

Greater Vallejo Recreation District Job Description

Classification Title	Human Resources Coordinator
FLSA Status	Non-Exempt
Salary Grade	43
Reports To	Human Resources Director

GENERAL DEFINITION

Under general supervision, performs a variety of confidential HR functions in support of human resources programs and operations including coordinating/administering recruitment processes, onboarding, new employee orientations, training programs, benefits, workers compensation claims, leaves of absence and safety programs.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Human Resources Director. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing duties in support of Human Resources. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL DUTIES & RESPONSIBILITIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the typical functions of the job.

- Participates in the recruitment and selection of employees, including posting job announcements, coordinating recruitment processes, scheduling, and coordinating interviews, participating on interview panels and making job offers.
- Administers the pre-employment process, such as providing documents and information regarding criminal background checks, medical examinations, TB screening and employment verifications/reference checks. Tracks candidates to ensure completion of all processes.
- Conducts new employee orientations – provides information and onboarding documents and answers questions. Input data into HR Information System.
- Helps create and implement Employee Recognition Programs; sends communications, tracks responses, and distributes awards.
- Processes Personnel Action Requests involving terminations, resignations, promotions, and retirement by updating the HR Information System and communicating changes to payroll.
- Performs administrative work related to employee benefit programs that includes retirement, disability, medical, life, dental, vision and employee assistance program;

explains benefit information, processes forms, adds benefits to the HR Information System, assists staff with benefit questions or issues; and codes invoices for AP.

- Provides information to employees and the public on human resources programs and services. Assists Director in interpreting and applying regulations, policies, procedures, systems, rules, and precedents in response to confidential inquiries and complaints from staff. Escalates to HR Director when applicable.
- Provides workers compensation claim forms to employees, coordinates medical care, files workers compensation insurance claims, acts as the workers' compensation liaison between employees, healthcare providers, and claims adjusters. Ensures incident reports are completed and tracks injuries/incidents for patterns. Maintains OSHA logs.
- Organizes and maintains human resources records and files; purges and destroys documents in compliance with employment and labor laws.
- Observes and complies with all District and mandated safety rules, regulations, and protocols; participates on Safety Committee; assigns and tracks safety training.
- Assists the Human Resources Director with special projects as assigned.
- Performs other duties as required.

HUMAN COLLABORATION & JOB IMPACT

This area describes personal interaction with others outside direct reporting relationships as well as the impact the job has on GVRD, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work may require providing advice to others outside direct reporting relationships on specific problems or general policies while maintaining confidentiality of subject matter. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas. The impact the job has on GVRD is limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes accountability and participation if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has limited fiscal responsibility. May assist in the collection of data in support of recommendations for departmental budget allocations.

MINIMUM QUALIFICATIONS

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Required Education and Experience

- Equivalent to the completion of the twelfth (12th) grade. College-level coursework in human resources preferred.

- At least two (2) years of increasingly responsible experience in human resources.

Required Licenses or Certifications

- Professional in Human Resources (PHR) Certification Preferred.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Basic principles, practices, and procedures of human resources administration and operations.
- Computer applications, software programs and information systems (e.g., Microsoft Suite, human resources information software).
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Basic mathematical calculations.
- Human resources record keeping principles and procedures.
- District, state and federal safety rules, regulations, and laws (preferred).
- Techniques for providing a high level of customer service to effectively deal with staff, vendors and contractors.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.

Ability to:

- Interpret, apply, and explain policies, procedures, and practices regarding human resources administration.
- Review documents, forms and communications for completeness and accuracy.
- Work efficiently under pressure with many interruptions; adapt to changing priorities.
- Establish and maintain a variety of confidential filing, record-keeping, and tracking systems.
- Understand and follow oral and written instructions.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, applications, and office equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the typical functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the typical functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle	X		
Warehouse environment	X		
Shop environment	X		
Other	X		
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances, or waste	X		
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)	X		

WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position is relatively free from unpleasant environmental conditions or hazards and is *generally sedentary*. Incumbents may be required to exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

EEO STATEMENT

GVRD is an equal opportunity employer.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. GVRD reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. Directly related experience/education beyond the minimum stated may be substituted where appropriate at the discretion of the Human Resources Department.

Please sign, date, and present this receipt and acknowledgment form to the Human Resources Department. This receipt and acknowledgment form will be kept in your personnel file.

Employee Name (Print): _____

Employee Signature: _____ Date: _____

Date created	12/8/2020
Dates revised	1/11/2024