



## HR Coordinator

### Position Description

Revised June 13, 2023

<b>Position Title:</b>	HR Generalist
<b>FLSA Status:</b>	Non-Exempt, Part-time or Full-time (20-40 hrs/week)
<b>Reports to:</b>	Mayor
<b>Department:</b>	Mayor's Office
<b>Civil Service Status:</b>	Unclassified
<b>Overtime Eligibility:</b>	Eligible (subject to annual pay ordinance)
<b>Pay Range:</b>	\$27.26 to \$41.61/hour

### Position Summary

Under general direction, assists with a variety of human resource functions for the City of Bexley; assists with recruitment, hiring, onboarding process and coordination; pay scale and pay equity assessment and management; employee training, development, and discipline; manages employee benefits including enrollment, audits, and other related functions.

### Essential Duties and Responsibilities

1. Create and maintain a standard City-wide new hire packet.
2. Maintains personnel files and current records of hire dates, benefits enrollment elections, payscale step increase dates , and other important employee records.
3. Coordinates standardized employee review process, supporting Mayor and Department Directors as needed in the creation, administration, and filing of reviews.
4. Supports employees with human resources related inquiries and concerns.
5. Coordinates training opportunities for employees, working with the Mayor and Directors to identify and register for training as needed.
6. Assists the Mayor and Directors with employee performance and disciplinary issues.
7. Works with Civil Service Commission on agendas and minutes and attends Civil Service Commission meetings.
8. Audits benefit records, pay and pay range ordinances, job descriptions, and other documents relevant to Human Resources to ensure accuracy, equity, and consistency.
9. Coordinates contract negotiation with collective bargaining units.
10. Works with the Mayor and Department Directors to proactively create a positive and productive work culture that balances the employee experience with the fulfillment of the City's mission and objectives.

11. Prepares correspondence, records, reports and forms related to Human Resources.
12. Communicates with impeccable professionalism and clarity; maintains strict discretion when handling, discussing, or filing confidential documents.
13. Supports the Finance Department in the payroll process, including assistance with time off bank tracking, timesheet verification/approval, and other related responsibilities.
14. Maintains and audits personnel policy, recommending changes and or improvements in line with industry best practices, and communicating policies and procedures and related information to employees effectively.

## Supervisory Responsibilities

This job has no supervisory responsibilities.

## Education and/or Experience

Bachelor's Degree in Human Resources or related field preferred.

Experience in Diversity, Equity, and Inclusion practices and/or policies preferred.

Minimum requirement of a High school diploma or General Education Degree (GED), relevant professional experience.

## Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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 functions.

## Language Skills

Strong ability to craft routine communications and correspondence. Ability to speak effectively before groups of customers or employees of organization. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

## Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.



## Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a limited number of distinct tasks and functions in standardized situations. Superb ability to exercise independent problem-solving and process innovation.

## Computer Skills

To perform this job successfully, an individual should have a strong working knowledge and/or demonstrated ability to quickly adapt to software and cloud platforms such as Microsoft Office; Google Drive/Docs; web CMS platforms. Adaptability to new technical platforms is required.

## Certificates, Licenses, Registrations

1. Must have or be willing to acquire SHRM certification

## Other Skills and Abilities

1. Must have excellent written and verbal language skills.
2. Must be able to prepare and maintain accurate documentation and records.
3. Must be able to develop and maintain positive and pleasant working relationships with co-workers, members of other City departments and the general public.
4. Must be able to work occasional evening and weekend hours.
5. Must be able to able to organize and perform multiple responsibilities, sometimes simultaneously, in an accurate, efficient, and responsive manner.
6. Must be able to adapt to unexpected changes in assignments or deadlines.

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle or feel, and talk and hear. The employee is frequently required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.



## Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles and outside weather conditions.

The noise level in the work environment is usually moderate.

