

Human Resources Coordinator

Department: Administration

\$33,280.00 - \$48,058.00 Annually

Division: Human Resources

\$2,773.33 - \$4,004.83 Monthly

Supervisor: City Manager

\$16.00 - \$23.10 Hourly

Salary: Exempt

Status: Full-Time

Education and Experience: A minimum of a High School diploma or GED is required, a bachelor's degree in Human Resources, Business Administration, Public Administration or a related field is preferred. Five or more years progressive experience in the human resources field.

Licenses and Certificates: This position requires a Texas Class "C" Driver's License. Professional certification is preferred (PHR, SPHR, SHRM-CP, SHRM-SCP)

General Purpose

The HR Coordinator shall work under the direct supervision of the City Manager. This is a highly independent and responsible position. Performs HR related duties including but not limited to employment, recruitment, benefits, compensation, training, employee wellness, data analysis/reporting, risk management and policy administration. Will occasionally work with the Finance Department on special projects. This position requires an extremely perceptive, analytical and confidential person who is capable of relating to individuals and all levels within the organization. Provides information, recommendations, and technical assistance to City management, attends all meetings related to City Management. Assists in preparing and monitoring department budgets as they relate to Human Resources.

Typical Duties

- Plans, organizes and directs the operations of the Human Resources Department for the city.
- Ensures compliance with City, State and Federal legislation regarding all aspects of human resource management law through personal research or consultation with outside agencies or resources.
- Develops and administers the City's personnel policies; ensures compliance by departmental supervisory staff and ensures policy changes are communicated to employees.
- Counsels with employees and supervisors regarding all aspects of employee relations, training, payroll issues and employee benefits.
- Prepares and delivers presentations to City management and/or officials regarding human resources policies and practices.
- Oversees the recruiting, interviewing and processing of applicants for all vacant positions. Ensures job descriptions are up to date and accurate by working with department management staff.
- Conducts and/or oversees, internal investigations regarding policy violations; prepares documents with findings of such investigations; recommends appropriate disciplinary action for all policy violations based on findings of internal investigations. Attends and represents the City's interest in all employee grievance procedures.
- Prepares the salary and benefit information for annual operating budgets for all departments.
- Assist with various training and development needs and partner with Departmental Directors to ensure appropriate training, development and organizational tools are in place.

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- Comply with federal, state, and local legal requirements by keeping abreast of existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions.
- Reviews and evaluates submitted changes pertaining to employee pay, leave, and/or benefits; ensures requested changes comply with applicable regulations, rules, and guidelines.
- Prepares and posts job openings; coordinates recruitment advertising including online, print, and special publication advertisements; updates the City's employment opportunity webpage; and submits job postings via City social media platforms.
- Coordinates eligibility and background testing and skills assessment. Schedule and conduct new employee orientation and process all new hire paperwork.
- Liaises with City departments throughout the recruitment process; screens and refers applications received to hiring departments.
- Processes workers' compensation claims including reporting employee injuries and submitting related documentation; calculates lost-time benefits.
- Coordinates return to work and modified duty programs for injured employees.
- Creates, updates, and maintains employee personnel files; oversees the Department's records management function; responds to open record requests.
- Monitor employee performance evaluations and ensure timely completion.
- Coordinates employee engagement, volunteer and recognition activities and programs.
- Compiles and analyzes statistical data; prepares and maintains a variety of monthly and quarterly human resources reports.
- Regular and timely attendance is required, as well as, the ability to get along with others in a professional and cordial manner.
- Assists in responding to benefits inquiries and assists employees in resolving benefits issues; processes changes to individual employee benefits.
- Assists with city functions and special events as required or necessary.
- Performs other duties as required or necessary.

Knowledge, Skills, and Abilities

- Application of good knowledge of the American Disabilities Act in regard to employment, citizens' complaints and requests for accommodations.
- Application of good knowledge of risk management operations including workers' compensation, liability, policy administration, insurance needs analysis and leave benefits (FMLA, short and long-term disability).
- Application of good knowledge of the principles, practices, theories and governing regulations of human resources.
- Application of some knowledge of public relations methods.
- Application of good knowledge of city, state, or federal regulations and City ordinances, rules, regulations and standards.
- Application of good knowledge of research methods.
- Knowledge in leadership, organizational, negotiation, policy making and budgetary skills.

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- Proven experience in developing and leading teams of people to accomplish human resources objectives.
- Communicate effectively, both orally and in writing, in a clear and professional manner.
- Prepare a variety of reports related to Human Resources activities.
- Establish and maintain effective working relationships with coworkers, officials, customers, other city departments, and the general public.
- Knowledge of proper safety practices, procedures, and regulations applicable to work being performed.
- Skill in resolving problems or situations requiring the exercise of good judgment.
- Proven experience in managing multiple projects, meeting deadlines and prioritizing work assignments.
- Exercise sound independent judgment within general policy and administrative guidelines
- Skill in creating a professional team that is progressive, proactive and result driven and lead staff to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork and supports constructive resolution of conflicts.

Other Job Characteristics

- Lift and carry items up to 50 pounds.
- Advanced computer skills and software knowledge (MS Office).
- Occasionally work flexible hours, weekends, holidays, and extended hours.
- Occasional exposure to irate members of the public.
- Operation of a motor vehicle through City traffic.

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Alpine. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management immediately to interpret these duties and expectations.

Employee Signature & Date

Employee's Printed Name