

Job Description

Position Title: Human Resources Coordinator

Job Family: Human Resources

Job Level: Professional - Intermediate

FLSA Status: Exempt

Salary Grade: 05

Position Summary:

The Human Resources Coordinator will provide general HR support in the Classification/Compensation and Affirmative Action Department. The Human Resources Coordinator is responsible for coordinating processes and procedures to their assigned department including generating reports and supporting internal research. This position has responsibility for assisting with position classification, job evaluations, and reclassifications; supporting salary administration practices; and collecting and building reports for compensation and Affirmative Action/Diversity reporting.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Provides administrative support for the unit processes by tracking position requests and other departmental projects as necessary.
2. Set-ups and sends department communication emails. Updates internal Intranet pages as needed.
3. Produces monthly organizational charts using assigned software.
4. Updates existing documents, instructional how-to guides, and any information used to communicate with employees and/or new hires as directed.
5. Reviews and approves job requisitions to ensure information is accurate and complete.
6. Organizes job descriptions and post positions on the College website.
7. Reviews job descriptions for completeness and specifications. Assist with conducting job evaluations for vacant position reclassifications.
8. Participates in salary surveys (local and/or national) as needed.
9. Provides support to EEO/AA Analyst on Affirmative Action plans and EEOC reporting.
10. May coordinate with frontline managers regarding the position requests and changes. Suggest new methods that will positively impact workflow.
11. Supports the organization and coordination of the HR Compensation and Affirmative Action reporting and functions related to job descriptions, salary grades, position classes and metrics.
12. Assists with producing supporting documents, data and statistical analysis required to create our annual AAP, including annual VETS 4212 reports. Assists with workforce reports supporting EEO compliance, pay equity, and equal employment and affirmative action related compliance.
13. Assists the Director with Ad-hoc projects as assigned.
14. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of administrative procedures and practices
3. Knowledge of human resources principles and practices
4. Skill in effective communication (both written and oral)
5. Skill in performing a variety of duties, often changing from one task to another of a different nature
6. Skill in public speaking
7. Ability to adapt and maintain professional composure in emergent and crisis situations
8. Ability to apply effective and accurate data entry and typing skills
9. Ability to develop and maintain effective and positive working relationships

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree Human Resources, or a closely related field of study required.
- Three (3) to Five (5) years of related experience in Human Resources required.
OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
- Certified Compensation Professional (CCP) certification highly preferred.
- Compensation Management Specialist (CMS) certification highly preferred.
- Other HR Certifications (including CEBS, PHR, SPHR, SHRM certifications) considered.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required