Job Title: Human Resources Coordinator  
Job Code: 16119

JOB SUMMARY

The Human Resources Coordinator is responsible for the coordination of one or more functional areas within the college’s human resources functions.

MAJOR DUTIES

- Provides information to employees regarding the employment application and interviewing process; posts job announcements;
- Provides information about employee benefits for new hires and existing employees, including flexible benefits, health benefits, and open enrollment;
- Coordinates and processes Flexible Benefits packages for new employees and during open enrollment periods;
- Reviews and processes personnel and/or position transactions, including coding for payroll, preparing separation notices;
- Assists with disciplinary actions;
- Maintains files and records;
- Completes required reports;
- Responds to inquiries about the technical college/system office and its employees;
- Coordinates human resources processes such as employment, compliance, benefits, transactions, leave, workers compensation, performance evaluations, or payroll;

COMPETENCIES

- Knowledge of Human Resources best practices
- Knowledge of state and local policies and processes
- Knowledge of state and federal employment laws
- Knowledge of college pay and benefit processes
- Knowledge of records retention practices
- Skill in the operation of computers and job related software programs
- Decision making and problem solving skills
- Skill in interpersonal relations and in dealing with the public
- Oral and written communication skills

MINIMUM QUALIFICATIONS

Associate degree *and* Three (3) years of work related experience
PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.