

CITY OF CORAL SPRINGS

Classification Description

CLASSIFICATION TITLE: Human Resources Coordinator
FUNCTIONAL AREA: Human Resources Department

WORK OBJECTIVE:

This is advanced level professional work developing and implementing a variety of personnel management programs. Employees in this classification develop, implement, and maintain professional personnel programs, in one or more specialized areas. Work is performed with considerable independent judgment and initiative, but problems of an unusual nature are referred to a superior for resolution. Assignments are made orally or in writing and work is reviewed through observation of results obtained, conferences and periodic reports or evaluations.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Provides interpretations of City and human resources' policies and the proper application to departments and individual employees.
- Interviews employment applicants, reviews applications, counsels applicants failing to meet qualifications.
- Advise employees on city policies, procedures, and rules concerning transfers, grievances, career development and performance evaluations.
- Plans, prepares and conducts new employee orientation.
- Maintains, updates and distributes documents and publications, which include employee manuals, administrative policy manuals, benefit information booklets, salary and pay schedules, performance review manuals, and other employee development materials.
- Pursues recruiting at high schools, colleges, technical schools, job fairs, and in the general community.
- Responds to and conducts surveys.
- Explains benefit programs to new employees. Answers inquiries concerning group health and life insurance programs, sick leave, vacation, other benefits, and disciplinary guidelines.
- Communicates with physicians, hospitals, insurance carriers, actuaries, and others regarding claims and coverage.
- Develops data on employee characteristics and insurance usage to aid in the evaluation of costs and effectiveness of programs.
- Keeps records of insurance policies, insurance transactions of City premiums due, and expiration dates of policies.
- Sends out notification for performance reviews.
- Performs data processing related duties including using statistical packages or programs, encoding data, data entry and retrieval and routine computer terminal operations and programming.
- Works in collaboration with staff members from other functional/technical areas.

MINIMUM QUALIFICATIONS:

Human Resources Coordinator

Education / Certifications / Experience –

Bachelor's Degree in Human Resources or related field; supplemented by three (3) to four (4) years progressively responsible experience in human resources work including some experience in the functional area of job assignment; or an equivalent combination of education, training, and experience.

Knowledge, Skills, & Abilities –

Knowledge of business English and spelling.

Knowledge of City, State and Federal laws and regulations of personnel and payroll administrative policies and procedures.

Knowledge of Coral Springs personnel and payroll administrative policies and procedures.

Ability to understand, follow and coordinate written and oral instructions.

Ability to clearly communicate information both verbally and in writing.

Skill in the principles and techniques of administrative support skills and interpersonal skills.

Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

Ability to access, operate and maintain various software applications.

Ability to read, update and maintain various records and files.

Skill in establishing and maintaining effective working relationships with all levels of employment, management.

PHYSICAL REQUIREMENTS:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).

ENVIRONMENTAL REQUIREMENTS:

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.