



## **JOB DESCRIPTION**

### **HUMAN RESOURCES COORDINATOR**

Under the supervision of the human resources director, the human resources coordinator shall be responsible to:

1. Train, assign tasks, supervise, and conduct timely performance evaluations of the human resources specialists.
2. Engage in the promotion of staff development and continuous learning through training observation, coaching, and supervision.
3. Supervise the candidate recruitment and selection process including determining the need for recruitment, job advertisement, application screening, interviews, eligibility lists, employment reference checks, job offers, pre-employment physicals, timely notification of application screening and interview results, etc., and ensure adherence to proper equal employment opportunity procedures and practices.
4. Review new hire recommendations.
5. Ensure that all required criminal record clearances and/or exemptions are processed prior to hiring of any employees whose wages are primarily funded by the Head Start or Early Head Start grants.
6. Coordinate and conduct new employee orientations, including but not limited to coordinating date with executive team, preparing agendas, and securing conference room.
7. Supervise and coordinate the administration of employee health insurance, retirement, and other benefits, including working closely with the HR and benefits specialist and insurance carriers in the resolution of employee concerns, enrollment, and/or eligibility issues.
8. Supervise the timely processing of all medical and other leaves of absences.
9. Ensure staff receives timely reminders of required periodic physicals, TB test clearances, immunizations, and current auto insurance policies.
10. Supervise the processing of workers' compensation claims and, in consultation with the human resources director, monitor any related investigative and/or court proceedings.
11. Supervise safety procedures, workstation ergonomic evaluations, and the preparation and timely distribution of effective CDR Safety and Wellnees Newsletters. Represent HR in Safety Committee meetings as needed.
12. Coordinate and supervise the timely preparation and mailing of temporary and/or permanent layoff notices to affected personnel.
13. Coordinate and supervise the recall process for employees returning from a temporary layoff, including the development of a timeline.
14. Conduct exiting employee interviews and transcribe meeting notes.
15. Assist in the development and/or revision of job descriptions and HR forms.

## *Human Resources Coordinator*

16. Ensure continued education documents for Head Start and Early Head Start educators are properly entered in the HRIS and reports generated and forwarded to Head Start management as needed.
17. Assist with program and/or corporate reviews and audits pertaining to human resources.
18. Ensure new hire summaries are prepared for inclusion in policy council packet.
19. Provide progressive intervention technical assistance to supervisory personnel and assist the human resources director in the presentation of employee performance management training and guiding supervisory employees as needed.
20. Assist the human resources director in conducting legally mandated and other employee training.
21. Assist human resources director with personnel issues, complaints, and harassment reports and investigations as requested.
22. Participate as a member of the Safety Committee, Management Group and other meetings and committees.
23. Represent the Human Resources Department in the absence of or as requested by the human resources director.
24. Other duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Required Education and Experience:**

- Minimum of a bachelor's degree in human resource management, public administration, business or related field.
- Minimum of four (4) years' recent experience in an administrative or management human resources generalist capacity which includes working with an HRIS and at least two (2) years of staff supervision.
- *Alternate Education Qualifications: An associate degree in a related field and a recent human resources professional certification from an accredited institution may substitute for the bachelor's degree.*

**Preferred Criteria:** Bachelors degree and certification in human resource management. Bilingual (English/Spanish) skills.

**Knowledge and Abilities:** Familiarity with appropriate hiring and supervisory practices. Knowledge of federal and state of California employment laws and regulations. Skill in developing and conducting effective employee orientation and training. Knowledge of correct English usage, grammar, spelling, vocabulary and punctuation. Knowledge of modern office methods and procedures including business correspondence. Good knowledge of computers and software applications such as Windows Office. Knowledge of human resources information systems (HRIS). Strong background in employment practices, employee relations, benefits, wage and salary, employee training, accident prevention, worker's compensation and government regulations and policies. Solid background in EEO, OSHA, ADA, anti-discrimination, COBRA, immigration requirements, etc. Strong interpersonal and communication skills and the ability to work effectively with a wide range of employee diversity. Ability to maintain the strictest confidentiality. Ability to work under pressure and timelines.

**License or Other Requirements:** Must possess a valid California driver's license and a dependable automobile with minimum insurance coverage. Must submit to a job-pertinent, agency-paid, pre-employment physical examination. Employment is conditional pending satisfactory results of all required tests.