Jefferson County
Position Description

Name: **Department:** Human Resources

Position Title: Human Resources Coordinator **Pay Grade:** 5 **FLSA:** Non-exempt

Date: January 2021 **Reports To:** Human Resources Director

Purpose of Position

The purpose of this position is to provide generalist support activities in the human resource area that include recruitment and selection activities, time-keeping and Fair Labor Standards Act (FLSA) compliance tasks, and Countywide training coordination for the Jefferson County Human Resources Department.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Administers overall timekeeping for Courthouse and provides training to department heads and staff; directs, problem solves, and coordinates payroll timekeeping with other County departments in accordance with County ordinances, FLSA, State, and Federal regulations.
- Plans, coordinates, and directs the entire recruitment and selection process, assuring job descriptions are up to date, developing recruitment strategies, creating ads utilizing multimedia, and participating in the interview process as needed.
- Manages Employee Performance Appraisal Program by tracking review dates and reminders, 360 evaluations and assists supervisors when needed.
- Responsible for integrity of the pay and accrual system; ensures pay rates, steps, cost of living increases etc. are accurate and provided timely. Coordinates wage, salary, and benefit accrual administration, assures proper records are retained that support and authorize implementation/changes
- Interprets and administers FLSA, employment laws, and County ordinances and polices
- Coordinates Unemployment Compensation benefits; communicates with employees, department heads, and others. May be required to represent the County in hearings.
- Maintains confidential records in the information system data base, paper personnel files, and medical records. Responds to appropriate requests for information.
- Updates County's HRIS system, ensures proper security and approval systems are in place
- Provides financial and job information for employment verification.
- Assists with special projects.
- Performs receptionist duties for Administration and answers general questions from the public.
- Responds to inquiries and develops custom reports for HR-related inquiries both internally and externally.
- Serves as the primary backup to the Human Resources Benefits Administrator.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or that may develop.
- Demonstrates dependable attendance

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Provides assistance and backup to Administrative Secretary when needed
  - Serves as Notary Public
- Provides supervisory and employee training/communications on FLSA, recruitment strategies, performance evaluations, and other topics as needed

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Human Resources management or related field with one year of related experience or internship; or an equivalent combination on education and experience

Preferred Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Human Resources management or related field with three years' related experience

Other Requirements:

Hours of Work: Typically Monday – Friday, however, occasional evenings or weekend hours may be required.

Background Check: The successful candidate will be required to submit fingerprints as part of an FBI criminal background check and to complete Security Awareness Training.

Knowledge, Skills, Abilities

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to reliably and predictable carry out one's duties.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to speak effectively before groups of customers or employees of organization.
- Knowledge of administrative practices and procedures; business English, spelling, grammar; operation of office equipment; word processing, databases, scanning, presentation, and spreadsheet software.
- Knowledge of accounting principles and practices, accounts payable, and payroll practices.
- Knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of Federal and State laws, rules, regulations pertaining to human resource management such as Equal Employment Opportunity, Title VII of the Civil Rights Act, Americans with Disabilities

Act as Amended, Fair Labor Standards Act, Family and Medical Leave Act, Affordable Care Act, Workers Compensation, Employee Retirement Income Security Act (ERISA).
- Knowledge of Human Resources techniques utilized in employee relations, interviewing, recruitment, record-keeping, statistical analysis, and training.
- Skill in prioritizing workload, developing action plans and meeting deadlines.

Supervision

None.

Physical Demands

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

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books or paper. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee Date

_____ _____

Supervisor Date

_____ _____

Human Resources Date

_____ _____