgets, and administrative and operational issues. Work includes developing written and electronic communication pieces and maintaining the human resources electronic mediums. Positions in this class are distinguished by their ability to coordinate multiple levels of human resources activity and the ability to participate in human resources initiatives. Assisting in the development and maintenance of employee focused communication pieces and events are unique to this position.

### **ESSENTIAL FUNCTIONS** *(These essential duties are only illustrative.)*

Coordinates a wide array of human resources administrative processes including the maintenance of personnel files, training records and benefit changes, employee recruitment and hiring practices and assisting in gathering required records and data for employee demographics, turnover, employee relations and legal research.

Prepares and maintains files and records of a confidential or sensitive nature, such as performance appraisals, disciplinary actions, transfer requests, personnel actions in support of pay increases, and other personnel actions.

Serves as office manager, planning, organizing, and overseeing the support staff and program support resources of the office.

Maintains and coordinates the electronic recruitment process using an applicant tracking system; supports managers and employees in the electronic hiring process from posting a vacancy through onboarding.

Coordinates planning, development and implementation of wellness activities including wellness fair, health screenings, lunch & learns, seminars and fitness classes; assists with tracking participation in wellness events; coordinates wellness committee meetings.

Assists in budget preparation and monitoring expenditures; and ordering supplies, equipment and services; researches new purchases; and serves as main contact with equipment and office supply representatives.

Compiles and prepares written and statistical reports often of a sensitive or confidential nature, gathers and analyzes data, makes recommendations, prepares reports related correspondence, monitors unemployment claims; and assists with special projects as assigned by the Human Resources Director.

Assist in the recruitment process through the coordination of advertising, arranging for all essentials needed for the recruitment drive, coordinating work with other staff members, developing and maintaining recruitment and hiring material, organizing and maintaining hiring files, and interviewing candidates for

entry-level positions. Coordinates summer work program. Works with Director of Human Resources on the implementation of the Diversity and Inclusive recruitment and training strategy.

Assists in the development of employee communication pieces including the monthly employee newsletter, maintaining the human resources web page and SharePoint site, and creating special notices and invitations.

Conducts employee recognition activities and special events including wellness activities and employee service awards.

Conducts new employee orientations and coordinates all new employee processes and paperwork.

Assists in coordinating, developing and presenting human resources related training programs to management and employees; creates and maintains training reports and schedules.

Acts as department timekeeper; verifies absences, maintains files on accidents and sick leave; reports changes in employee information affecting health insurance and retirement plans.

Processes various employment and insurance verification forms received from outside agencies.

Represents and/or coordinates events including United Way campaign and job and education fairs.

Maintains reasonable and predictable attendance

### **SUPERVISION RECEIVED**

Work is performed under the general direction of the Director of Human Resources or the Deputy Director of Human Resources, with considerable latitude for completing assignments. Work is reviewed occasionally and through performance appraisals for timely accomplishments of tasks, for overall results achieved, and the degree to which the work meets the needs of the office.

### **SUPERVISION EXERCISED**

Employees in this class may supervise a small number of subordinate clerical and secretarial support employees, which includes planning and assigning work, evaluating performance, orienting and training new employees, and making recommendations concerning new hires and disciplinary matters. Orients new employees on the job and provides assistance to or answers questions of co-workers in the same or lower level classifications.

### **WORKING CONDITIONS & PHYSICAL DEMANDS**

Work is performed primarily in an office setting and is essentially sedentary with occasional walking, standing, lifting, bending, or minimal physical activities carrying items under 25 pounds such as books, papers, small parcels, etc. Some tasks have set deadlines and volume processing.

### **SUCCESS FACTORS (KSAs)**

Proven ability to coordinate complex administrative duties in a multi-faceted work environment

Knowledge of principles and practices of human resources management

Knowledge of wellness program principles and their application in the workplace

Knowledge of the principles and practices of employee health insurance administration, Workers' Compensation claims administration and return to work programs, and FMLA

Knowledge of state and federal laws, court rulings and administrative laws such as EEO, Title VII, ADA, FMLA, and others that affect human resource management decisions.

Ability to establish and maintain effective working relationships as required by the work of the position

Ability to maintain the total confidentiality of communications, files and documents

Ability to prioritize multiple responsibilities and manage time appropriately

Ability to complete assignments with a superior level of accuracy and completeness

Ability to research and analyze information and develop valid conclusions and recommendations and to prepare clear and concise oral and written reports

Ability to develop and maintain strong internal and external customer service skills

Ability to receive and resolve complaints and questions from the public

Ability to understand and apply departmental administrative policies and procedures

Ability to coordinate employee functions and/or programs

Basic skill in conducting interviews to elicit information

Ability to work as a team with a results driven approach

Skill in the use and care of a personal computer including considerable knowledge of modern office practices, procedures, and equipment., MS Office Suite or other word processing, spreadsheet and data base software standard that may be adopted by City departments.

Maintains reasonable and predictable attendance

## **EDUCATION, TRAINING & EXPERIENCE**

Graduation from an accredited four year college or university with a degree in human resources management, public administration or a related field, and three to five years of increasingly responsible administrative or office management experience. Additional experience in wellness preferred. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may be substituted for the required experience.



## **NECESSARY SPECIAL REQUIREMENTS**

Possession of a valid Illinois driver's license.

Professional certification in Human Resources or Wellness discipline desired.

Residency Requirement:

Effective June 1, 2018 all newly hired employees, including newly hired Department Heads, shall live within the municipal boundaries of City of Rockford within six (6) months of their completion of their introductory period.

Classified employees hired after January 1, 1984 may live anywhere in Winnebago County or anywhere within an area fifteen (15) miles from the Public Safety Building within six (6) months of their date of completion of probation. Employees hired prior to January 1, 1984 shall be subject to their conditions of employment in effect at that time.