



Position Title:	HR Coordinator- Filing & Special Assignments		
Reports To:	Manager		
Department:	Employee Services	Job Code:	4182-00E
Prepared By/Date:	Jennifer C. Brito/08-2006	Job Group:	SNE
Approved By/Date:	Patricia Schwartz/08206	Salary Grade:	12
Revised:	Jennifer C. Brito/05-07-2009	FLSA Status:	Non-Exempt

Summary:

Provides supervision, guidance, coordination, and support in the effective and consistent application of a Human Resources unit policies, practices, and procedures.

Essential Duties and Responsibilities:

- Supervises and trains HR Specialist I & III positions (N=4), part-time clerk(s), and student assistant(s) in the accurate filing of personnel documentation and processing of special assignn
- Exercises sound judgment and make minors decisions in handling daily assignment of workflow accordance with college policies and procedures
- Oversees the customer service and phone answering duties of the department staff and provide feedback, as needed
- Assists Director in complying with court subpoenas and public records requests
- Randomly audits and produces monthly reports regarding various tasks performed by Operator personnel and makes recommendations for more efficient processes, if needed
- Prepares monthly Personnel Action Board Report
- Prepares necessary documentation and reports for 10/20/30/40 years recognition awards/retirees program and oversees purchasing of award items
- Prepares necessary documentation and reports for annual President's Excellence Awards
- Processes faculty promotions, continuing contracts, and endowed chair faculty awards
- Acts as liaison between departments and Human Resources, including SACS-related visits
- Oversees and maintains implementation of digitalization of personnel files and records
- Creates excel reports and presentations, as requested
- Acts as back up for all filing desks, as needed
- Acts as back up for the HR Data Entry Coordinator
- Attends relevant community workshops to keep up-to-date on changes within HR
- Travels to campuses, as needed
- Provides high quality customer service to the College's faculty and staff
- Performs other related duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of basic personnel/human resources theory and principles.
- Knowledge of word processing and spreadsheet applications.
- Knowledge of state and federal laws regarding recruitment/employment and general personnel practices
- Effective communication, negotiation, follow-up and organizational skills
- Possess skill in Microsoft Office applications (Word, Excel, Access, PowerPoint)
- Excellent interpersonal, verbal and written communication skills
- Ability to successfully interact with all levels of management and employees
- Ability to maintain confidentiality of sensitive personal information of applicants, employees, and former employees and other matters affecting employee relations

- Ability to follow oral and written instructions.
- Ability to write routine reports and correspondence.
- Ability to effectively collect, and prepare human resource statistical data.
- Ability to speak effectively before groups of customers or employees of an organization.
- Ability to communicate effectively with employees and handle confidential/ sensitive information efficiently
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty, and staff.

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 (5) years experience in human resources operations including some supervisory experience; or an equivalent combination of experience and training
- Experience in data entry using HR systems essential
- Must be able to travel to all campuses, as needed.

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name