



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

- Create and maintain databases, filing systems, and record keeping systems.
- Research, compile and generate reports required for compliance with Federal, state and local regulations as well as internal reports for District use.
- Provide factual information to District staff and the public in person and on the telephone.
- Receives visitors and telephone calls for department staff as applicable.
- Assist in recruitment and selection by assisting with resume and application screening, correspondence, scheduling and administering examinations, and greeting candidates for interviews.
- Provide general administrative support to the department and/or related divisional departments as needed.
- Process Authority for Payroll Changes as required and assist to maintain the pay rate table, table of organization, and position control documents.
- Maintain Human Resources requisitions, recruitment files, and eligibility lists.
- Track performance reviews.
- Set-up conference and meeting rooms.
- May provide salary information to other public agencies within specific guidelines.
- Maintain confidential personnel files.
- Assist staff by scheduling medical examinations and appointments for drug testing.
- Prepare and distribute job announcements.



- Maintain benefits records, answer basic benefits questions, and supply requested informational materials.
- Maintain and handout orientation materials.
- Manage mail distribution in.
- Perform clerical and administrative duties such as maintain and order office supplies.
- Prepare check requests and maintain, reconcile and process billing records.
- May coordinate and assist with preparation of applicable budgets and budget administration.
- Assist 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.
- Compose, edit and proofread correspondence, reports and other written materials; reviews materials and documents for completeness, accuracy, and grammar, compliance with policies and procedures and format.
- Know and follow the safety and health rules and safe working practices applicable to his or her job.
- 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:

- Demonstrated skill in basic and advanced features of word processing, data base management and basic features of spreadsheets; type with sufficient speed and accuracy to meet position requirements.
- Skill in office administrative practices and procedures, including business letter writing, editing, filing and the operation of common office equipment.
- Skill in 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.
- Skill in 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; independently develop correspondence to outside agencies, District staff & individual employees.
- Use initiative and apply independent judgment within established guidelines; propose new guidelines or procedures where appropriate.
- Pay 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.
- 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).
- A Bachelor's Degree in Human Resources Management, Organizational Development or related field may be substituted for one year of administrative experience.

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).