



Job Code: 0040  
FLSA: NE  
Unit: CONF  
Revised: 4/6/01

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## **HUMAN RESOURCES COORDINATOR**

### **DEFINITION**

This is a confidential position under the general direction of the Deputy City Manager or Human Resources Manager, providing technical assistance, coordination and administrative support in a variety of areas related to human resources administration.

### **SUPERVISION RECEIVED/EXERCISED**

Receives general direction from the Deputy City Manager or Human Resources Manager. Exercises no supervisory responsibility over other employees. May direct the activities of temporary or part-time employees.

### **TYPICAL DUTIES**

Human Resources Coordinators are assigned to one of three specific program areas within the Department of Human Resources: Recruitment, Benefits and Worker's Compensation/Special Projects.

*When assigned to the Benefits program:*

1. Maintains personnel files and records; prepares routine correspondence and reports.
2. Reviews and processes all benefit invoices for payment.
3. Prepares reports and census data required by individual benefit providers; coordinates with brokers and other vendors to explore, enhance or change current programs.
4. Plans, schedules and coordinates Wellness and other benefit program activities and events.
5. Compiles and organizes a variety of employment and benefit information associated with the personnel function.
6. Responds to requests for personnel and employment information and provides explanations of the City's personnel policies and procedures to employees and potential employees.
7. Conducts orientation sessions for new employees; explains employment and benefit policies and programs, assists employees with forms and other paperwork.
8. Coordinates salary administration and performance evaluation processing.
9. Acts as a liaison between employees and benefit providers to resolve problems, coordinate benefit changes and provide information about plans.

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10. Maintains employee database by performing data input and verification for payroll processing.
11. Administers COBRA notices, correspondence and reports.
12. Coordinates employee leaves of absence and assures compliance with related laws and regulations.
13. Performs exit interviews, retirement planning and processing, and coordinates post-retirement benefits.

#### *When assigned to Worker's Compensation/Special Projects:*

1. Maintains personnel files and records; prepares routine correspondence and reports.
2. Processes and maintains all records relating to worker's compensation benefit claims, injury status and return to work coordination; assists with safety and training program activities.
3. Coordinates employee events, activities and programs (such as new employee orientations, employee recognition letters, City Gear).
4. Coordinates requests for, and services of, temporary staffing services for the organization.
5. Compiles and organizes a variety of employment and benefit information associated with the personnel function.
6. Responds to requests for personnel and employment information and provides explanations of the City's personnel policies and procedures to employees and potential employees.
7. Conducts orientation sessions for new employees; explains employment and benefit policies and programs, assists employees with forms and other paperwork.
8. Prepares and distributes human resources publications, job announcements, information bulletins and benefit notices for internal and external publishing and advertising on city websites, the city's internal website, job hotline and routine and special mailings.
9. Assists with recruitment and benefits program scheduling, correspondence and records.

#### *When assigned to Recruitment:*

1. Coordinates the use of contracted professional recruitment firms for executive recruitments.
2. Prepares job announcements (brochures) and advertising for printed publications and websites.
3. Responsible for researching the best publications for advertisement.
4. Reviews all applications for minimum qualifications.

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5. Responsible for responding to candidates either by phone or letter.
6. Coordinates, schedules, and proctors oral boards.
7. Prepares all testing and rating materials necessary for recruitments (i.e. oral board booklets, oral board questions, practical examination materials, etc.)
8. Coordinates and may proctor practical examinations as necessary.
9. Orients oral board panels and facilitates the wrap-up of candidates.
10. Responsible for ensuring the integrity of the recruitment process.
11. Responsible for the execution of eligibility lists, appointment letters, and all communications regarding recruitments.
12. Coordinates background investigations and pre-employment physicals.
13. Processes all bills relating to recruitments.
14. Responds to requests and inquiries regarding recruitments (i.e. status, process, conclusion, feedback, etc.)
15. Prepares weekly update for Human Resources Manager and Assistant City Manager regarding recruitment status.
16. Oversees the Summer Student Program

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

1. Modern office procedures; records management and word processing.
2. Principles and practices of human resources administration.

#### **Skill to:**

1. Type accurately and proficiently.
2. Prepare routine correspondence.
3. Maintain complete and accurate files and records.
4. Compile and organize information.
5. Understand and explain personnel practices and procedures.

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6. Coordinate benefit and payroll functions.
7. Communicate effectively and work in cooperation with others.
8. Use sound judgment and discretion in handling confidential information.

**Education and Experience:**

*Any equivalent combination of training and experience that would provide the knowledge, skills and abilities required to perform the essential duties of the job. A typical way to do this may be:*

**Education:**

Graduation from high school with additional coursework in human resources.

**Experience:**

Substantial experience in a highly responsible position, in a human resources function.

**License:** Possession of a valid Class C California driver's license.