



## HUMAN RESOURCES COORDINATOR JOB DESCRIPTION

JOB TITLE: Human Resources Coordinator	CLASSIFICATION: Professional	IMMEDIATE SUPERVISOR: HR Director
PAY GRADE: 124	DEPT: Administration	STATUS: <u>FT</u> <u>PT</u> EXEMPT <u>NON-EXEMPT</u> BARG UNIT <u>NON-BARG UNIT</u>

**JOB SUMMARY:** Performs mid to higher support services for the Human Resource Director. Duties include independent judgement of complex, often confidential information, and interpretation of policies and procedures.

**SUPERVISION EXERCISED:** May supervise third party vendors and have oversight of certain contracts.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Researches, drafts, types and proofreads correspondence, reports, agendas, and other documents. Assists in the research and drafting of new policies and job descriptions. Distributes any memorandums or policy updates to all Village employees.
- Organizes, coordinates, and maintains records of all trainings for all departments (FEMA, COE). Coordinates travel and training for HR Director.
- Attends specific Human Resource trainings to remain up to date on specific Federal and FL State laws impacting Human Resource issues and duties.
- Updates all federal and state employment posters within the Village as the laws are updated.
- Knows and understands Florida Public Records Law and FL Statute 119, recordkeeping rules and practices for state and local government agencies. Compiles and redacts public records requested from the Human Resource Department. Destroys old files, completes the records disposition document and files with the Clerk's office.
- Ability to utilize the AS400 computer system for invoices, payments, and specifically the HR module and payroll modules. Utilize and familiarity with software such as HIPAA compliance and ACA specific software as well as the entire Microsoft office suite. Design and create spreadsheets for specific HR research and project work.
- Ability to handle, count, and manage cash, receipts and revenue sources, including the handling of the movie tickets and other employee benefit programs.
- Monitors electronic payroll for accuracy, overtime issues and other payroll codes, and corrects errors.
- Assists in the administration of Family and Medical Leave Paperwork, assigning hours in payroll, and notification to employee. Has oversight that return to work paperwork and physician's orders are in compliance with applicable laws, policies and procedures.

- Negotiates with third party vendors pricing and gets quotes for services such as safety supplies, drug testing, pre-employment background testing, employee recognition and wellness.
- Creates monthly birthday and work anniversary lists and distributes to all departments. Notifies Clerk of work anniversaries to be placed on Council Agenda. Notifies departments of work anniversaries and coordinates with third party vendor for gifts, plaques and certificates.
- Assists the Executive Administrative Assistant with the annual Employee Appreciation Luncheon.
- Receives applications, activates membership and maintains/updates the list of employees, active Palm Beach County Firefighters assigned to Royal Palm Beach, and District 9 PBSO employees for use of the David B Farber Gym.
- Notifies insurance carrier of all accident, liability, third party and worker's compensation claims. Sets up files, and corresponds with insurance carrier to answer and assist with any investigation or questions on case, and distribution of funds for deductibles or subrogation.
- Requests PBSO reports of accidents/crimes in the Village and contacts insurance carriers to subrogate and collect funds resulting from damage of Village property.
- Responsible for updating and maintaining an accurate list of all insured vehicles covered under the insurance policy and distributing insurance cards.
- Compiles and submits for the HR Director grant applications, such as the quarterly Safety Grant. Coordinates and communicates the needs of the Village regarding safety supplies for each department, including summer camp emergency first aid kits, vehicle kits and hurricane preparation supplies.
- Assists with preparing and monitoring departmental budget. Enters purchase orders, payment of invoices and bid or RFP/RFQ information.
- Communicate with vendors regarding invoices, information and services provided to Village and the department.
- Coordinates with all departments, applicants, and the testing facilities regarding background screening, Level I & II, drug testing, DMV, and pre-employment physical and other testing. Receives confidential results and communicates with departments on the decision of the HR office on the candidate.
- Works with Predictive Index vendor and IS to successfully have all candidates complete the index. Helps departments with the results and interpretation of results. Coordinates "Pro" job charts as positions become vacant.
- Tracks all part time and full time employees benefit status for submission of Federal Affordable Healthcare forms. Responsible for assisting the Finance Dept in the tax forms associated with the ACA. Monitors part time hours for look back period and compliance with ACA benefit offerings.
- Assists all Departments with Personnel Action Forms and pay grade/step questions and issues.
- Assists in the maintenance of group insurance benefits for participants. Interprets Village benefits and assists employees with resolving insurance issues. Assists in the benefit renewals providing census or other information for benefit quotes.

- Coordinates and assists with open enrollment, serving as a liaison between employees, retirees, participants and plan providers. Assists and administers the wellness initiative, Lunch and Learn seminars, coordinates with carrier and submits reports.
- Conducts On Boarding Orientation of new employees in the absence of the HR Director, assists with the setup of the Village ID Badge and enrollment in time keeper system.
- Performs Recruitment functions such as creating job postings, selection and evaluation of applicants as well as correspondence to all applicants including job offers.
- Maintains all employment files and scans all documents into folders including medical, benefits, legal, worker's compensation and investigative information. Obtains and provides information for verification of employment requests.
- Answers telephone, provides information, guidance and assistance with generalist HR issues to all Village departments. Directs calls as appropriate.
- Assists with retirement, FRS, 457, HSA/HRA/FSA deductions and contributions while remaining in compliance with Cafeteria 125 plan documents and federal funding levels.
- Assists in the annual performance evaluation process.
- Higher level independent project work, discretion, judgment, and decision making pursuant to each department and educational level.

**OTHER DUTIES:**

- Receive and resolve or refer citizen complaints or requests for service.
- Assist with department special events and projects.
- Emergency Management duties as needed or required
- Performs other related duties as required.

**DESIRED MINIMUM QUALIFICATIONS:**

Education and Experience:

- High school diploma, GED or equivalent certificate.
- Either an Associates or Bachelor's Degree in public administration, business, human resources or related field.
- Four (4) years experience working in human resources, with advanced training in benefits and wage and labor/payroll.
- Prefer Notary Public Certificate
- Prefer Certification in Human Resources
- Any related combination of training and experience.

Knowledge, Skills and Abilities:

- Knowledge of modern office practices, procedures and equipment.
- Knowledge of business English, grammar, and basic math.
- Ability to prepare and compose letters and reports.

- Ability to make decisions based on department policy and be tactful and courteous to all employees and general public.
- Must be able to compose and analyze data.
- Able to address large groups of people.
- Ability to establish and maintain effective working relationships with other employees, departments, government officials, and the public.
- Ability to learn the operating practices of municipal government.
- Ability to effectively communicate orally and in writing, and follow professional protocol.

**SPECIAL REQUIREMENTS:**

- Valid Florida State driver's license, or ability to obtain one; No more than two (2) moving violations within the last 12 month period; No more than six (6) violation points on your license within the last 24 months.

**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 regularly required to stand, walk, sit for longer periods of time, talk, hear, and use hands to manipulate, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 30 pounds of dead weight with knees extended and bending from the waist down. Employee must be able to drive a Village Vehicle. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus. In addition, the employee must be able to rotate the neck frequently, extend hands/arms overhead frequently, and turn fully from a fixed stance.

**TOOLS & EQUIPMENT USED:**

Telephone, voice mail, computers, scanning equipment, printers, calculators, postage meter, copier, and other audio visual equipment (such as TV/DVD/VCR for example). Specific computer software such as Microsoft Office Suite, WORD, EXCEL, Powerpoint, Internet Explorer, Laserfiche, AS400, and specialty programs for varying departments.

**ENVIRONMENTAL CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing 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 rarely works in outside weather conditions, but may be asked on occasion to work events or special functions outside, and

is occasionally exposed to hot, wet and/or humid outside conditions, cooler outside temperatures, toxic or caustic chemicals, such as cleaning chemicals, and uneven grounds such as grassy areas. The noise level in the work environment is generally quiet when in the office, but may be moderately noisy on busy days or when outside.

**SELECTION GUIDELINES:**

Formal application, evaluation of education, training and experience; oral interview, criminal background, and reference check; job related tests and credit check may be required. The Village of Royal Palm Beach is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

**JOB HISTORY:**

Created: 10-1-2015

Revised: 09-25-19