



<b>Position Title:</b>	Human Resources Coordinator	
<b>Reports To:</b>	Employment Manager	
<b>Department:</b>	Division of Human Resources	<b>Job Code:</b> 4182-00E
<b>Prepared By/Date:</b>	Kiomara Hidalgo/08-2006	<b>Job Group:</b> SNE
<b>Approved By/Date:</b>	Kiomara Hidalgo/08-2006	<b>Salary Grade:</b> 12
<b>Revised:</b>	Jennifer C. Brito/5-6-2009	<b>FLSA Status:</b> Non-Exempt

### **Summary:**

Provides guidance, coordination, and support in the effective and consistent application of a Human Resources unit policies, practices, and procedures. Recruits, screens, and recommends placement for all full-time nonexempt open position.

### **Essential Duties and Responsibilities:**

- Reviews all sections of full-time and part-time RPA (Request for Personnel Action) forms for completion and accuracy
- Screens resumes, interview candidates, check references and facilitate full-time employment offers
- Collaborate with management to specify the needs and requirements, due dates, deadlines, and actions taken to fill position.
- Perform employment verifications and reference checks.
- Creates and posts positions with all different venues, including web and print
- Upkeeps recruitment and advertising budgets
- Performs on-boarding functions
- Prepares and reviews a weekly report and compiles a monthly data report for submittal to Employment Manager.
- Conducts research in response to request and inquiries from state offices, law firms, financial institutions, etc.
- Trains part-time staff in the processing of RPA forms and in the use of Odyssey.
- Troubleshoots, resolves, and researches inquiries from internal customers on RPA forms, applications, transcripts, and other related documents, including paychecks.
- Reviews all sections of the Personnel Requisition (P-26) form for completion and accuracy, as needed.
- Maintain accurate records of all transactions pertinent to the processing of PT Personnel Requisitions for the recruitment of position vacancies.
- Serves in an advisory capacity on routine technical matters within the Employment unit.
- Reviews Employment documents for proper authorizations and information
- Disseminating information to departments, staff and the public regarding employment opportunities
- Supervises part-time staff and coordinates their work schedule to assure proper area coverage at all times; and performs other duties as assigned.
- Advises applicants and College's employee on matters relating to the application process and/or procedures.
- Assists manager/associate vice provost in evaluation of hiring criteria to establish salary of potential employees and/or adjusted salary of current employees.
- Assists the manager in the collection of data for local, state and federal salary surveys as well as internal College reports as needed

- Uses independent judgment in the interpretation of human resources policies and procedures.
- Attend job fairs and other functions assigned by the Employment Administrator for the purpose of recruitment and to enhance the visibility of the MDC.
- Oversees the request for administrative changes, closing and extensions of closing and posting dates or deviations from the standard operating procedures to clearly be documented for the purpose of employment case reconstruction.
- Replies to E-mails or other forms of correspondence from departments and or employment applicants.
- May perform other HR functions as assigned.
- Performs related work as required.

**Knowledge, Skills and Abilities:**

- Knowledge and understanding of college organization, goals and objectives, and policies and procedures
- Knowledge and skill in Microsoft Office Programs, specifically, Word, Excel, and Access
- Knowledge of the principles of office management and supervision and the ability to apply this knowledge to work situations is essential
- Knowledge of human resources laws and regulations in area of expertise
- Knowledge of full-time and part-time salary schedules
- Basic knowledge of compensation principles and practices
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community
- Excellent organizational and decision-making skills
- Skill in evaluating job content and writing accurate job descriptions
- Ability to exercise discretion and independent judgment in daily assignments
- Ability to work in fast paced environment with tight deadlines
- Ability to respond to inquires in a timely and courteous manner
- Ability to handle confidential/sensitive information efficiently
- Ability to speak effectively to internal and external customers
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Ability to work effectively in a multi-ethnic and multi-cultural environment

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

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

While performing the duties of this job, the employee is frequently required to reach with hands and arms. The employee is regularly required to walk; stand; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Associates degree and three (3) years of experience or five years experience in any human resource discipline or any equivalent combination of experience and education
- Must be able to work a flexible schedule that may include evenings and weekends.

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name