

## HUMAN RESOURCES COORDINATOR

### NATURE OF WORK

This is responsible professional work providing administrative management support to the Human Resources Manager and all City departments and coordinating effective administration of the human resource activities of the organization, including employee services, the City's safety program, recruitment, and record retention and compliance.

Work involves assisting City of Orrville employees with pay, insurance, and general employment questions, providing support to employees with regard to the City's varied benefit programs, and assisting the Human Resource Manager with projects, problems and other issues. Work includes monitoring and overseeing the City's safety program in all departments. Work involves independent and professional judgement in analyzing and improving safety performance. Work is performed under the general direction of the Human Resources Manager. Employee must be able to exercise independent judgment and work closely with individuals to build a consensus. Work is reviewed through meetings and performance appraisals completed by the Human Resources Manager.

### ESSENTIAL FUNCTIONS OF WORK (May not include all duties performed.)

Answers employee's initial questions concerning benefits (health, dental, life, PERS), FMLA, policies and procedures, COBRA, and various other HR issues;

Assists HR Manager with program administration, compiling complex information, coordinating services and programs, preparing correspondence and reports, maintaining records and files, and assisting the public;

Coordinates employee enrollment and information change forms for all employee benefits;

Prepares, secures, and grades examinations to create current eligibility lists;

Administers an accident prevention and safety program, maintains comprehensive records to monitor for compliance, determines trends and problem areas, recommends and implements changes;

Provides training, guidance and direction to supervisory staff in accident investigation and safety training programs;

Keeps up to date and knowledgeable of all local, state and federal safety regulations, determines their impact, prepares and recommends policies and procedures as appropriate;

Assists in the planning and scheduling of monthly safety meetings, schedules outside speakers and conducts meetings as appropriate;

Monitors the internal culture of the organization by listening to employees communicate their issues and concerns;

Prepares reports required by state and federal government as well as internal and local safety reports;

Coordinates routine safety inspections of all City facilities, provides necessary instruction and guidance to achieve compliance with rules, regulations and/or laws;

Performs or assists in the performance of checks of safety and other protective equipment, takes corrective actions as necessary, maintains inspection records;

Keeps HR Department running smoothly and effectively in the absence of the HR Manager; provides technical advice on human resource issues to Directors, Superintendents and employees;

Provides training and assistance with HR tasks regarding the navigation and use of the City's employee portal of the City's enterprise software;

Develops and coordinates the summer help hiring process with supervisors; technical advice with regard to summer help interviewing and hiring;

Processes purchase orders and supervises the balancing of monthly invoices for health, dental and life insurance;

Assumes responsibility for handling records; knows rules and procedures and acts as a liaison with the employees and the Record Retention Committee;

Tracks EEOC information; prepares bi-annual EEO-4 report;

Conducts appropriate research concerning changes in benefit practices; recommends changes in benefit plan design as necessary;

Assists HR Manager with the establishment and implementation of department policies and procedures;

Assists in communication with City employees through mass e-mails and newsletters;

Attends seminars, workshops, training sessions, and staff meetings to remain knowledgeable and current of agency policy and to obtain new ideas in area of specialization;

Performs other related duties as assigned by HR Manager;

**REQUIREMENTS OF WORK**

Possession of a bachelor's degree in human resources, public administration, business management or a related field and preferably some public human resources administration experience, or any equivalent combination of education and experience that provides the required knowledge, skills and abilities;

Considerable knowledge of safety requirements in an industrial or utility environment.

Considerable knowledge of governmental regulations pertaining to safety requirements.

Knowledge of the principles and practices of modern public human resources administration;

Knowledge of applicable federal, state, and local laws, rules, and regulations;

Ability to plan, develop and coordinate City-wide activities among varying number of departments;

Ability to communicate effectively both orally and in writing;

Ability to sit for extended periods of time

Ability to move about frequently in or out of doors;

Ability to do occasional lifting of light objects (0 – 25#'s) to all levels;

Ability to enter data into a computer, retrieve and manipulate; operate a calculator and other similar office equipment;

Some use of manipulative skills and hand-eye coordination;

Ability to do occasional bending, stooping, reaching, twisting, and gripping;

Possible minor injuries;

Able to withstand the stress of a mid-management position;

Ability to see well enough to do extensive reading of specialized and/or technical information;

Ability to hear well enough to converse by telephone and in person

**NUMBER IN CLASS: ONE**

**PAY GRADE: 403**

**FLSA: EXEMPT**

**CIVIL SERVICE STATUS: UNCLASSIFIED**

**UNION: NO**

Created: 04/21