



POSITION DESCRIPTION

POSITION:	HUMAN RESOURCES COORDINATOR	CIVIL SERVICE:	YES
DEPARTMENT:	HUMAN RESOURCES	FLSA EXEMPT:	NO
DIVISION:	HUMAN RESOURCES	UNION:	N/A
REPORTS TO:	HUMAN RESOURCES DIRECTOR	PAY GRADE:	N07

FUNCTION:

Performs work under general supervision to assist in the daily activities and operations of the Human Resources department by coordinating the city's wellness program, managing the city's safety program, and overseeing the worker's compensation claims; and to do related work as required.

SUPERVISES:

EQUIPMENT USED:

Standard office equipment

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Assists in determining, developing, planning, organizing, and evaluating health and wellness promotion programs.
- Oversees promotion efforts to provide members with information regarding all aspects of well-being; develops and prepares health promotion materials including newsletters and web resources.
- Plans educational presentations, special events, and programs.
- Tracks program participation; monitors and reacts to trends in wellness; prepares and maintains necessary records and reports.
- Coordinates the city's safety program and policies. Facilitates safety committee meetings. Plans annual safety training for the departments.
- Prepares annual OSHA reporting documents. Documents and records light duty and lost time days.
- Conducts safety compliance audits to ensure proper training and policies.
- Assists in the management of workers' compensation claims. Act as a liaison between employee/department/worker's compensation carrier.
- Assists with employee recruitment, civil service testing and other selection procedures.
- Completes salary surveys and gathers salary information for compensation and benefits analysis and other practices of comparable employers.
- Serves as backup for payroll duties.
- Audits and tracks employee performance evaluations.

- Assists in researching best practices in human resources.
 - Assists other personnel with routine and specialized projects.
 - Other duties as assigned.
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ENTRY REQUIREMENTS AND SKILLS:

At a minimum, candidates must possess an Associate's degree or higher in any business or related field with two years of relevant work experience; or any equivalent combination of education and experience.

Knowledge of standard office procedures and equipment and ability to operate a computer; ability to understand and carry out oral and written instructions as well as departmental policies and routines; ability to deal tactfully with the public; ability to establish and maintain effective working relationships with co-workers.

WORKING CONDITIONS:

- Works in office environment.
 - Must keep regular and reliable attendance at work.
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PHYSICAL REQUIREMENTS:

- Must be sighted.
- Must be able to hear a normal conversation.
- Must be able to speak clearly at normal rate of conversation.