

HAMPTON ROADS WORKFORCE COUNCIL – JOB DESCRIPTION

Job Title:	Human Resources Coordinator
Reports to:	Chief Financial Officer
General Classification:	Administration
Employment Status:	Full-time, Regular
Last Review:	July 1, 2021, <i>Subject to change as merger integration evolves.</i>

GENERAL STATEMENT OF RESPONSIBILITIES

This position serves as the Hampton Roads Workforce Council's (Council) Human Resources Coordinator and is responsible for providing a full range of support to assigned departments in various human resources functional areas such as employment, employee relations, employee benefits, classification and compensation, performance management and training. Reports to the Chief Financial Officer.

ESSENTIAL JOB FUNCTIONS

- Functions as a strategic partner to assigned departments by providing guidance and assistance in the areas of recruitment and selection, employee relations, performance management, classification and compensation.
- Reviews personnel actions and provides recommendations to ensure consistent application of human resources policies and procedures.
- Coordinates the administration of employee benefits in accordance with Council policies and procedures and federal, state and local laws and regulations in cooperation with Finance Department staff.
- Coordinates recruitment and employment activities by developing recruitment strategies, conducting job analysis, revising job descriptions, screening and evaluating applicant qualifications, developing or reviewing interview question.
- Participates on interview panels; attends career fairs, develops and maintains relationships with employment agencies, universities and other recruitment sources.
- Responsible for reviewing reclassification requests; performs salary analysis; establishes job requirements and standards; develops job descriptions and recommends appropriate classification and placement of jobs; conducts and responds to salary surveys as appropriate.
- Reviews and processes a variety of personnel actions for consistency and conformance to laws, policies, procedures and practices; identifies discrepancies and works with requesting departments to resolve problems or determine appropriate procedures; provides information and interpretation of policies to applicants, employees and managers.
- Performs other duties by participating on special project teams, having the ability to serve as team facilitator, meeting with management to discuss organizational strategies, developing and conducting presentations and training, generating and processing employment requisitions, and conducts employee exit interviews.
- Performs other duties as assigned.

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PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the Board of Directors' Vision, Mission and Values.

REQUIRED KNOWLEDGE

- Human Resources - Knowledge of human resources and modern business principles, theories and practices to include EEO, FLSA, FMLA, ADA and related laws and regulations. General knowledge of organizational development including training principles and practices. Knowledge of recruitment and selection.
- Employee Benefits – Knowledge of employee benefit programs and medical services administration.
- Customer Service - Knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.

REQUIRED SKILLS

- Judgment and Decision Making — Evaluates the best method of research and then exercises appropriate judgment in establishing priorities and resolving routine matters. Considers the relative costs and benefits of potential actions to choose the most appropriate one.
- Computer Skills — Utilizes a personal computer with word processing, spreadsheet, and related software to effectively complete a variety of administrative tasks with reasonable speed and accuracy.
- Critical Thinking – Uses logic and reasoning to understand, analyze, and evaluate complex situation; performs additional research to identify the strengths and weaknesses of alternative solutions, conclusions or approaches.
- Time Management — Plans and organizes daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.

REQUIRED ABILITIES

- Interpersonal Relationships — Ability to develop and maintain cooperative and professional relationships with employees and all levels of management to include representatives from other departments and organizations.
- Communication — Ability to effectively communicate ideas and proposals verbally and in writing, to include the preparation of detailed reports and statistics. Ability to handle a variety of complex human resources issues with tact and diplomacy and in a confidential manner.
- Basic Math - Ability to perform arithmetic and statistical applications. Ability to employ basic math principles and practices in the analysis and reporting of data.

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EDUCATION AND EXPERIENCE

Requires a bachelor's degree in public administration, business administration, human resources, or a related field and 2-3 years of related experience, or an equivalent combination of education and experience. Professional certification preferred.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history check and a valid driver's license. Because this position will support regional infrastructure, travel using dependable personal transportation and current auto insurance coverage will be expected. Mileage reimbursement will be provided per agency policy.

PHYSICAL REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Essential functions are regularly performed without exposure to adverse environmental conditions.