



Monterey Regional Waste Management District

Job Description

Position:	Human Resources Coordinator	Pay Range:	\$23.84 - \$30.43 (6 steps)
Exempt Status:	Non-Exempt	Bargaining Unit:	Support Unit
Position Status	Full Time	Reports to:	Human Resources Manager
Department:	Human Resources	Revised	January 2016

DEFINITION

Under general supervision, provides support to human resources functions including recruitment/staffing, employee relations, benefits, leaves and workers' compensation processing.

Working under the guidance and direction of the Human Resources Manager employees in this position typically work independently and/or assist with routine recruitments, test development and administration, job classification assistance, update and maintain personnel transactions including HRIS administration, compensation and benefit management, training, workers' compensation processing, special projects and assignments. Incumbents working in this position are expected to perform more complex and analytical duties. Serves as assistant to Human Resources Manager in the capacity outlined in the following example of duties.

The duties listed below 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 this class.

ESSENTIAL FUNCTIONS

- Perform a variety of clerical and administrative tasks utilizing MS Office software with minimal instruction and supervision.
- Ability to operate computer and office equipment and machines
- Ability to sit for prolonged periods of time (2+ hours)
- Ability to stand for prolonged period of time (2+ hours)
- Possession of a current California Driver's License issued by the State Department of Motor Vehicles, including on-going insurability to drive District vehicles.
- Ability to read, write and speak fluent English
- Ability to read, write and speak fluent Spanish

EXAMPLES OF DUTIES

Recruiting/Staffing

- Serves as the primary point of contact for all applicants.
- Coordinates and performs all recruiting tasks.
- Posts openings internally and externally via media as directed.
- Prepares application packets.
- Receives and applications; Sends acknowledgements to applicants.
- Prepares interview questions and testing if applicable.
- Schedules interviews and may participate in interviews as directed.
- Prepares new hire paperwork, orients new hires and schedules appointments for new hire physical.

Benefit Administration

- Responsible for processing all new hire enrollment or changes for employee benefits i.e., Medical/Dental/Vision, Employee Assistance Program, Long-Term Disability insurance, 457 deferred compensation and CalPERS enrollment.
- Audits and reconciles health insurance invoices for any changes.
- Processes employee changes in HRIS and employee personnel files.
- Processes employee step increases and performance evaluations.
- Tracks and processes medical leaves paperwork and coordinates with payroll for integration of benefits.

Employee Relations

- Coordinates and attends Labor/Management meetings.
- Prepares meeting agenda and packet.
- Transcribes minutes and distributes to all attendees.

Workers' Compensation (back up)

- Serves as a backup contact for employee injuries.
- Processes claims, updates Workers' Compensation files.
- Updates employee restrictions or leave due to injuries.
- Serves as liaison with insurance provider when needed.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Human Resources applicant tracking and employee record systems.
- Familiarity with federal and state laws pertaining to recruitment, employee/labor relations, training, leaves, safety and risk management.
- Bilingual/Spanish required.

Ability to:

- Communicate effectively orally and in writing.
- Perform functions related to Microsoft Office suite including Word, Excel, PowerPoint and Outlook.
- Organize and schedule work, set priorities, adjust to changing workloads and meet critical and/or changing deadlines or priorities under pressure.
- Perform a wide variety of duties involving detail, judgment, and problem solving skills, and follow-up on assignments with a minimum amount of direction.
- Manage multiple interruptions while completing projects or work assignments.
- Compile, research, interpret and analyze a variety of informational materials, data, issues and/or problems.
- Identify and recognize issues of confidential or sensitive nature.
- Use tact and discretion; exercise good judgment.
- Establish and maintain good rapport and effective working relationships with departments with a customer service attitude.

Training/Education/Experience:

Five years of progressively (or increasingly) responsible experience providing highly complex clerical or administrative support to management or professional staff including two years in supporting human resources related functions. Completion of coursework leading to an Associate's Degree or equivalent from an accredited college or university may be substituted for one year of experience. High School Diploma Required.

Special Requirements:

Possession of a current California Driver's License issued by the State Department of Motor Vehicles, including on-going insurability to drive District vehicles, are conditions of employment.

PHYSICAL AND SENSORY REQUIREMENTS

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

Physical Demands:

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment including keyboard; and reach with hands and arms. Employees are frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus. Lifting boxes such as recruitment files, applications or other forms weighing up to 25lbs.

Mental Demands:

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve policy and operational issues; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform detailed work on multiple, concurrent tasks with constant interruptions; work under deadlines and interact with all levels of District management and personnel, and the public.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Employees work under typical office conditions, and the noise level is moderately quiet.

ACKNOWLEDGEMENT

I verify that I have received a copy of the job description and I understand the requirements of this position.

Employee Signature

Date

Employee Name – Please Print