

Nature of Work

The Human Resource Coordinator provides assistance with and facilitates the human resource processes at all business locations. This role administers employee health and welfare plans and acts as liaison between employees and insurance providers. This position resolves benefits-related problems and ensures effective use of plans and positive employee relations. The human resource coordinator ensures plans are administered in accordance with federal and state regulations and that plan provisions are followed. This role provides administrative support to the human resource function as needed, including record-keeping, file maintenance. Job performance is evaluated by the Director of Finance through review of the accuracy and thoroughness of employee files and coordination of HR. Job activities are also subject to state audit, independent auditors and contract/program monitor audits.

Illustrative Examples of Work

- Administers health and welfare plans, including enrollments, changes and terminations. Processes required documents through payroll and insurance providers to ensure accurate record-keeping and proper deductions.
- Performs customer service functions by answering employee requests and questions.
- Completes Forms I-9, verifies I-9 documentation and maintains I-9 files. Submits online investigation requests and assists with new-employee background checks.
- Reconciles benefits statements.
- Conducts audits of payroll, benefits or other HR programs and recommends corrective action.
- Assists with processing of terminations.
- Assists with the preparation of the performance review process.
- Assists with recruitment and interview process.
- Schedules meetings, interviews, and new staff orientation as requested by the Director of Finance.
- Makes photocopies; mails, scans and emails documents; and performs other clerical functions.
- Files documents into appropriate employee files.
- Assists or prepares correspondence as requested.
- Processes all paperwork required for new employees and maintains all employee personnel files.
- Maintains permanent company business files and reports.
- Serves as a backup to Director of Finance and/or Bookkeeper in their absence.
- Provides staff training and ensures staff are meeting training requirements.
- Manages Family Medical Leave and Worker's Compensation claims.
- Performs related duties as required.

Necessary Requirements of Work

Graduation from an accredited four-year college or university with a B.A. (B.S.) Degree in Human Resource or business related field. a minimum of two years' experience working in an administrative setting; strong organizational, interpersonal and decision making skills; ability to deal with complex and detailed information in an accurate manner; or any equivalent combination of education/certifications and experience to provide the following knowledge, abilities and skills:

- Extensive knowledge of federal and state regulations pertaining to HR auditing and disclosure requirements.
- Thorough knowledge of acceptable payroll processes and procedures including documentation of time, required paperwork and documentation of employees, reporting requirements, etc.
- Thorough knowledge of personnel policies and procedures.

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- Thorough knowledge of the federal and state regulations pertaining to taxable and non-taxable income, contractor requirements, etc.
- Ability to work with detailed and complex information in an accurate, thorough and organized manner.
- Ability to organize personal activities to meet all established deadlines and reporting requirements.
- Ability to adhere to established organizational policies and procedures pertaining to Human Resource operations.
- Ability to organize work related files and documentation in an organized and accessible manner.
- Ability to maintain organizational standards of integrity while performing work related activities.
- Ability to interact with co-workers, vendors, service providers, contractors, etc. in a courteous, professional and considerate manner.
- Skill in the use of computer hardware components including processing units, keyboards, disk drives, etc.
- Considerable knowledge of computer database applications including spreadsheet applications, database management, word processing and proprietary software applications utilized by the agency.
- Considerable knowledge of acceptable payroll processes and transactions including the documentation of time, required paperwork, reporting requirements, etc.
- Considerable knowledge of federal and state regulations pertaining to Human Resource auditing and disclosure requirements.
- Extensive knowledge of standard accounting practices and procedures (GAAP & GASB) pertaining to accounts payable, accounts receivable, payroll, internal controls, cost accounting and financial analysis.
- Knowledge of the programs and services offered by the agency including Head Start, CSBG, LIHEAP, Weatherization, Commodities, EF&S, etc.
- Knowledge of state regulations, grant stipulations, and reporting requirements pertaining to agency managed programs and initiatives.

Working Conditions

- This position requires incumbent to walk, sit, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; and talk and hear.
- Daily required to stand, climb, balance and stoop, kneel, crouch or crawl.
- Incumbent is required to regularly lift and/or move up to fifty pounds.
- Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
- The physical demands described above are representative of only some that must be met to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Necessary Special Requirements

- Possession of a valid Tennessee Driver's License and the ability to be insured at standard vehicle liability rates.
- The incumbent is subject to a pre-employment and random drug and alcohol screening.
- Bilingual (English/Spanish) preferred.

Note: This job description is not intended to be all inclusive; employees may perform other related duties as negotiated to meet the needs of the organization.

Highland Rim Economic Corporation

10/31/2016

Signature _____ Date _____

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