



JOB DESCRIPTION

| | | | | |
|-------------------------|------------------------------------|-----------------|------------------|----------------------------|
| <i>Title</i> | Human Resources Coordinator | | | |
| <i>Department</i> | Human Resources | | <i>Job Class</i> | RU 11 |
| <i>Driving Required</i> | No | | <i>Safety</i> | No |
| <i>Labor Union</i> | Unrepresented | | <i>FLSA</i> | Non-exempt |
| <i>Created</i> | December 2021 | <i>Reviewed</i> | Jan. 2023 | <i>Revised</i> August 2023 |

Purpose

The Human Resources Coordinator provides confidential administrative and technical, staff, and customer support for the Human Resources department. Responsibilities include activity coordination, customer service and communication, data management, and support to other departments related to human resources needs.

This single position classification works under the general direction of the Human Resources Director. The Human Resources Coordinator is responsible for performing a variety of record keeping, administrative, and technical support activities in the human resources function including ongoing communication with all other department leadership and staff and the County Manager's office regarding human resources issues.

Essential Job Duties

A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet the job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

- Develop and maintain the Human Resources Information System (HRIS); establish and maintain position control; maintain applicant tracking information and reports.
- Assist with the employee benefit program by providing basic benefit data to employees; assist employees in resolving issues and problems with benefit providers; coordinate and perform employee orientations; prepare benefit packets.
- Provide statistical and research assistance to professional staff involved in classification, compensation, employment and labor relations functions; compiles and analyzes information including work measurement, statistical, and labor contract data.
- Prepare payroll input for personnel data changes; work with payroll staff to ensure accurate and timely personnel data changes.
- Provide general administrative support to the Human Resources function, including preparing correspondence, memoranda and reports; performing reception functions; processing mail; ordering supplies and preparing accounts payable documentation; performing data entry; maintaining schedules and records.



JOB DESCRIPTION

- Serve as department/program representative with the public through reception and customer service duties as required. Professionally greet internal and external customers, responds to incoming phone calls, provide accurate and timely responses to inquiries and complaints.
- Support recruitment and onboarding activities, including publishing job announcements and advertisements; applicant correspondence; scheduling and coordination with departments through all aspects of the interviews, pre-screening, selection, and hiring processes; perform new employee orientation, ensure all hiring paperwork is complete and accurate.
- Conduct safety compliance and reporting activities, including receiving and logging all injury/accident reports, submitting reportable incidents to the workers compensation provider, and maintaining related files and logs. Ensure worker compensation files are complete and accurate.
- Perform a variety of report-writing, data-gathering, and entry and retrieval activities in support of Human Resources activities; extract reports from the Human Resources/Payroll system; conduct surveys related to personnel matters; research and compile data from a variety of sources, some confidential in nature. Sort, arrange, files, and maintain accurate, timely records and files to monitor state and federal compliance and submit reports as required. Maintain confidentiality and comply with all county administrative and personnel policies.
- Responsible for the Employee Recognition Program.
- Serve as chair of the county Wellness Committee; write and submits wellness grant requests, track incentives and funds, report results.
- Provide administrative support for human resources-related committees, including Safety, Labor-Management, and HR-related workgroups.
- Collect receipts and complete monthly reconciliation of expenses of the department's county-issued credit cards (procurement cards). Purchase supplies as needed. Prepare request for proposals/quotes as needed; receive, evaluate, and recommend vendors, prepare contracts for approval; monitor department contracts for expenditures.
- May organize/coordinate the activities of volunteers and/or temporary staff including training, scheduling, and daily work assignments.

Education & Experience

A typical way to obtain the knowledge and abilities would be:

- A bachelor's degree in human resources or related field **AND**
- Two (2) years' experience in human resources, a clerical and/or administrative field, **OR**
- Any satisfactory combination of experience and training.

Desired Qualifications

- Some college level or specialized courses in Human Resources Management, business management, accounting, or other related field
- Previous experience in positions involving significant public contact and/or work in a public sector organization



JOB DESCRIPTION

- Previous experience in a Human Resources Assistant capacity
- Knowledge of specific word processing software utilized by the county
- Previous experience involving taking and transcribing minutes
- Familiarity with federal and state Bureau of Labor and Industries (BOLI) laws pertaining to labor and wage and hour programs
- Understanding of and ability to maintain web presence
- Advanced knowledge and experience in database management
- Understanding of HRIS software programs
- Understanding and experience with database management and support

Physical Demands

Requires moving files, books, and equipment weighing up to 25 lbs.

Clatsop County is committed to providing reasonable accommodations as required by the Americans with Disability Act (ADA). Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions and/or physical demands.

Working Conditions

Typical office environment; may be required to work a flexible scheduling during annual benefits enrollment, or wellness events, to accommodate early morning and evening meetings, and weekend events.

Supervision Received and Exercised

Supervision is not a typical responsibility of this position. May provide information and assistance to new personnel in the department regarding procedures and policies.