



JOB TITLE:	HUMAN RESOURCES COORDINATOR	DIVISION:	DISTRICT – HUMAN RESOURCES
REPORTS TO:	HUMAN RESOURCES MANAGER	EEO CATEGORY:	06 - CLERICAL
FLSA:	NON-EXEMPT	SAFETY-SENSITIVE:	NO
CLASSIFICATION:	REPRESENTED	LOCATION:	SAN RAFAEL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Summary

Under general supervision, using initiative and independent judgment within established guidelines, provides varied, responsible, complex and confidential administrative assistance to Human Resources Department professional and managerial staff, and performs related duties as assigned. Human Resources Coordinators conduct and independently carry-out a variety of assigned projects. This position requires the ability to exercise positive human relations skills with internal and external customers so as to provide excellent service at all times. Must be flexible, able to assess and change priorities, work with multiple staff, and effectively resolve situations, within established guidelines, arising during the course of work.

Essential Responsibilities

- Creates and maintains databases, filing and record keeping systems
- Researches, compiles and generates reports required for compliance with Federal, state and local regulations as well as internal reports for District use
- Provides factual information to District staff and the public in person and on the telephone
- Receives visitors and telephone calls for the San Rafael District offices as applicable
- Assists in recruitment by assisting in providing correspondences with applicants, preparing interview binders, scheduling and administering examinations, and greeting candidates for interviews
- Distributes job announcements
- Assists HR staff by scheduling medical examinations and appointments for drug testing
- Processes Authority for Payroll Changes as required and assists to maintain the pay rate table, table of organization, and position control documents
- Tracks and files employee performance reviews received from department heads and/or District officers
- Set-ups conference and meeting rooms
- May provide salary information to other public agencies within specific guidelines
- Maintains confidential personnel files
- Maintains benefits records, answers basic benefits questions, and supplies requested informational materials
- Manages mail distribution
- Performs clerical and administrative duties such as maintain and order office supplies



- Prepares check requests and maintains, reconciles and processes billing records
- May coordinate and assist with the preparation of applicable budgets and budget administration
- Assists in the development and presentation of various meetings and employee training programs including notification of attendees, and ensuring that facilities, equipment and required materials are available
- Composes, edits and proofreads correspondence, reports and other written materials; reviews materials and documents for completeness, accuracy, and grammar, compliance with policies and procedures and format
- Provides general administrative support to the department and/or related divisional departments as needed
- Knows and follows the safety and health rules and safe working practices applicable to his or her job.
- Performs other related duties as required or assigned
- Regular and reliable attendance and performance are required

Required Knowledge, Skills and Abilities

Knowledge of:

- Human Resources policies, practices, and procedures.

Skill in or Ability to:

- Demonstrate skill in basic and advanced features of MS Office - Word, Excel and Powerpoint, and type with sufficient speed and accuracy to meet position requirements
- Office administrative practices and procedures, including business letter writing, editing, filing and the operation of common office equipment.
- Record keeping, report preparation and basic mathematical calculations
- Research, compile, summarize, analyze and/or interpret a variety of technical data and prepare reports
- Use tact, discretion, and professionalism in establishing and maintaining effective working relationships
- Maintaining high service levels to all internal and external customers
- Must possess strong problem solving skills.
- Learn and apply District policies, laws and regulations that pertain to work
- Use correct spelling, grammar, punctuation and vocabulary
- Compose correspondence & complete projects from brief oral and/or written instructions, and independently develop correspondences to outside agencies, District staff & individual employees.
- Use initiative and apply independent judgment within established guidelines, and propose new guidelines or procedures where appropriate
- Demonstrate attention to detail
- Organize work, set priorities, meet critical deadlines and follow up assignments with minimum supervision while working under frequent interruptions and changing priorities
- Establish, organize, and maintain a variety of files and materials
- Work effectively as a team member
- Maintain the highest degree of confidentiality
- Get the job done with a sense of urgency and within appropriate timeframes



- Read and understand Memorandum of Understandings for policy and procedure and paperwork processing needs
- Recognize process improvement opportunities
- Actively participate and function in a team-based environment

Minimum Qualifications

Education and/or Experience:

A combination of college level training and position related experience equivalent to:

- Three years' full-time position related complex and confidential office administrative experience requiring the use of initiative and independent judgment. Human Resources experience is highly desirable.
- A Bachelor's Degree in Human Resources Management, Organizational Development or related field may be substituted for one year of administrative experience.
- Must be able to demonstrate proficiency using advanced word processing and basic spreadsheet functions (Microsoft Word, Excel, database and graphics software, PowerPoint, and experience using HRIS systems highly desirable).

Physical Requirement:

Mobility to work in a typical office setting. Ability to communicate in person and over the telephone. Ability to read printed materials and a computer screen. Routine use of computer, telephone and other office equipment. May require extensive periods performing work on a computer. Majority of the work is conducted in an office environment. May lift up to 50 pounds (to box and lift files for storage).