



HUMAN RESOURCES COORDINATOR

Department:	City Manager	FLSA Status:	Exempt
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GENERAL PURPOSE: Under the direction of the City Manager administers and coordinates the City's human resources function; implements recruiting and hiring processes; provides assistance in administering the City's employee benefits programs; coordinates staff training, orientation, and performance evaluation processes; participates in coordinating the City's risk management activities; coordinates special projects; and performs other related duties as assigned.

TYPICAL DUTIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Under direction of the City Manager plans, coordinates, and implements the City's human resources programs and activities pertaining to recruiting, employee orientation, training, performance evaluation, and benefits administration.
- Participates in developing and administering the City's human resources policies and procedures; recommends and assists in implementing policy revisions as required.
- Provides human resources support and assistance to City departments and management personnel.
- Communicates and explains the City's human resources policies and procedures to employees.
- Oversees and coordinates the City's recruiting and hiring process; reviews job requisitions; coordinates the posting of employment vacancies; responds to employment inquiries from the public.
- Provides assistance in screening/processing job applications; coordinating applicant interviews and/or testing processes; participates in interviews; recommends, along with the Department Heads, applicants to be considered for hire.
- Updates, maintains, and ensures the confidentiality and security of the City's personnel records.
- Plans, schedules, coordinates, and/or conducts new hire orientation and other types of training provided to City employees.
- Organizes and implements the City's annual performance evaluation process.
- Conducts human resources research and analysis; coordinates special projects as assigned.

JOB DESCRIPTION

Human Resources Coordinator

- Participates in coordinating the City's risk management function; reviews and processes workers' compensation claims.
- Performs the duties of Deputy City Clerk as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Human Resources or related field; AND two years human resources experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid California Driver's License.

Required Knowledge of:

- City operations, policies, and procedures.
- Human resources principles, practices, policies, and programs.
- Regulations and standards governing human resources activities.
- Principles of recruiting, training, and benefits administration.
- Risk management and workers' compensation principles.
- Human resources records, reports, and documentation.

Required Skill in:

- Coordinating and performing a variety of skilled human resources functions.
- Monitoring and maintaining compliance with regulations governing human resources activities.
- Responding to inquiries and providing human resources support to City departments and personnel.
- Preparing and maintaining various types of human resources records, reports, and documentation.
- Providing assistance in coordinating the City's risk management activities.
- Establishing and maintaining cooperative working relationships with other staff, City departments, outside agencies, employment applicants, and the general public.
- Ability to learn and apply Human Resources principles and practices.

Physical Demands / Work Environment:

- Work is performed in a standard office environment.
- Subject to sitting for extended periods of time, standing, walking, bending, reaching, and lifting of objects up to 25 pounds.