



# CITY OF MOLALLA

## EMPLOYMENT OPPORTUNITY

### HUMAN RESOURCE COORDINATOR ADMINISTRATION

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FLSA Status: Non-Exempt  
Department: Administration  
Union Representation: Non-Represented

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#### **GENERAL POSITION SUMMARY:**

The Human Resources Coordinator performs a variety of administrative and technical Human Resources duties and provides administrative support to the Finance Director. Typical tasking includes, but is not limited to recruitment, retention, compensation, benefits, employee relations, payroll, workers comp, personnel records, EEO/ADA/FMLA/OFLA compliance, policy and procedure development, reporting, and risk management. Work is generally of a critical, sensitive, or confidential nature.

The Human Resource Coordinator position is classified as a confidential employee to the Finance Director.

#### **ESSENTIAL FUNCTIONS & MAJOR RESPONSIBILITIES:**

*The tasks listed below are intended to assist in understanding the role, it is not an exhaustive list. An employee in this classification may be asked to perform any of the tasks listed; however, these examples do not include all tasks an employee may be expected to perform.*

- Communicates employment and general information to prospective employees.
- Has independent administrative responsibility for a function, a project, a unit within a department, or for a total technical/professional function.
- Coordinates the recruitment process, candidate communication, and the interview process, and maintains related files. Coordinates onboarding of newly hired employees.
- Researches, responds to, or refers employee's questions regarding personnel policies and procedures.
- Communicates directly with insurance carriers to resolve questions or issues that arise with employee benefits.
- Maintains thorough knowledge of the laws related to Human Resources including, but not limited to: FMLA, OFLA, ERISA, Wage and Hour, and Due Process requirements.
- Tracks employment related legal updates to ensure appropriate policies and practices are in place, existing policies and practices remain legally compliant, and new/changed policies are communicated to the workforce.

- Assists in development of personnel policies, Human Resources procedures, and job descriptions.
- Maintains thorough knowledge of Human Resources best practices and implements or timely communicates them to administrative decisionmakers as appropriate in order to mitigate risk related to human resources practices.
- Maintains personnel files and subject matter files and ensures proper treatment of protected information.
- Coordinates Human Resources related training by tracking requirements, providing announcements, providing direction, and tracking completion using rosters, certificates, or other media. May assist in development of training materials.
- Coordinates and/or conducts employment related investigations and maintains associated documents and files.
- Fields and resolves or assists in resolution of employee complaints. Advises and assists department heads in implementation of disciplinary policies.
- Assists in coordination and management of the City's payroll program.
- Performs routine clerical and administrative work, such as answering phones, assisting customers, drafting letters, and filing.
- Manages, coordinates, or assists with special projects as assigned.
- Establishes and maintains positive working relations with coworkers, management, elected officials and the general public
- Provides administrative support to the Finance Director.
- Other tasks as assigned.

#### **MINIMUM QUALIFICATIONS:**

##### EDUCATION AND EXPERIENCE

- Associate's degree in Human Resources, Public Administration, or a related field; and 2 years of experience related to the listed job functions.
- Or any combination of education and experience that tends to exhibit proficiency in the listed functions and responsibilities.
- Professional in Human Resources certification is strongly preferred.

##### NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Broad knowledge of the laws, regulations, and practices associated with public sector human resources.
- Ability to analyze a variety of human resources issues and make sound recommendations.
- Ability to work independently with minimal supervision and direction.
- Ability to maintain and organize various human resources program related files, understand and determine insurance eligibility rules, accurately utilize automated payroll and financial software, word processing software, and database programs.
- Ability to establish and maintain cooperative working relationships, and communicate effectively in both verbal and written form.
- Ability to appropriately manage competing priorities and meet unalterable timelines.

##### SPECIAL REQUIREMENTS

- Must be able to pass background and security clearance standards including: reference check, criminal history check, and satisfactory driving record.
- Must have or be able to obtain a valid driver's license within 30 days of hire.

**SUPERVISION RECEIVED:**

The Human Resources Coordinator will be under direct supervision of the Finance Director.

**SUPERVISORY RESPONSIBILITY:**

The Human Resources Coordinator is not a supervisory position, but may be required to exercise supervisory authority on special projects from time to time.

**PHYSICAL AND MENTAL DEMANDS:**

Frequent repetitive motions including, but not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing.

Sedentary Work: Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

**WORK ENVIRONMENT:**

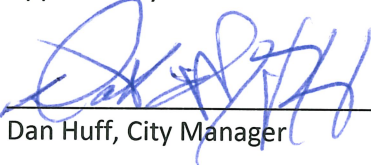
The work environment is primarily a standard office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**DISCLAIMER:**

*This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related, or logically assigned to the position.*

*This job description does not constitute an employment agreement and is subject to unilateral change by the employer as the needs of the employer and requirements of the job change.*

Approved By:

  
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Dan Huff, City Manager

1-13-2021  
Date