

ROUTT COUNTY

POSITION TITLE:	Human Resources Coordinator	
FAMILY:	Administrative	SCALE: Admin Assistant V
DEPARTMENT:	Human Resources	FLSA STATUS: Non-Exempt
APPROVED:	County Manager	DATE: September 30, 2021

SUMMARY OF POSITION:

Under general supervision, performs a full range of administrative duties in support of human resources daily operations and programs including greeting and assisting visitors and employees, answering phones, performing HRIS reporting and data entry, digital and paper filing, payroll processing and benefit statement reconciliations. Excellent Microsoft Excel spreadsheet experience and mathematical proficiency are required. Many of the responsibilities are of a confidential nature.

ESSENTIAL FUNCTIONS:

- Delivers excellent customer service to all employees and visitors to the Human Resources office by assisting and answering employee questions regarding recruitment, onboarding and exit processes, employee benefits, and other human resources programs and activities.
- Operates a computer and performs HRIS data entry in accordance with standard procedures and computer system requirements to enroll, change, or inactivate an employee's status, benefit coverage and payroll deductions; verifies the accuracy of input data; updates all employee records accordingly; generates reports and documents.
- Partners with the IT Applications Developer to troubleshoot software issues and implement HRIS modules including the testing and smooth functionality and performance of the software.
- Creates HRIS training videos/instruction documents and educates users on new and existing modules.
- Carries out recruitment activities including the management of the ATS software, the creation of advertisements, internal and external job postings; provides hiring managers and job applicant's guidance and support on the application process; manages applicant-tracking workflow and processes documents used for candidate interviews, exams, and background checks.
- Manages employee onboarding, exit processes, and ensures all benefit changes, deductions and payouts are processed accurately and managed in a timely manner.
- Maintains personnel files for all employees, including payroll, personnel and benefit/medical, as well as computerized files and databases and other miscellaneous files.
- Completes verifications of present and past employment.
- Completes I-9 forms for new hires and maintains I-9 records for all staff.
- Verifies new hires via the Social Security Administration and Colorado State Directory of New Hires website.
- Responsible for County Newsletter including the design, content and distribution to staff.
- Generates and proofs for accuracy HRIS data for EEO-4, VETS 4212, and Affirmative Action Plan reporting; prepares other HRIS reports as required.
- Prepares and maintains a variety of correspondence, memoranda, spreadsheets and reports related to recruiting and HR operations.

- Monitors and maintains inventories of supplies and materials for benefits and other human resources programs.
- Manages the Human Resources side of the payroll process and assists with benefit vendor reconciliations.
- Carries out special events; including Years of Service luncheon, Flu Shot Clinics, group onboarding and Open Enrollment activities.
- Reviews and tracks employee job performance evaluations and follows up with supervisors on deadlines.
- Completes salary and benefit surveys data for other entities.
- Performs other job-related duties or other special projects as requested.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Standard office administration practices and procedures including recordkeeping and filing;
- Must be able to gain an understanding of County and Human Resources rules, policies and procedures;
- General office practices and procedures;
- Strong critical evaluation skills including excellent English grammar, punctuation and spelling;
- Safety policies and safe work practices applicable to the work.

Skilled in:

- Basic mathematical calculations;
- Microsoft Office products and other types of technology and software programs, including, applicant tracking, spreadsheets, and database management;
- Use a computer keyboard and other office equipment accurately at a speed necessary to meet the requirements of the position;
- Handling HIPAA and other confidential and protected information;
- Principles and practices of customer service and telephone etiquette.

Ability to:

- Explain various Human Resources department procedures to others clearly and accurately;
- Prepare clear, concise and accurate reports, correspondence and other written materials;
- Learn and keep up-to-date on County's human resources and benefit program, policies and procedures;
- Handle sensitive employee situations with compassion, tact and confidentiality;
- Work independently and exercise mature judgment.
- Establish and maintain effective relationships with department managers, team members, and the general public.
- Work in a fast paced environment while prioritizing workload, meeting deadlines, and multitasking.
- Maintain composure and display a positive attitude at all times.

MINIMUM REQUIREMENTS:

High school diploma or GED and two years of administrative duties and data entry experience or a combination of education, training, and experience which provides the knowledge, skills and abilities required for the job may be considered.

DESIRED QUALIFICATIONS

Associate's degree; two years of experience working in a human resources office and with confidential and HIPAA protected information; SHRM Certified Professional or HRCI aPHR; previous work experience working with the public and/or County Government. HRIS data entry and reporting experience.

LICENSES AND CERTIFICATIONS:

Valid Colorado Driver's License to operate a County vehicle.

WORKING ENVIRONMENT AND PHYSICAL EFFORT:

Work is performed primarily in an office environment. See accompanying Essential Job Function and Physical Demands Checklist.

COMMUNICATIONS:

Communicates regularly with management and employees; communicates diplomatically with the public, vendors, other government officials and employees; communicates effectively orally and in writing.

ORGANIZATIONAL RELATIONSHIPS:

Reports to the Human Resources Director