



## **JOB DESCRIPTION:**

### **Human Resource & Administrative Coordinator**

#### **GENERAL DESCRIPTION:**

The Human Resource & Administrative Coordinator aids with and facilitates all people and team processes for all SEPRD team members. This position also works in coordinating administrative functions of SEPRD and supports the Executive Team, Finance Manager and Executive Director as well as the SEPRD Board. This individual administers team member health and welfare plans and acts as a liaison between team members and benefit providers. The position resolves employee related issues and ensures effective use of positive team member relations. The Coordinator ensures that District policies and practices are in accordance with federal, state and district regulations. The coordinator provides administrative support to complete all traditional human resource duties including recruiting, hiring, discipline, record keeping, file maintenance, etc.

#### **SUPERVISION RECEIVED:**

This position comes under the direct supervision of the Executive Director. The Human Resource & Administrative Coordinator is responsible for carrying out all the workplace expectations and policies of the District. The Coordinator does not supervise any SEPRD team members.

#### **SUPERVISION EXERCISED:**

This position will not directly supervise any SEPRD Staff. However, the position will provide support to all District staff, particularly management and supervisors. This position is expected to enforce all District policies, procedures, and protocols and as such, may be called upon to work collaboratively with the Executive Director or other staff to provide supervision and support to other team members.

#### **ESSENTIAL DUTIES:**

##### **Serve the Employees:**

- This position is expected to represent the entire workforce of the District as well as potential employees in serving as a resource to all human resource related inquiries/requests and provide timely assistance
- Understand how to leverage cross-departmental relationships and influence to identify creative and effective HR strategies
- Maintain records of personnel-related data (payroll, personal information, leaves) using the approved District related procedures
- Assist supervisors in performance management procedures
- Coordinate training sessions and seminars on timely and required topics and serve on the Department's employee engagement committee
- Perform orientations, onboarding and updating records with new hire information

- Engages with employees when they have concerns, working in collaboration with District counsel, Executive Director, and other resources as appropriate
- Ensures accuracy for all employees regarding employment benefits and payroll information
- Ensures employees are being shown appreciation and acknowledged in their positions.

**Serve the District:**

- Work in conjunction with hiring authorities to assist in the timely filling of vacant positions within the District workforce including recruiting candidates using varied methods
- Coordinate hiring for vacant positions including interviewing, scoring candidates, performing background checks, etc....
- Continually evaluate the SEPRD Employee Handbook and ensure compliance across departments within the policies of that document
- Support the Executive Director, Executive Team, Finance Manager and SEPRD Board with various tasks
- Ensure complete compliance with local, state, and federal employee laws and regulations
- Assists supervisors and Executive Director with separations of employment when necessary
- Prepares new employee files and paperwork

Other duties as assigned by the Executive Director.

**QUALIFICATIONS:**

The Human Resource & Administrative Coordinator should have a bachelor's degree in Human Resources or any related field (Business, Sociology, Marketing, Education, Psychology, Communication or Organizational Management for example).

Any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job may be considered.

**KNOWLEDGE OF:**

- Human resources processes and best practices
- Organizational skills

**ABILITY TO:**

- Demonstrate high level of verbal and written communication skills
- Ability to work proficiently in Word and Excel software as well as other MS Office products
- Ability to communicate effectively with a wide variety of employees and communication styles
- Ability to work independently and within a work team
- Ability to handle data confidentially

**PHYSICAL SKILLS:**

While performing the duties of this position, the Human Resource & Administrative Coordinator is frequently required to sit, stand, communicate, reach, and manipulate objects, tools, or controls. The position requires mobility. Duties involve moving materials weighing up to 25 lbs. and may infrequently require moving objects weighing up to 35 lbs. Manual dexterity and coordination are required to operate equipment such as computer keyboard, calculator, and standard office equipment.

**SALARY & BENEFITS:**

- Salary will be commensurate with experience, but it is anticipated that the hiring range will be \$48,000-\$58,000
- Medical & Dental Insurance for Employee
- Vacation Benefits (2 weeks per year for first three years, incremental increases to follow)
- Paid Holidays & Additional Floating Holidays
- Paid Sick Leave
- Deferred Compensation Plan
- Use of Fitness Space & Programs in line with District Policies