

UPPER RIO GRANDE WORKFORCE DEVELOPMENT BOARD

COMPETENCY-BASED JOB DESCRIPTION

POSITION: Human Resources Coordinator

FLSA Status: Exempt

REPORTS TO: Chief Executive Officer

Salary Range 17: \$39,338.17 to \$52,842.09

Starting Range: \$39,338.17 to \$45,240.00; DOE

I. JOB SUMMARY

Coordinates, manages, oversees and administers employee related policies, programs, systems and resources. Oversees the entire employee performance management system providing assistance to the Board management team. Responsible for the implementation and administration of the employee compensation and benefits program. Coordinates employee staff development strategies including delivery of training programs and learning opportunities. Strong interpersonal and communication skills, along with a high degree of confidentiality and sensitivity, are used to effectively address employee relations issues and administer applicable personnel policies. Oversees and ensures that Equal Opportunity policies and procedures and processes are adhered throughout the workforce system. Is responsible for maintaining appropriate levels of insurance to protect the interests and property of the organization in compliance with pertinent laws and regulations. Modeling strong customer service skills, establishes and maintains good working relationships with all levels of employees, customers, Board members, service providers, partners, and community leaders. The value of this position will result in assisting management with the effective recruitment, deployment, retention, development and evaluation of high performing employees.

II. ORGANIZATIONAL COMPETENCIES

Refer to the URG Organizational Competency Profile and the Board's Pledge of Excellence.

III. KEY POSITIONAL COMPETENCIES

Oversees the Employee Competency and Performance Management System

- Manages the recruitment effort for staffing all positions; monitors new-employee orientations, employee relations counseling, and conducts exit interviews.
- Oversees the performance planning and evaluation process, providing training and assistance to the management team in counseling employees on areas affecting work performance.
- Oversees the employee competency proficiency profile data base used to identify training needs and priorities.

Administers Employee Compensation and Benefit Program

- Conducts research within area labor markets to analyze compensation and related job descriptions for the development of a competitive salary structure to attract and retain a talented workforce.
- Analyzes company benefit plans and policies, laws concerning mandatory insurance coverage, prevailing practice information and other data to ensure legal compliance, competitive positioning, and best utilization of benefit budgets.
- Directs preparation and distribution of legally required summary plan descriptions to notify and advise employees of benefits programs such as insurance plans, paid time off, bonus and incentive plans and special employer-sponsored activities.

Coordinates Employee Staff Development and Training Programs

- Coordinates the design, plan, and implementation of Board staff development and training programs in order to develop and maximize effectiveness and motivation of individuals and work teams.
- Consults with the management team to help them create and implement individual employee development plans.

Administers Employee Policies and Addresses Employee Relations

- Keeps abreast of legislation affecting human resources; develops, recommends, and implements personnel policies and procedures; trains management and monitors company policy to ensure compliance.
- Counsels staff on issues, rules, and regulations relating to human resource management; counsels employees, aiding in conflict resolution, and /or other work-related issues.
- Ensures compliance with Equal Employment Opportunity policies throughout entire workforce system.

Manages Organizational Insurance Program

- Determines the on-going business insurance requirements of the organization to ensure the necessary coverage for general liability, property, workers' compensation, equipment, and other forms of coverage.
- Coordinates with outside suppliers to ensure that appropriate levels of insurance are carried to protect the interests of the organization and remain in compliance with laws and regulations.

IV. POSITION SUCCESS FACTORS / PERFORMANCE MEASURES

- The degree to which this position contributes to effective people management results and system growth meeting Board goals and objectives.
- The degree to which retention and reduction in turnover is influenced resulting in the development of the best workforce.
- The degree to which this position assists in the development of a highly competent staff that pursues, embraces, and models the Pledge of Excellence principles.
- The degree to which this position assists the management team in the timeliness and effectiveness of employee performance management.
- Employee satisfaction with the administration and value of the benefits program.
- Ensuring the appropriate levels of insurance are in place to protect the interest of the organization.

V. QUALIFICATIONS

Bachelors Degree in Business Administration, Human Resources, Communications, or related field, plus four years of full-time experience in a responsible and similar position that provided a thorough knowledge of administrative/human resource functions and office practices and procedures; or an equivalent combination of training and experience (18 mos. direct or related experience is equal to 1 year of education).

VI. TYPE OF EQUIPMENT OPERATED & PHYSICAL REQUIREMENTS

- Duplicating equipment; telephones; personal computers; calculators; fax machine.
- May sit for extended periods of time; stooping; bending, squatting, may lift and/or carry up to ten (10) pounds of paper, printed material or files; reaching, pushing, pulling standard file cabinet and vertical file drawer

NOTE: This job description outlines the general characteristics, qualifications, and performance responsibilities for this position. Additional requirements may be stipulated during the assignment of an employee to this position.