

# **CALLEGUAS MUNICIPAL WATER DISTRICT JOB DESCRIPTION**

**Job Title: HUMAN RESOURCES COORDINATOR**

**Department: Finance & HR**

**FLSA Status: Non Exempt**

**Reports to: Finance & Human Resources Manager**

**Position Type: Full Time**

**Revision Date: October 2013**

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## **POSITION SUMMARY**

Under general supervision, implements and administers human resources functions in the areas of employee relations, benefits, compensation, information systems, recruiting, and training. Interacts directly with employees to answer questions and research information and performs varied general office support work. This level is differentiated from the Human Resources Administrator position by experience, level of responsibility and independent work.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

### Examples of Duties

- Performs recordkeeping and administration of employee and Board benefits such as medical, dental, disability, life insurance, vision, and others; responds to employee questions; follows up on complaints and inquiries; provides information to employees about open enrollment and available benefits.
- Performs recordkeeping and administration of employee compensation.
- Administers on the job injury claims with worker's compensation carrier, schedules employees with District physician, schedules and monitors annual physicals and audiograms for designated groups of employees, and administers and maintains records of random drug and alcohol testing in compliance with DOT regulations.
- Maintains a schedule for employee performance evaluations, notifies supervisors when an evaluation is due, provides the necessary paperwork and information to the supervisor, and follows up if an evaluation is not submitted on time.
- Performs salary and benefits surveys, writes job descriptions, updates the salary schedule, prepares the annual report to the State Controller, and responds to requests for salary and benefits information.

- Maintains a schedule for required supervisor sexual harassment training, provides notifications and information to supervisors on how to complete the training, and follows up to confirm compliance.
- Collects, assembles, analyzes, and interprets human resource related data and interacts with employees and managers on these matters.
- Assists Finance and Human Resources Manager with resolving a variety of personnel and management related problems.
- Coordinates recruiting activities including advertising, testing, interviewing, scheduling physicals, performing background investigations, orienting new employees about benefits, and having them sign all the required “new hire” paperwork.
- Maintains and tracks all workers compensation and disability claims.
- Assist in the management of third party claims submitted to the District, assisting with investigations and coordination with other departments, legal counsel, the insurance carrier, claimants, and the General Manager.
- Assists employees involved in vehicular accidents to gather information and file paperwork to protect the District’s interests.
- Assists with budget, fiscal analysis, and preparation for audits.
- Assists in developing District operating policies and procedures.
- Prepares detailed written, oral, and graphic reports related to daily work and studies performed.
- Performs human resources related filing.
- Reviews benefit plan invoices in preparation for payment.
- Administers and maintains the human resources information system to ensure that all personnel records are accurate and up-to-date, new hires and terminations are processed on a timely basis; maintains personal records and documents.
- Coordinates employee morale improvement events such as the holiday party or picnics.
- Performs special projects as needed.

## **JOB REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

### Education and Experience:

Equivalent to an Associate’s degree in business or other related field is required. A Bachelor’s degree in business or other related field is desirable. A minimum of two (2) years of progressively responsible professional experience in human resources management. A combination of education and experience which provides similar knowledge, skills, and abilities may be qualifying.

Knowledge of:

- Policies, procedures, and operations of the District and in particular the human resources related functions.
- Modern office methods, procedures, and equipment.
- Filing methods and recordkeeping systems.
- Software programs including Word, Excel, PowerPoint, and Outlook.
- Correct English usage, spelling, grammar and punctuation

Skills:

- Spell correctly and use good grammar and punctuation.
- Communicate clearly orally and in writing.
- Make accurate mathematical computations.
- Follow oral and written directions.
- Operate a computer using Word, Excel, PowerPoint, Outlook, and software programs for administration of payroll and benefits.
- Operate a variety of office equipment.
- Interface with others to obtain or exchange information.
- Prepare and organize a variety of information.
- Effectively maintain good relations in a professional manner.
- Establish and maintain cooperative and trusting working relationships.
- Handle confidential matters with discretion.

## **SUPERVISORY RESPONSIBILITIES**

This position does not include supervisory responsibilities.

## **EQUIPMENT TO BE USED**

Must be able to operate a District vehicle, computer and standard office machines such as calculators, telephones, copiers, and scanners.

## **PHYSICAL AND MENTAL REQUIREMENTS**

The physical and mental requirements described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical:

- Requires sitting, standing, bending, and reaching; talk or hear, in person, in meetings and by telephone.
- Requires manual dexterity and use hands and fingers to handle and feel sufficient to operate a District vehicle, computers and standard office machines such as calculators, telephones, copiers, and scanners.

- Requires normal range of hearing. Specific vision abilities required by this job include close and distance vision and the ability to adjust focus. May require lifting up to 25 pounds

Mental:

- Required to use written and oral communication skills; read and interpret complex data, information and documents;
- Required to analyze and solve problems;
- Required to observe and interpret people and situations;
- Required to use math and mathematical reasoning; learn and apply new information or skills;
- Required to perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines;
- Required to interact with District executives and managers, District Board Members, other governmental officials, employees and the public.

## **WORK ENVIRONMENT**

The work environment characteristics are those generally encountered in an office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works under typical office conditions, and the noise level is usually quiet. Employee is a designated Emergency Services Worker and is occasionally called upon to work overtime or odd schedules.

## **SPECIAL REQUIREMENTS**

- Possession of a California Operators license issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates.
- The applicant will agree to authorize background reference checking with past employers and personal references.
- The applicant or incumbent will agree to submit to and must pass the District's pre-employment, post-offer medical examination including drug and alcohol screening performed by a physician chosen by the District.