

**City of San Rafael
Job Class Specification**

Job Title: Human Resources Coordinator

SUMMARY

Under general direction of the Human Resources Director, performs a variety of advanced professional work involving a variety of specialized tasks in a public human resource administration, including labor and employee relations, job analysis, classification, compensation and benefit plan administration, recruitment and selection, employee relations and payroll.

SUPERVISION

This position reports to the Director of Human Resources and may provide support to the Assistant City Manager/Director of Management Services. There are no direct supervisory responsibilities.

DISTINGUISHING CHARACTERISTICS:

This single-position class requires comprehensive specialized and technical knowledge and experience in human resources functional areas, a high level of initiative, sound judgment, communication skills, and strong analytical skills. The HR Coordinator performs the full scope of responsibilities related to classification and compensation, salary and benefit administration, coordination of training and development programs, labor relations support, and policy and procedure development while learning City policies and procedures, applicable laws and regulations, and specific techniques and regulations related to the broad area of human resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Works to achieve established goals and objectives for the Human Resources Department; evaluates service delivery alternatives and makes adjustments as deemed appropriate.
- Performs professional and technical duties related to classification, compensation, recruitment and selection, staff development and benefit administration; prepares related documentation, including draft contracts, advertising, job descriptions and training outlines.
- Advises, counsels and assists operating departments and employees on matters pertaining to personnel policies and practices. Provide information on procedures and regulations to City staff and the public.
- Participates in labor relations activities, including union/association contract negotiations, meet and confer sessions and meet and consult sessions.
- In coordination with staff of other departments, implements changes made to MOU's through the meet and confer process and ensure that automated systems reflect these changes.
- Participates in outside community and professional groups and committees.
- Actively participates in, or facilitates, committees and activities related to employee recognition, including annual recognition luncheon and distribution of service awards.
- Collects compensation, benefit and other survey data and prepare summaries of information. Audits and prepares new or modified job analysis documents and job descriptions.
- Serves as HR lead regarding Information Systems/technological management. Maintains HR page of City website.

- Coordinates the development and implementation of computerized personnel systems. Keep abreast of updates to Eden Systems/software enhancements (technological upgrades).
- Enter salary and benefit enrollment and changes into computer system. Assist representatives from retirement system to maintain up to date and accurate information.
- Oversees the processing and data input of changes to employee deductions to ensure the accuracy of pay and benefit changes.
- Assists new employees in enrolling in benefits and existing employees in making changes to their benefit plans.
- Administer Group Life & AD&D and Long-Term Disability (LTD) programs; interpret contract provisions and coordinate processing of complex claims or appeals.
- Works with HR Representative to coordinate open enrollment activities with insurance providers, including benefits fairs and employee meetings with benefit providers.
- Prepare training materials and organize City-wide training programs.
- Counsel employees regarding the County of Marin Retirement System (MCERA); monitor status and analyze impact of upcoming changes in retirement law; coordinate contract amendments with the Marin County Retirement System.
- Respond to employee and retiree questions and complaints; interface with third-party administrators and carriers to resolve claim appeals and provide guidance in policy interpretation of plan documents.
- Works closely with payroll to ensure accurate processing of claims. Oversees training of applicable processes.
- Performs related duties and responsibilities as required.

MINIMUM QUALIFICATIONS:

Sufficient education, training and/or work experience to demonstrate possession of the following knowledge, skills, and abilities which would typically be acquired through:

Possession of a Bachelor's degree with major course work in business or public administration, industrial relations, human resources management or a closely related field and three years of professional experience in public administration required. A Master's degree in Human Resources Management, Public Administration or a related field is preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Principles and practices of public personnel administration.
- Classification, compensation and benefits analysis and administration techniques.
- Applicable state and federal employment and/or labor laws and regulations.
- Considerable knowledge of research methods and practices, including statistical analysis.
- Ability to prepare comprehensive reports, communicate with others and understand information and write to effectively convey information to client groups.
- Demonstrated ability to make independent judgments and provide knowledgeable evaluations and opinions to all levels within the organization.
- Knowledge of employee benefits, recruitment and selection process, classification and compensation, job analysis and the like.

- Ability to establish and maintain effective working relationships with employees, representatives from labor unions and the general public.
- Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include sitting for extended periods of time and operating assigned office equipment.
- Ability to communicate with others and to assimilate and understand information, in a manner consistent with the essential job functions.
- Ability to coordinate a variety of tasks and assignments in an effective, efficient and confidential manner.
- Ability to provide optimal quality service.
- Basic knowledge of HR/financial systems.

SPECIAL REQUIREMENTS:

- Possession of a valid California Driver's License

FLSA Status: Nonexempt
Prepared By: Human Resources
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Bargaining Unit: Confidential Unit