TITLE: Human Resources Coordinator
DEPARTMENT: Administration
FLSA STATUS: Non-Exempt

JOB SUMMARY: This position predominately assists the Human Resources Department in the performance of a variety of Human Resources functions. Work involves assisting with daily activities including but not limited to Leave and Attendance, Benefits, Workers' Compensation, and related Human Resources functions. This position also assists other administrative functions within the Finance Department in the performance of entry-level work as needed and as available. Proprietary revenue software will be utilized, and full training will be provided. Work is performed within the framework of established policies and procedures, under the direction of the Human Resources Manager and/or Assistant Finance Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintains Human Resources and Accounting records.
- Serves as secondary system administrator of the City's Human Resources Information System (HRIS) and processes employee data changes.
- Participates on the City's Wellness Committee, coordinates wellness events, and handles wellness communications.
- Coordinates employee events, open enrollment meetings, employee training, and annual flu vaccine clinic.
- Serves as the initial point of contact for workers' compensation and prepares and processes workers' compensation claims.
- Coordinates the City's Drug-Free Workplace program.
- Provides revenue and receptionist assistance as needed and as available.
- Will be required to perform other duties as requested, directed or assigned.
- Regular attendance and punctuality are essential requirements of the job.

ASSOCIATED DUTIES:

- May attend meetings outside normal business hours.
- Processes confidential information as required.

MINIMUM QUALIFICATIONS:

Education and/or Experience

- Bachelor's degree in Human Resources, Business Administration or a related field from an accredited college or university.
- 2 years of Human Resources experience required. Municipal experience preferred.
- An equivalent combination of education and experience may be acceptable.

Necessary Knowledge, Skills, and Abilities

a) Knowledge of federal and state employment laws.
b) Knowledge of HR principles and practices.
c) Ability to apply principles and practices to the maintenance and analysis records.
d) Knowledge of ADP HRB and ADP Pay eXpert preferred.
e) Ability to express ideas effectively verbally and in writing.
f) Ability to use a personal computer.

SPECIAL REQUIREMENTS:

a) Able to maintain strict confidentiality.
b) Tact and diplomacy.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk or hear, use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.
- The employee is occasionally required to walk.
- Tasks may involve extended periods of time at a keyboard or workstation.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee typically sits in an office.

To apply, please send resume as a Word or PDF document to recruiter@cgasolutions.com.